



# **MALVERN TOWN COUNCIL**

## **OPERATIONS AND PLANNING COMMITTEE**

### **REPORTS**

**For meeting to be held on 26 October 2022 at 6.00 PM**

**In the Council Chamber, Belle Vue Terrace, Malvern**

# MALVERN TOWN COUNCIL

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

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## 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 26 October 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.	<b>Apologies for Absence</b> To receive and 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 Operations and Planning Committee meeting: <ul style="list-style-type: none"><li>➤ 24 August 2022 (previously circulated)</li></ul>
<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>Town Council Events 2022</b> <ul style="list-style-type: none"><li>➤ Verbal update</li></ul>
5.	<b>Review of charges for Town Council operations services 2023/24</b> <ul style="list-style-type: none"><li>➤ Report OC01/22 to follow</li></ul>
6.	<b>Operational projects – Budget 2023/24</b> <ul style="list-style-type: none"><li>➤ Report OC02/22 to follow</li></ul>

<b>7.</b>	<b>Vehicle/machinery replacement schedule for 2023/24</b> ➤ Report OC03/22 to follow
<b>8.</b>	<b>Tarmac project at Dukes Meadow</b> ➤ Report OC04/22 to follow
<b>9.</b>	<b>Review of draft Environmental Policy and recommendation to Full Council</b> ➤ Report OC05/22 to follow
<b>10.</b>	<b>Work Programme and Operations Update</b> ➤ Report OC06/22 to follow
<b>11.</b>	<b>Environmental Matters</b> ➤ Report OC07/22 to follow
<b>12.</b>	<b>Planning Consultations</b> ➤ Report OC08/22 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>13.</b>	<b>Possible sale of land at Dukes Meadow to Great Malvern Primary School</b> ➤ Report OC09/22 to follow
<b>14.</b>	<b>Date of Next Meeting</b> ➤ Wednesday 7 December 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 24 August 2022 at 6.00 pm

#### **Present**

#### **Councillors**

C Palmer (Chairman)  
K Aksar  
L Lowton  
F Matthews-Jones  
D Mead  
P Smith  
D Watkins

#### **Absent**

C Bovey

#### **Apologies**

L Lambeth  
J Leibrandt

#### **Also in attendance**

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

#### **23. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Lynne Lambeth and Josephine Leibrandt were noted.

#### **24. DECLARATIONS OF INTEREST**

None.

#### **25. 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 6 July 2022.

#### **26. PUBLIC PARTICIPATION**

None.

#### **27. TOWN COUNCIL EVENTS 2022**

The Town Clerk gave an update on the following Town Council events:

The Mayor's Bonanza – this will be held in Victoria Park on Sunday 28 August from 1pm until 5pm. A busy programme will include workshops, rides, stalls and a food village. The Town Clerk thanked all those who had volunteered to help on the day and hoped that there would be a good turnout of public with the event being widely publicised on social media and in the Malvern Gazette. A new card payment machine has been sourced to enable people to buy tickets for rides and stalls by card as well as using cash.

Bands in the Park – there will not be a performance this Sunday when the Mayor's Bonanza is being held, but the following three weeks will see the last of the bands for this season. Feedback is now being collected from people in the park and this will be used to ensure the best possible range of bands for next year. So far, people have appreciated the variety of music genres.

Charity Ball – this has unfortunately had to be cancelled as ticket sales were not high enough to make the event viable.

Mayor's Charity Quiz – this will go ahead on 14 October at the Mount Pleasant Hotel.

**UNADOPTED**

**28. REFURBISHMENT OF PLAY AREA AT MICHAEL'S CRESCENT**

Report OC01/22 was received and noted.

The Operations Manager explained that all play areas are regularly repaired but a major refurbishment takes place on a rotational basis. The new equipment will include an accessible swing following requests from local residents.

It was **AGREED** to appoint company B to carry out the refurbishment of Michael's Crescent play area.

**29. FIELD OF REMEMBRANCE**

Report OC02/22 was received and accepted, which gave details of the format and costs of the Field of Remembrance.

It was **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 to Thursday 17 November 2022.

**30. WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC03/22 was received and accepted.

The Operations Manager reported that although a couple of projects were a little behind schedule, generally all works and projects were progressing as expected.

**31. ENVIRONMENTAL MATTERS**

Report OC04/22 was noted.

Cllr Lowton, of the Environmental Policy Task and Finish Group explained that a meeting had already been held and the group were going to meet again to finalise the draft policy which would be presented to the next meeting of the Operations and Planning Committee.

