



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL**

### **REPORTS**

**For meeting on Thursday 3 November 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  
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27 October 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 3 November 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. 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: ➤ 6 October 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> <ul style="list-style-type: none"> <li>➤ The Chairman will invite members who have written in with questions to present them to Council.</li> </ul>
<b>9.</b>	<b>Notice of Motion – Lighting the Buzzard Sculpture to celebrate 50<sup>th</sup> anniversary of Community Action</b> <ul style="list-style-type: none"> <li>➤ Cllr Cynthia Palmer and Cllr Peter Smith</li> </ul>
<b>10.</b>	<b>Dedication of Rosebank Bus Shelter to Queen Elizabeth II</b> <ul style="list-style-type: none"> <li>➤ Report CL01/22 to follow</li> </ul>
<b>11.</b>	<b>Malvern Tourism Sign for Rosebank Gardens</b> <ul style="list-style-type: none"> <li>➤ Report CL02/22 to follow</li> </ul>
<b>12.</b>	<b>Support for Great Malvern Priory Development Plan</b> <ul style="list-style-type: none"> <li>➤ Report CL03/22 to follow</li> </ul>
<b>13.</b>	<b>Audit Committee Recommendations</b> The Chairman of Audit Committee to present any recommendations for approval by Council from the meeting held on 12 October 2022 <ul style="list-style-type: none"> <li>➤ Report CL04/22 to follow</li> </ul>
<b>14.</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 26 October 2022 <ul style="list-style-type: none"> <li>➤ Report CL05/22 to follow</li> </ul>
<b>15.</b>	<b>Review of Quorum for Committee Meetings</b> <ul style="list-style-type: none"> <li>➤ Report CL06/22 to follow</li> </ul>
<b>16.</b>	<b>Location of Full Council meetings</b> <ul style="list-style-type: none"> <li>➤ Report CL07/22 to follow</li> </ul>
<b>17.</b>	<b>Date of Annual Council – May 2023</b> <ul style="list-style-type: none"> <li>➤ Report CL08/22 to follow</li> </ul>
<b>18.</b>	<b>Date and Time of Next Meeting</b> <ul style="list-style-type: none"> <li>➤ Tuesday 20 December 2022 at 6.00 pm</li> </ul>
<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>19.</b>	<b>Staffing Matters</b> <ul style="list-style-type: none"> <li>➤ Report to be circulated at the meeting</li> </ul>

**UNADOPTED**

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

**held in the Council Chamber, Malvern Hills District Council, Avenue Road  
on Thursday 6 October 2022, at 6.00 pm**

**Councillors**

Present

N Houghton (Chairman)  
K Aksar  
C Hooper  
L Lambeth  
J Leibrandt  
F Matthews-Jones  
R McLaverty-Head  
C Palmer  
D Watkins  
J Wilkinson

**Absent**

J Ashington-Carter  
C Bovey (apologies)  
C Fletcher (apologies)  
L Lowton  
D Mead (apologies)  
N Mills (apologies)  
J O'Donnell (apologies)  
J Satterthwaite (apologies)  
P Smith (apologies)  
A Stitt (apologies)

**Also, in attendance**

L Blake – Town Clerk  
L Wall – Minute Clerk  
C Porter – Operations Manager  
One member of the public

**81. APOLOGIES FOR ABSENCE**

Apologies for absence from Councillors Caroline Bovey, Clive Fletcher, David Mead, Neville Mills, James O'Donnell, Jack Satterthwaite, Peter Smith and Aiden Stitt were **NOTED**.

**82. DECLARATIONS OF INTEREST**

None.

**83. 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 7 September 2022.

**PUBLIC PARTICIPATION**

Mr Ron Harris, a resident of Summerfield Road, expressed his concerns over speeding traffic in the Summerfield Road area, which had seen an increase in recent years, partly because extra traffic lights now installed on the Worcester Road meant that the area had become a cut through for traffic travelling to Lower Howsell, Leigh Sinton and beyond. Residents would like to see all traffic slowed down considerably to ensure the safety of local children and residents and in particular support the idea of making Summerfield Road/Queen Elizabeth Road a non-through road as it was previously.

**84. MAYOR'S ANNOUNCEMENTS**

Many mayoral engagements had been cancelled or postponed because of the death of Queen Elizabeth II, however the Mayor had attended the unveiling of the new Jenny Lind sculpture in Rosebank Gardens, which was also attended by the Deputy Mayor and representatives of the Jenny Lind Society.

The Mayor reminded members that his charity quiz was taking place on Friday 14 October and tickets had been selling well but there were still some available. All profits from the quiz would go towards the Mayor's Charity, Guide Dogs.

Members were also informed that charity calendars for 2023 were now on sale and examples were available at the meeting. The calendars cost £10 from the office, or £12 including postage and come in two formats - wall and desk calendar. QinetiQ had agreed to sponsor some of the printing costs and again, all profits would go towards Guide Dogs.

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

The Town Clerk gave an update on the following items:

**Volunteers** – the Town Clerk thanked everyone who had already volunteered to man road closure barriers for Remembrance and to help with the Christmas Lights Switch-on event. Further help is required with Father Christmas' grotto, and any volunteers should contact Lyndsey in the office.

**The Mayor's Quiz** – the Town Clerk asked members for donations of raffle prizes for the Mayor's quiz. Eighteen teams have registered so far.

**Heart of England in Bloom** - Councillors David Watkins and Clive Hooper picked up a Gold Award on behalf of the Town Council at the awards ceremony held on 22 September. Malvern scored a fantastic 93 out of a possible one hundred points and the Town Clerk thanked everyone who had helped with the entry: Town Council staff, bloom volunteers and those from partnership organisations. It is a real community effort which involves more than just floral displays.

**SWDPR** - subject to the approval of Worcester City, Malvern Hills and Wychavon councils, a six-week consultation on the South Worcestershire Development Plan Review is due to take place from 1 November until 12 December. Parish and Town Councils will be invited to a remote briefing on 20 October and details will be passed on as soon as they are available.

**Michaels Crescent Play Area** - works to refurbish this play area as agreed in the project budget for this year will commence in the next couple of weeks.

**Mill Lane** - it is now over three years since the Town Council agreed to take ownership of land off Mill Lane / Charlock Road. After a number of emails failed to result in any progress a letter was sent to the Interim Divisional Managing Director, Partnerships Midlands who replied that the South Midlands office was now closed and the development had been taken on by the West Midlands region. The new project team has completed a review and identified the works required to bring open spaces up to the expected standard of quality for the Town Council and the residents, including an action plan to remediate and complete the open space

## UNADOPTED

ground maintenance works to enable the land to be transferred to Malvern Town Council. These works will start on Monday 17 October.

**Victoria Park** - works to level the site of the former pavilion have now been completed with the area seeded to grass whilst we await future developments

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

It was noted that Cllr Natalie McVey had sent her apologies.

Cllr Karen Hanks, WCC

**Highways matters:** A VAS unit ordered in last year's budget is now ready to be installed and Cllr Hanks will consult with the Highways Liaison officer to identify three or four of the best locations to address concerns from local residents on Lower Howsell Road and Pickersleigh Road about speeding vehicles.

Cllr Hanks has visited Spring Lane North, Lower Howsell Road, Queen Elizabeth Road with highways officers and as a result has ordered a white H-bar at a location on Spring Lane North and a sloped crossing for prams at Queen Elizabeth Road.

Cllr Hanks reminded members that there is a discretionary budget still available for footpaths (last year this was used for a pavement section on Lower Howsell Road).

**Malvern Link Traders:** Cllr Hanks is again working with this group planning a Christmas Event on 2 December 2022.

She has also agreed to pay for a centre feature in All About Malvern magazines to promote Malvern Link retail and service offerings from her divisional fund, to be circulated in October. A further contribution will be made to distribute a Christmas event leaflet in the Trade Link magazine.

Cllr Hanks mentioned that the traders are also looking to create an ironwork feature at Hampden Corner. It was noted that this area is owned and maintained by Malvern Town Council and any installation would have to be approved appropriately.

**Community Fridge:** this has been very successful and the benefit to the community extended as the produce, saved from disposal, is also being used by Malvern Green Space at the United Reformed Church Hall to provide free hot lunches in Malvern Link, on a drop in "pay what you can, if you can" basis. Some Malvern Link residents who live alone have especially enjoyed this social event.