**32. PLANNING CONSULTATIONS**

Report OC05/22 was noted.

**M/22/00910/FUL - Wm Morrison Supermarkets Plc, Roman Way, Malvern, WR14 1PZ Link Erection of car windscreen repair facility (Use Class Sui Generis and associated signage**

Cllr Aksar informed members that the application to install a car windscreen repair facility in the car park of Morrisons Supermarket was ongoing with concerns raised over the loss of parking spaces. A decision on the application had been deferred.

It was **AGREED** that the Town Council would raise an objection to this application due to concerns about the reduction in car parking spaces which will be caused by this facility and the impact on the availability of car parking in what is already a well-used and busy area, particularly at peak times.

No other planning applications were raised at the meeting.

**33. DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 28 September 2022 at 6.00 pm.

The meeting finished at 6.40 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 26 October 2022  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONS SERVICES 2023/24**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Committee is asked to consider the level of charges on operational services for 2023/24 and to make recommendations for inclusion in the budget process.

**3. Background**

3.1. The budget is decided by Full Council each year in December, and as part of this, the charges on the Council's operational services are agreed in order to finalise income projections.

3.2. The budget for 2022/23 estimated that Great Malvern Cemetery would provide £65,000 of income with the charges having been set up as per Appendix A to this report.

3.3. Recent increase in cemetery charges have been as follows:

2022/23 – all charges remained the same except for:

Purchase of a cremated remains space

Resident £20 increase to £200

Non-resident £40 increase to £400

Interment of cremated remains

Resident £20 increase to £200

Non-resident £40 increase to £400

Interment in unpurchased grave space

Persons 5 years and over

Resident £43 increase to £600

Non-resident £86 increase to £1,200

Interment of cremated remains in unpurchased grave space

Resident £80 increase to £300

Non-resident £160 increase to £600

2021/22 – no increase

2020/21 - 2% increase on all charges

2019/20 – 2% increase on all charges

2018/19 – 3% increase on all charges

3.4. Income from allotment rental is budgeted at £5,496 for 2022/23 with the cost of a 125 square metre plot remaining £36.00.

3.5. Recent increases in allotment charges for a 125 square metre plot have been as follows:

2022/23 – no increase

2021/22 – remained fixed at £36.00 but 10% early payment discount was removed

2020/21 – remained fixed at £36.00

2019/20 – remained fixed at £36.00

2018/19 – remained fixed at £36.00

3.6. Income from pitch fees and changing room hire for sporting fixtures was budgeted at £1,599 for 2022/23 with the cost to hire a football pitch at £258 and for changing rooms £255 for the season.

3.7. Recent increases on sports hire charges have been as follows:

2022/23 – no increase

2021/22 – no increase

2020/21 – 2% increase

2019/20 – 2% increase

2018/19 – 3% increase

3.8. Two new basketball courts at Victoria Park were opened in August 2021 and whilst the majority of usage will be recreational, non-competitive basketball with no charges applying, committee may wish to consider if the council should accept bookings for official matches/games and whether this should be chargeable.

3.9. Committee members are now asked to consider the level of operational charges for the period 1 April 2023 until 31 March 2024 and any increases that should be applied.

#### **4. Financial Implications**

4.1. Income from Operational Services is forecast as follows for the 2022/23 financial year:

Cemetery charges - £70,500

Allotment rental - £5,496

Hire of sporting facilities - £2,094

4.2. The level of charges will influence income projections for 2023/24 and will be included within the Town Council's budget for the 2023/24 financial year.

#### **5. Legal Implications**

5.1. The Town Council has a statutory duty to provide allotments where there is a demand for them, under the Smallholdings and Allotments Act 1908.

5.2. The Town Council acts as the Burial Authority in Malvern on behalf of the District Council.

5.3. Sporting facilities are provided under the powers of a Town Council covered by the Public Health Act 1875, Local Government Act 1972 and Open Spaces Act 1906.