**Other Divisional Fund use:** Cllr Hanks will make a WCC donation to the Christmas Cheer/Festive bags scheme at the Town Council again this year.

**Boundary review:** Worcestershire County Councillors were briefed over the summer that there will be a boundary review of the County Council Wards. Information will initially come from WCC including electoral forecasts and other electoral data. Meetings will be held with all councillors, officers, and the Town/Parish Councils to assist in deciding how many councillors should be elected. From May 2023 the public will be asked their views on the number of wards and the boundaries. The new wards are effective from County Council Elections in 2025. It was clarified that this review is separate to the local boundary review for District and Town wards already completed.

## UNADOPTED

### Cllr Cynthia Palmer, MHDC

Cllr Palmer noted that the outcome of the recent boundary commission review would mean a change to polling stations as some would now be in different areas. It had also caused some problems with the Malvern Hills Trust, conflicting with their Acts of Parliament.

There is also a new interim director of planning in post at MHDC following the departure of Holly Jones.

### Cllr Kaleem Aksar, MHDC

Cllr Aksar reported that the refuse lorry fleet had been changed to run on hydrogenated vegetable oil known as bio diesel in an effort to reduce carbon emissions. He had also attended meetings regarding the Victoria Park Road development, and the Stocks Lane development, where discussions had centred on the impact the development will have on conservation and biodiversity.

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

### Cllr Clive Hooper, Malvern Hills College Task Force Group

At the most recent meeting, held by zoom, it was reported that the two directors of the Malvern Hills Arts and Community College (MHACC) had written to the Warwickshire Colleges Group to make a formal bid for the building. The governing body is due to meet soon and it is hoped that the bid will be considered at that meeting.

Cllr Watkins made a request that Town Council representatives on Outside Bodies should be asked to submit a written report to the next meeting as few reports had been received this year. It was noted that some bodies had not been active recently but this matter would be looked into.

## **88. MEMBERS QUESTIONS**

There were no members' questions.

## **89. NOTICE OF MOTION – SUPPORT FOR LOW TRAFFIC NEIGHBOURHOOD IN SUMMERFIELD ROAD**

Cllr Kaleem Aksar presented his notice of motion to council. He said that concerns had been raised about the safety of children in the area due to the amount of speeding traffic. Options such as a crossing had been considered but it was difficult to find a suitable location. The low traffic neighbourhood scheme had been considered and was supported by residents in general, who had said they would prefer the inconvenience of the road being blocked from vehicular traffic, knowing that this would mean children and residents were much safer and traffic reduced, rather than the current situation. Cllr Aksar presented a petition with the signatures of 80 residents in support of the notice of motion.

Cllr Matthews-Jones agreed to second the motion in the absence of Cllr Satterthwaite, as she thought this change to road layout could make a vast, positive, difference to people living in the area.

## UNADOPTED

Members discussed the matter, including alternatives and were in support of the proposal.

Cllr Hanks informed members that WCC did not support chicanes as a method of slowing traffic but she would support the proposal of a low traffic neighbourhood.

It was noted that this would be the first of its kind in Worcestershire but these schemes worked well in other areas of the country and Cllr Aksar felt that in the absence of a County Council policy on LTNs, a bottom up approach could be successful.

It was **RESOLVED** that Malvern Town Council supports the local residents on Summerfield Road, Queen Elizabeth Road and Vandra Close for the implementation of a Low Traffic Neighbourhood (LTN) between Worcester Road and Summerfield Road and will call on Worcestershire County Council to trial making an LTN for the area. This will require the road to be blocked from vehicular traffic where Summerfield Road meets Queen Elizabeth Road.

### 90. **NOTICE OF MOTION – DEDICATION OF ROSEBANK BUS SHELTER TO QUEEN ELIZABETH II**

Cllr Nick Houghton presented his notice of motion. He proposed that the refurbishment to the bus shelter outside Rosebank Gardens already agreed should be expanded to include dedicated artwork celebrating the reign of the late Queen Elizabeth II.