End

Linda Blake  
Town Clerk

**AGENDA ITEM 5  
APPENDIX A**

<b>GMC CHARGES 1 APRIL 2022 UNTIL 31 MARCH 2023</b>	<b>Resident</b>	<b>Non-resident</b>
<b>PURCHASE OF GRAVE SPACE</b>		
Persons under 5 years	No charge	No charge
Persons 5 years and over	£504	£1,008
<b>PURCHASE OF CREMATED REMAINS SPACE</b>		
Cremation plot	£200	£400
<b>INTERMENT</b>		
Persons under 5 years	No Charge	No Charge
Persons 5 years and over:		
Single depth	£355	£710
Double depth	£431	£862
Cremated remains	£200	£400
<b>RE-OPENING OF GRAVE</b>		
Single depth interment	£383	£766
<b>GARDEN OF REMEMBRANCE</b>		
Leave to scatter cremated remains in Garden of Remembrance, including the right to insert bronze plaque	£143	£286
<b>INTERMENT IN UNPURCHASED GRAVE SPACE</b>		
Persons under 5 years	No charge	No charge
Persons 5 years and over	£600	£1,200
Cremated remains	£300	£600
<b>MISCELLANEOUS CHARGES</b>		
Use of Chapel	£74	£148
Organist	£56	£112
As approved - the right to erect or place on a purchased grave a headstone without inclusive works	£118	£236
Transfer of any Right of Burial	£89	£178



**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 26 October 2022  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**OPERATIONAL PROJECTS – BUDGET 2023/24**

**1. Purpose of Report**

1.1. For review and decision.

**2. Recommendation**

2.1. To consider and agree the Operational Projects listed at Appendix A and make recommendations for inclusion in the Council's 2023/24 budget.

**3. Background**

3.1. Every year, Officers review and evaluate Town Council assets in order to make recommendations for operational projects to be included in the next budget year. This is done as part of a larger plan to ensure assets are refurbished on a rolling programme of works and new projects actioned where necessary.

3.2. Appendix A contains a series of projects as proposed by Officers for the Council to carry out in the next financial year.

3.3. The Operations and Planning Committee is asked to agree the programme of project works to be carried out in 2023/24. Following approval by this committee, the programme will be incorporated into the Council's budget via the Policy and Resources Committee.

**4. Financial Implications**

4.1. If all projects are agreed, project expenditure will be £61,000.

**5. Legal Implications**

5.1. Malvern Town Council is a local precept authority and may issue a precept for each financial year before 1 March in the preceding financial year.

5.2. It is important for Council to prepare accurate budgets in order to ensure that they will receive monies during the year which are necessary for the proper carrying out of the Council's functions.

End

Linda Blake  
Town Clerk

NAME OF PROJECT	DETAILS	ANTICIPATED COSTS	PRIORITY
Jamaica Crescent refurbishment	Replace zip wire, refurbish climbing trail, refurbish various equipment	£20,000	High
Mill Lane car park and fencing	Fence off and create a stone car park with DDA access. This will be part of a larger schedule of works to develop land at Mill Lane being transferred to the Town Council.	£12,000	Medium
Timber building in cemetery year	To build a wooden structure/lean-to in the rear of the lodge yard, planning permission will be required	£15,000	Medium
Refurbish ground floor of lodge and toilets	New toilet, replace carpets, decorate, and replace furniture in rest room and break room within the cemetery lodge.	£8,000	High
Electrical tools	Purchase of tool package for operations team to achieve 80% electric in hand tools: 6 x strimmer with harness and battery, one hedge trimmer and battery, one multi-tool and battery, plus required charging ports and spare batteries.	£6,000	High
<b>Total</b>		<b>£61,000</b>	



- 4.2. Officers recommend that £20,000 is put into this reserve in the 2023/24 financial year which is an increase of £5,000 from 2022/23. This allows for the gradual build-up of a fund to purchase council vehicles, mowers, tractors and other large equipment and to prepare for the higher purchase cost to replace the transit vehicle in 2024/25.
- 4.3. The annual amount being set aside should increase to reflect rising costs and the Council's commitment to switch to electric vehicles if affordable.
- 4.4. The current balance of the Vehicle/Machinery Replacement Reserve is £45,702, with a projected balance at 31 March 2024 of £41,952 should the above recommendations be agreed.

**5. Legal Implications**

- 5.1. Malvern Town Council is a local precept authority and may issue a precept for each financial year before 1 March in the preceding financial year.
- 5.2. It is important for Council to prepare accurate budgets in order to ensure that they will receive monies during the year which are necessary for the proper carrying out of the Council's functions.

End

Linda Blake  
Town Clerk

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

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**TARMAC PROJECT AT DUKES MEADOW**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Committee is recommended to award the contract to tarmac the footpath at Dukes Meadow to Company A at a cost of £3,905.

**3. Background**

3.1. The footpath that runs from Sherrards Green Road into Dukes Meadow is deteriorating and residents from the immediate area including school children are having to sidestep standing water and muddy verges.

3.2. Five local companies have been approached for quotations for the works.

Company A	£3,905
Company B	£6,375
Company C	No reply received
Company D	Job too small
Company E	Unable to quote at present time

**4. Financial Implications**

4.1. This project was scheduled for autumn 2022.

4.2. £8,000 has been included in the budget for this project.

4.3. Financial regulations state that for amounts of £5,000 or above, at least three quotations should be obtained where possible, but when this is not feasible, two may be accepted at the RFO's discretion.

**5. Legal Implications**

5.1. None pertaining to this report.

End

Charles Porter  
Operations Manager

**A REPORT OF THE TOWN CLERK TO  
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MALVERN TOWN COUNCIL  
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**REVIEW OF DRAFT ENVIRONMENTAL POLICY AND  
RECOMMENDATION TO FULL COUNCIL**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Committee is recommended to consider the draft environmental policy as attached at Appendix A, and, subject to any amendments, recommend it to Full Council for adoption.

2.2. Committee is recommended to review the Environmental Policy on an annual basis.

**3. Background**

3.1. At its meeting on 6 July 2022, Operations and Planning Committee recommended that a task and finish group be set up to review the Environmental Policy and Environmental Strategy.

3.2. The task and finish group met on 18 August and 26 August and carried out a thorough review of the current policy and strategy, ensuring that all clauses were relevant and applicable, whilst being easy to read and understand. It was decided to merge the two documents into a single policy for ease of use and a draft document was produced.

3.3. Whilst council policies should be reviewed at least once every four-year term, the task and finish group felt that an annual review of the Environmental Policy would be more appropriate because of the ever-changing nature of environmental matters.

**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



**MALVERN TOWN COUNCIL**

**ENVIRONMENTAL POLICY**

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Reviewed by:	Environmental Policy Review Task and Finish Group – 26 August 2022 Operations and Planning Committee - 19 October 2022
Adopted:	
Next review due:	November 2023

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# MALVERN TOWN COUNCIL

## ENVIRONMENTAL POLICY

### 1. Introduction

- 1.1. Malvern Town Council (hereafter referred to as 'The Council') recognises that the day-to-day operations of the council can impact both directly and indirectly on the environment and will work to protect and improve the environment, through good management and by adopting best practice.
- 1.2. MTC is committed to providing a quality service in a manner that ensures a safe and healthy workplace for all employees and minimizes the potential impact on the environment. The council will operate responsibly and in compliance with all relevant environmental legislation, regulations and approved codes of practice, and will strive to use best practice at all times.

### 2. Aims of this policy

#### **Malvern Town Council will:**

- 2.1. measure the Council's carbon footprint each year to assess the environmental effects of the Council's activities and strive to continually reduce its carbon emissions. An annual report will be made to Full Council to demonstrate the progress in complying with the environmental policy.
- 2.2. uphold the Council's declaration of a climate emergency and consider the environmental impact of the Council's operations by taking action to reduce carbon emissions and greenhouse gases where practical.
- 2.3. integrate environmental concerns and impacts into all decision making and activities.
- 2.4. seek to protect and, where possible, enhance the quality of the natural environment of Malvern and its open spaces.
- 2.5. promote the efficient use of materials and resources throughout the Council, re-use or recycle where possible and seek to minimise waste, including water, electricity, raw materials and other resources.
- 2.6. use electronic/paperless means of communication wherever possible in all Town Council operations.
- 2.7. purchase recyclable, recycled and environmentally responsible products and materials when available and economically suitable.



- 2.8. ensure sustainable procurement where possible and require suppliers to provide environmental assessments of their environmental activities where appropriate.
- 2.9. train, educate and inform all employees and councillors about environmental issues that may affect their work and encourage employees, councillors, contractors and members of the public to support and promote the Town Council's Environmental Policy.
- 2.10. use local contractors whenever possible and viable, to support the local economy and reduce the impact on the environment.
- 2.11. supply all tendering contractors with the current environmental policy to inform them of the Council's commitment.
- 2.12. work with and support other agencies, projects and the wider community to promote best practice in environmental management and encourage the same in the community; support and initiate projects which contribute towards meeting national environmental objectives across the wider community.
- 2.13. avoid unnecessary use of hazardous products and materials and seek suitable substitution or alternative solutions. The Council will take all reasonable steps to ensure human health and the protection of the environment when such materials are used to include transport, storage, use and disposal.
- 2.14. where required by legislation or where health, safety or environmental hazards may occur, develop and maintain appropriate emergency responses.
- 2.15. continue to investigate technology for greater overall efficiency, to include machinery, IT equipment, vehicles, buildings and any other areas the Council is responsible for.
- 2.16. to consider and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.
- 2.17. to continue to manage and rewild suitable areas of Town Council-owned land with appropriate planting and design – including trees, permanent planting, insect friendly planting, wetland areas, ponds, waterways/streams, wildlife corridors, hedgerows and continue to replace trees with a two-for-one policy to support biodiversity.
- 2.18. to use wherever possible, green energy suppliers for Town Council contracts.
- 2.19. respond positively to new initiatives regarding combatting climate change and incorporate these into day to day operations where practical.
- 2.20. develop and implement a plan to minimise usage and consider further alternatives of pesticides/herbicides on all Town Council land.