The Town Clerk informed the meeting that the budget of £15,000 agreed for the initial works would most likely need to be increased to around £17,000 to cover the rise in materials costs over the past two years.

Designs for artwork within any agreed budget would be presented to Full Council for agreement before being commissioned.

- i. It was **RESOLVED** that the existing bus shelter and furniture would be refurbished in a manner sympathetic to a dedication marking the seventy-year reign of Queen Elizabeth II.
- ii. It was **RESOLVED** that a working budget of £8,000 would be allocated to cover both the increase in costs to refurbish the bus shelter and for the design and manufacture of an installation that would respectfully mark the reign of Queen Elizabeth II.

### 91. **NOTICE OF MOTION – MALVERN TOURISM SIGN FOR ROSEBANK GARDENS**

Cllr Nick Houghton presented his notice of motion to the meeting for the installation of a large lettered sign in Rosebank, spelling 'MALVERN' which would be a tourist attraction and encourage visitors to the town. Members were supportive of the idea and discussed location, materials and security. Members also thought that it may cost more than the £3,000 proposed in the notice of motion and it was important that any installation should be long-lasting, of high quality and a design that is sympathetic to the environment of Rosebank Gardens. It was therefore agreed to amend the second part of the resolution to read:

“allocate a working budget of between £3,000 and £5,000.”



## UNADOPTED

It was **RESOLVED** that Malvern Town Council should support the installation of a “MALVERN” tourism sign in Rosebank Gardens within a working budget of £3,000 to £5,000, with the location in Rosebank Gardens to be agreed by Full Council once a design is created.

### 92. **AUDIT COMMITTEE RECOMMENDATIONS**

Report CL01/22 was received and accepted and the Chairman of Audit Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 6 September 2022.

#### **Minute 14 Identification of any further areas of Internal Audit Work for 2022/23**

It was **RESOLVED** to add a review of staff contracts to the work plan for 2022/23.

### 93. **EXTERNAL AUDIT REPORT AND CERTIFICATE 2021/22**

Report CL02/22 was received and noted.

The Town Clerk explained to members that the External Audit Report and Certificate for 2021/22 had given the Town Council a ‘clean’ audit report and has now been advertised on the Town Council’s website as required.

### 94. **CHRISTMAS LIGHTING CONTRACT**

Report CL03/22 was received and accepted.

The Town Clerk explained that the previous Christmas lights contracted had expired and officers had therefore approached various companies to submit a tender for the erection, maintenance, dismantling and storage of the Town Council’s Christmas lights for the current year and next two years (2022 to 2024).

Three tenders had been received and it was now recommended to appoint company C. Costs were higher than the budgeted amount, partly due to an extra tree now being installed and dressed each year in Malvern Link. It was suggested that the successful company be appointed for three years rather than one to avoid price rises, because the work involved is quite specialised with not many suitable contractors and the tender process is time consuming.

The tender document as sent to the tendering companies was included in the meeting reports for information.

It was **RESOLVED** to award the contract for the erection, maintenance, dismantling and storage of the Town Council’s Christmas lights to Company C for a three-year period.

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

It was agreed that the date of the next meeting would be Thursday 3 November 2022 at 6.00 pm in Malvern Hills District Council Chamber.

The meeting finished at 7.10 pm.

.....  
(Chairman)



**RESOLUTION MOVED ON NOTICE – Standing Order 9**  
**A Meeting of Malvern Town Council**  
**to be held on Thursday 3 November at 6.00 pm**  
**in the Council Chamber, Malvern Hills District Council, Avenue Road**

**LIGHTING THE BUZZARDS SCULPTURE TO CELEBRATE**  
**50<sup>TH</sup> ANNIVERSARY OF COMMUNITY ACTION**

**Proposed Resolution**

That Malvern Town Council will light the Buzzards Sculpture in Rosebank Gardens “gold” for three weeks commencing Monday 21 November. This to form part of the 50<sup>th</sup> anniversary celebrations of Community Action Malvern and District.

**Background**

For the past fifty years, Community Action Malvern and District have been working to prevent older and disabled people becoming isolated and lonely. The charity operates a wide range of services including a car service to medical appointments, shop-around trips to assist with independence and wheelchair assisted car hire. They run Sunday tea clubs which have grown in popularity, as has the Men’s Shed project which helps men to socialise through woodcraft.

Community Action is a registered charity and has a team of seven staff and more than 150 volunteers. The charity has reached a significant milestone of fifty years of service to the local community and lighting the Malvern Buzzards sculpture in gold would be another fitting way of marking this anniversary.

The Town Council has already been involved in a similar project when the buzzards were lit purple in aid of pancreatic cancer in November 2021.

The easiest way to achieve a gold lighting effect would be to place a gold filter over the buzzard light; it is anticipated that the cost of a light filter and installation would be no more than £100.

Proposer – Cllr Cynthia Palmer (Priory Ward)

Seconder – Cllr Peter Smith (Priory Ward)

16 October 2022

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

**to be held on Thursday 3 November 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**DEDICATION OF ROSEBANK BUS SHELTER TO QUEEN ELIZABETH II**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. That ideas should be sought from Malvern residents for the design of three metal art sculptures to be installed in the alcoves of Rosebank Bus Shelter to respectfully mark the reign of Queen Elizabeth II.

**3. Background**

- 3.1. At Full Council in October, it was resolved to refurbish Rosebank bus shelter in a manner sympathetic to a dedication marking the seventy-year reign of Queen Elizabeth II.
- 3.2. It was further resolved that an installation should be designed and manufactured to enhance the refurbishment project and respectfully mark the reign of Queen Elizabeth II.
- 3.3. Renovation works are currently underway, and it is hoped that works to install the new steel and Georgian glass canopy and to clad the wall behind the bus shelter with steel sheeting for longevity will be completed by Christmas.
- 3.4. Officers have considered the options for an installation within the bus shelter and it is felt that the three alcoves in which the Elgar portraits were displayed, give an ideal opportunity for three art sculptures to commemorate our longest serving monarch.
- 3.5. Officers recommend that any art installations should be manufactured using some form of metalwork. This to give longevity and to ensure that the sculptures/artworks sit against the new steel sheeting in a complementary way. The factors yet to be decided are design and colour.
- 3.6. Upon reflection, the purpose of the original Notice of Motion was to create a unique and sympathetic installation which allows Malvern to respectfully mark the incredible reign of Queen Elizabeth II. Giving Malvern residents the opportunity to give their ideas, thoughts and designs which could be incorporated into the final artwork pieces, would make this a truly inclusive and representative portrayal of the life and achievements of Queen Elizabeth II as the public viewed her.
- 3.7. A publicity campaign can be launched for local residents to submit designs for three unique and respectful images to be used as metal artwork sculptures in the bus shelter alcoves. The images could be the same, completely different or using a specific theme.
- 3.8. Final designs can then be chosen either from those submitted or using influences from ideas submitted, marking the bus shelter dedication a community project.
- 3.9. It may be necessary to engage a design professional to draw together designs and ideas in three final images before commissioning the metal fabrication.

**4. Financial Implications**

- 4.1. The Council has agreed a working budget of £8,000 for this project.

**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  
to be held on Thursday 3 November 2022 at 6.00 pm  
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**MALVERN TOURISM SIGN FOR ROSEBANK GARDENS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is recommended to appoint a task and finish group, of no fewer than three members, whose terms of reference will be to brainstorm, research and present ideas for the design and location of a Malvern tourism sign in Rosebank Gardens. This to be completed ideally by full Council in December.

**3. Background**

- 3.1. At Full Council in October, it was **RESOLVED** that the Town Council should support the installation of a “Malvern” tourism sign in Rosebank Gardens with the location in Rosebank Gardens to be agreed by Full Council once a design is created.
- 3.2. Officers have met with Cllr Houghton, the original proposer for the Notice of Motion to discuss styles, materials and locations, and it is felt that a small, focussed task and finish group to brainstorm ideas should be the next step, to ensure that the tourism sign meets the needs of a range of users of the gardens.
- 3.3. Initial enquiries have revealed a number of options for the sign from a ‘rusty metal’ effect to powder-coated steel and ranging from 8mm in thickness to approximately 200mm. Given the range in options and the close link between choice of location and suitability of design, officers feel a small task and finish group would be best placed to progress design options.