- 2.21. not permit the release of balloons or sky lanterns on its land.
- 2.22. be peat-free in its horticultural activities.
- 2.23. promote and support the use of public transport, cycling and walking, and support initiatives to improve sustainable transport options.
- 2.24. procure machinery, vehicles, and tools with low emissions where possible.
- 2.25. This policy will be reviewed on an annual basis by the Operations and Planning Committee.

DRAFT



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

**1. Purpose of Report**

- 1.1. For noting/discussion as appropriate.

**2. Recommendation**

- 2.1. Committee is recommended to note any verbal updates from Council officers on ongoing environmental projects and initiatives.
- 2.2. Councillors are invited to raise any environmental matters which they would like considered/further investigated.

**3. Background**

- 3.1. In September 2019, Full Council declared a climate emergency and formed 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. The Environmental Policy has recently been reviewed and updated to accommodate difficulties experienced with budget constraints, limited factors towards current and future technology as well as unrealistic expectations.
- 3.4. At Annual Council in May 2022, it was agreed to disband the Environmental Panel with immediate effect and to include an item relating to environmental matters on the Operations and Planning Committee as a standing agenda item,
- 3.5. Within the standing agenda item, Officers will allow for a space to give verbal updates on ongoing projects and initiatives. There will also be the opportunity for committee members to raise any issues they feel need addressing or further investigation. If agreed, these will then be listed as a future agenda item with a report and relevant information being submitted.

**4. Financial Implications**

- 4.1. None.

**5. Legal Implications**

- 5.1. Committee members must be mindful that decisions can only be made on matters clearly listed on the Operations and Planning Committee agenda, thus giving members of the public the opportunity to make representations should they wish.

End

Linda Blake  
Town Clerk

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

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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 12  
APPENDIX A**

<b>Application number</b>	<b>Location</b>	<b>Ward</b>	<b>Description of works</b>	<b>Applicant</b>	<b>Comment deadline</b>
<a href="#">M/22/01278/FUL</a>	Batsford, 9 Avenue Road, Malvern, WR14 3AR	Priory	Single storey extension to boarding house to provide accommodation for Deputy House Mistress	Ms A Abbott	28/10/2022
<a href="#">M/22/01366/FUL</a>	Flat at 124 Worcester Road, Malvern, WR14 1SS	Link	Refurbishment of existing first floor apartment and additional second floor apartment with raised roof and new stairs and access landing servicing second floor.	Crystalight Limited	01/11/2022
<a href="#">M/22/01164/FUL</a>	House 1 - Boys boarding accommodation at Malvern College, Woodshears Road, Malvern, WR14 3EW	Priory	Removal of ground floor window, alternation of structural opening and installation of a new external door. Installation of new openings in boundary walls, new paved footpaths, a timber decked seating area and boundary fences/entrance gates	Mr Daniel Landon	01/11/2022
<a href="#">M/22/01356/HP</a>	4 Avenue Road, Malvern, WR14 3AG	Priory	Demolition of existing conservatory and porch. Erection of new single storey rear garden room, erection of new front porch and internal alterations.	Mr and Mrs J Halford	09/11/2022
<a href="#">M/22/01411/FUL</a>	41 Albert Park Road, Malvern, WR14 1RH	Link	Conversion and extension of former launderette to provide a one bedroom dwelling and ancillary works	Mr Patel	09/11/2022
<a href="#">M/22/01374/HP</a>	28 Clarence Road, Malvern, WR14 3EH	Priory	Demolition of conservatory and erection of two-storey extension	John Bastable	09/11/2022
<a href="#">M/22/01417/FUL</a>	115 Court Road, Malvern, WR14 3EF	Chase	Change of use of former detached office to a dwelling (C3) and ancillary works	Mr and Mrs C Weeden	10/11/2022
<a href="#">M/22/01275/LB</a>	2 Bank Street, Malvern, WR14 2JN	Priory	Construction of replacement retaining wall, new railings and rendered gate piers	Mr and Mrs D & J Shaw	10/11/2022