**4. Financial Implications**

- 4.1. The working budget for the Malvern tourism sign is between £3,000 and £5,000.
- 4.2. An initial testing of the market for a metal-based sign has been costed at between £4,950 and £5,530 for 1200mm high letters

**5. Legal Implications**

- 5.1. Rosebank Gardens is currently on a 99-year lease from Malvern Hills District Council and therefore permission will need to be sought for any permanent fixture once agreed.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO**  
**A MEETING OF MALVERN TOWN COUNCIL**  
**to be held on Thursday 3 November 2022 at 6.00 pm**  
**in the Council Chamber, Malvern Hills District Council, Avenue Road**

**SUPPORT FOR GREAT MALVERN PRIORY DEVELOPMENT PLAN**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is asked to agree a letter of support for Great Malvern Priory's restoration and renewal project.

**3. Background**

- 3.1. Representatives from Great Malvern Priory have written to the Town Clerk outlining plans to restore, conserve and renew Great Malvern Priory's buildings and surrounding space (see Appendix A attached).
- 3.2. Great Malvern Priory wish to make an application to the National Lottery Heritage Fund for a substantial grant for this project and would like the Town Council's support for their plans.
- 3.3. The Local Government Act 1894 prevents town councils being able to give any form of grant relating to church property; however, they can choose to issue a letter of support in order that Great Malvern Priory can pursue other forms of grant funding.
- 3.4. A letter of support was sent to Great Malvern Priory in November 2018, when the church was seeking grant funding for urgent remedial work to the building.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The Local Government Act 1894 restricts any form of Town Council grant relating to church property. Property includes land and buildings, fixtures attached to buildings and structures fixed to land.

End

Linda Blake  
Town Clerk

## Great Malvern Priory's restoration and renewal project

### *Introduction*

Great Malvern Priory, commenced in 1085, is a Grade 1 listed civic church in the heart of the Malvern town centre. Its magnificent English medieval windows are hugely significant in England, second only to York Minster. It has many important stories to tell: its second prior, Walcher of Malvern d.1135, was a noted astronomer, astrologer and mathematician – his coffin lid lies within the church; the 15thC and 19thC misericords are also of heritage importance; the tiles (now on display on the walls) were produced between 1450 and 1500 by master craftsmen; and there is some claim that CS Lewis's Narnia books were influenced by his visits here.

### *The Project*

The Priory has a strong vision for providing a space which is welcoming to all, inclusive and fit for 21st century communities. In response to this vision, it has developed a £13m project (divided into three phases) to restore, conserve and renew the building and surrounding space. Phase One will cost around £6.9m:

- Restoration. The focus will be on the medieval windows and surrounding stonework, together with the Magnificat window (given to the Priory by King Henry VII in 1501).
- Re-ordering. The removal of the choir vestry from the church to the new building will create space for an exhibition and refreshment area and for an elevated walkway to view up close the stunning Magnificat window. Universal access will be made possible at the main entrance and two sets of glass automatic doors will keep draughts and pollution at bay.
- New-build. This will be adjacent to the main entrance and will provide a welcome area, visitor toilets, baby-change, choir vestry, kitchen, storage and meeting rooms – all available for wider community use and providing an important access point and link between the church and the historic town centre. Many of the other project elements in phases 2 and 3 cannot be undertaken without this new-build in place.

### *Benefits to Malvern*

There are three principal benefits to the town and outlying area:

- Strengthening local economy either through increased visitor dwell time (overnight stays) or in attracting new visitors. A visitor development plan is under construction
- Strengthening local identity – seeing how other towns have extended their confidence and importance in tandem with a growing cultural asset which is positioned in the urban centre
- Improving residents' wellbeing by helping to make the town and surrounding area an even better place to live, work and enjoy

### *Current Position*

The Priory wishes to make an application to the National Lottery Heritage Fund for a substantial grant. It is ready to submit an Expression of Interest, which is the first step in the process. It will be very helpful to be able to say, at this early stage, that the project is something which has the support of Malvern Town Council. Additionally, the Priory would welcome the opportunity to give a tour and briefing to Members, if they would like to learn more and ask questions about this exciting project.

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

**to be held on Thursday 3 November 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**AUDIT 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 Audit Committee held on 12 October 2022 and listed below.
- 2.2. Recommendations to be presented by the Chairman of the Audit Committee or, if absent, the Vice-Chairman.

**Minute 20 Review of the Council's arrangements to procure work, goods and services**

Members suggested that after a contract had been awarded and completed, it would be useful to produce a report to summarise the process, including what had worked, what had not, relevant photographs etc. This would serve as a useful reference for employees in the future.

It was **RECOMMENDED** that a tender summary report be made after the award of any contract over £10,000 in value.

**Minute 21 Review of the Council's Risk Management Processes, Controls and Documentation**

It was **RECOMMENDED** that a review should be carried out each year on the Council's performance and progress against its agreed aims and objectives.

**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.
- 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**

**to be held on Thursday 3 November 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**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 26 October 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 39 Review of charges for Town Council operations services 2023/24**

It was **RECOMMENDED** that a 4% increase be applied to all cemetery charges for the year 2023/24.

It was **RECOMMENDED** that there should be no increase in allotment charges for the year 2023/24.

It was **RECOMMENDED** that a 4% increase be applied to all sports hire charges for the year 2023/24.

It was **RECOMMENDED** that from April 2023, a booking fee of £25 be charged for a half-day's exclusive use of a basketball court when reserved for a competitive match or an official coaching session.

**Minutes 40 Operational Projects – budget 2023/24**

It was **RECOMMENDED** that the following operational projects be included in the Council's budget for 2023/24:

Replace zip wire, refurbish climbing trail, refurbish various equipment – Jamaica Crescent	£20,000
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 – Mill Lane	£12,000
To build a wooden structure/lean-to in the rear of the lodge yard, planning permission will be required - GMC	£15,000
New toilet, replace carpets, decorate, and replace furniture in rest room and break room within the cemetery lodge - GMC	£8,000
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

<b>Total</b>	<b>£61,000</b>
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**Minute 41 Vehicle/machinery replacement schedule for 2023/24**

It was **RECOMMENDED** that £28,750 be included in the Council's Vehicle/Machinery Replacement Budget for 2023/24 for the purchase of an electric vehicle to replace the 2015 Mitsubishi pick-up.

It was **RECOMMENDED** that the annual amount put into the vehicle/machinery replacement reserve fund be increased from £15,000 to £20,000 as from 2023/24.

**Minute 43 Review of draft environmental policy and recommendation to Full Council**

It was **RECOMMENDED** to accept the draft environmental policy as attached to report OC04/22.

It was **RECOMMENDED** that the Environmental Policy be reviewed on an annual basis.

**Minute 47 Sale of land at Dukes Meadow to Great Malvern Primary School**

It was **RECOMMENDED** that the Council should sell a small plot of land occupying approximately 652 sqm to Great Malvern Primary School for £6,500.

There would be three conditions relating to the sale:

1. Use of the land would be restricted to education/nursery use for the purchaser and their successors
2. Should the land no longer be required for education/nursery use, it must be offered back to the Town Council at an agreed pricing mechanism
3. The design of any buildings and their layout must allow for ease of future access from the Council's retained land.

**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.
- 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**  
**to be held on Thursday 3 November 2022 at 6.00 pm**  
**in the Council Chamber, Malvern Hills District Council, Avenue Road**

**REVIEW OF QUORUM FOR COMMITTEE MEETINGS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is asked to review the necessary quorum for committee meetings and consider reducing the number of councillors required to be in attendance in order for a meeting to be legally constituted.

**3. Background**

- 3.1. In October 2017, Full Council agreed that the quorum at any committee meeting should be more than 50%, although never fewer than three members.
- 3.2. Unfortunately, in recent months a number of committee meetings have needed to be either cancelled or rearranged due to failure to meet quorum through either illness or other absence.
- 3.3. The administration required to check on meeting attendance as well as reissuing agendas and rearranging meetings causes an extra work load for staff as well as the inconvenience of constantly changing meeting dates and decisions being delayed.
- 3.4. Officers are suggesting that quorum should be reduced at least for the remainder of the current council term to prevent any further cancellations of meetings and disruption of the decision making process.
- 3.5. Quorum for Full Council is governed by the Local Government Act 1972 which states that no business shall be transacted at a meeting of a parish/town council unless at least one third of the whole number of members of the council are present at the meeting. For Malvern Town Council this is seven councillors required at Full Council but the Council is able to set a higher quorum for committees, but in no case shall it be less than three.
- 3.6. Current committee membership and quorum are as follows:

	Membership	Quorum
Operations and Planning Committee	10	6
Policy and Resources Committee	9	5
Audit Committee	5	3

- 3.7. If Full Council was to follow the same rule as for Full Council meetings and have quorum as a third, the following would apply:

	Membership	Quorum
Operations and Planning Committee	10	4
Policy and Resources Committee	9	3
Audit Committee	5	3

- 3.8. In order to increase transparency and in line with procedures at other councils, officers will be introducing attendance statistics onto the Town Council's website, in the councillor information section. This will include attendance records at both committees and Full Council as well as apologies submitted.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The Local Government Act 1972 governs quorum for Full Council meetings.
- 5.2. The Town Council can use its standing orders to set quorum for committee meetings. This cannot be lower than three or a third, but it can be set higher if council so wish.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO**  
**A MEETING OF MALVERN TOWN COUNCIL**  
**to be held on Thursday 3 November 2022 at 6.00 pm**  
**in the Council Chamber, Malvern Hills District Council, Avenue Road**

**LOCATION OF FULL COUNCIL MEETINGS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is recommended to agree the location for Full Council meetings to be held between December 2022 and May 2023.

**3. Background**

- 3.1. Prior to the pandemic, all council meetings were held in the Town Council chamber to the rear of 28-30 Belle Vue Terrace.
- 3.2. After online council meetings ceased to be legal, committee meetings were once again held in the council chamber but Full Council meetings have continued to be held in the council chamber at Malvern Hills District Council, this room being larger and having an audio system available for use.
- 3.3. In May 2023, Full Council agreed that Full council meetings would continue to be held in Malvern Hills District Council's chamber for the next six months. This decision is now up for review.
- 3.4. It should be noted that the council chamber at MHDC is available for all currently scheduled meetings in this period except 13 April when an alternative location would need to be found.

**4. Financial Implications**

- 4.1. The hire of the council chamber at Malvern Hills District Council is charged at £80 per session plus VAT.

**5. Legal Implications**

- 5.1. The Town Council holds council meetings in most months of the year and must issue a calling notice advertising the date, time and location of the meeting as well as the business to be transacted.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO**  
**A MEETING OF MALVERN TOWN COUNCIL**  
**to be held on Thursday 3 November 2022 at 6.00 pm**  
**in the Council Chamber, Malvern Hills District Council, Avenue Road**

**DATE OF ANNUAL COUNCIL – MAY 2023**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. The date of the Annual Council meeting in 2023 should be moved from 11 May 2023 to 18 May 2023.

**3. Background**

- 3.1. In May 2023, Malvern Town Council will have ordinary elections. These are scheduled to be held on Thursday 4 May.
- 3.2. Apart from the Mayor and Deputy Mayor, all councillors retire together on the fourth day after the ordinary elections and the newly elected councillors come into office on the day on which their predecessors retire. This will be 10 May 2023.
- 3.3. In an election year, the annual meeting must take place either on the day when the new councillors take office or within fourteen days thereafter.
- 3.4. Whilst the current scheduled day of 11 May is within the legal timeframe set out by the Local Government Act 1972, it gives very little time for any new councillors to receive an induction, sign their declaration of acceptance of office and give consideration to nominations for Mayor, Deputy Mayor and membership of committees.
- 3.5. Officers are therefore suggesting that Council may wish to delay the date of the Annual Council meeting by a week. This extra week will give time for new councillor inductions to take place and for the Annual Council agenda and papers to be issued with time for members to read and digest all the information.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The number, date and time of council meetings are governed by the Local Government Act 1972 Schedule 12.
- 5.2. The term of office for councillors is governed by the Local Government Act 1972 schedule 16

End

Linda Blake  
Town Clerk