



# **MALVERN TOWN COUNCIL**

## **OPERATIONS AND PLANNING COMMITTEE**

### **REPORTS**

**For meeting to be held on 7 December 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  
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30 November 2022

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## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To Members of the Operations and Planning Committee (Quorum 4):

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 7 December 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>➤ 26 October 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>Bands in the Park Programme 2023</b> <ul style="list-style-type: none"><li>➤ Report OC01/22 to follow</li></ul>
6.	<b>Christmas Tree for Barnards Green</b> <ul style="list-style-type: none"><li>➤ Report OC02/22 to follow</li></ul>

<b>7.</b>	<b>Works to Entranceway Bed at Rosebank Gardens</b> ➤ Report OC03/22 to follow
<b>8.</b>	<b>Bedding Tender 2023/24</b> ➤ Report OC04/22 to follow
<b>9.</b>	<b>Work Programme and Operations Update</b> ➤ Report OC05/22 to follow
<b>10.</b>	<b>Environmental Matters</b> ➤ Report OC06/22 to follow
<b>11.</b>	<b>Planning Consultations</b> ➤ Report OC07/22 to follow
<b>12.</b>	<b>Date of Next Meeting</b> ➤ Wednesday 25 January 2023 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 26 October 2022 at 6.00 pm

#### Present

#### Councillors

C Palmer (Chairman)  
K Aksar  
C Bovey  
C Fletcher  
L Lambeth  
J Leibrandt  
L Lowton  
F Matthews-Jones  
D Watkins

#### Apologies

D Mead (substituted Cllr Clive Fletcher)  
P Smith (apologies)

#### Also in attendance

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

#### 34. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr David Mead and Cllr Peter Smith were noted. Cllr Mead had substituted Cllr Clive Fletcher.

#### 35. DECLARATIONS OF INTEREST

Cllr Freya Matthews-Jones - agenda item 12, planning consultations: her business premises are next door to the property in planning application M/22/01366/FUL.

#### 36. 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 24 August 2022.

#### 37. PUBLIC PARTICIPATION

None.

#### 38. TOWN COUNCIL EVENTS 2022

The Town Clerk reported that the Mayor's Charity Quiz had been very successful with over £700 raised for Guide Dogs and positive feedback meant that another quiz will hopefully be held in the new year.

***Cllr Josephine Leibrandt and Cllr Kaleem Aksar jointed the meeting.***

Remembrance events will be held in the town, starting with a Field of Remembrance at Great Malvern library from 10 to 17 November, an Armistice Day service at Great Malvern Priory on 11 November and a Remembrance Sunday service and parade on 13 November. The Town Clerk thanked those councillors who had volunteered to help with road closures for the parade.

Councillors were asked to consider volunteering to help at the Christmas lights switch on event, when Father Christmas would need help in the grotto.

## UNADOPTED

### 39. REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONS SERVICES 2023/24

Report OC01/22 was received.

Members of the committee were asked to consider the fees charged for operations services in the three areas of cemetery, allotments and sports pitches.

#### Great Malvern Cemetery

The Operations Manager explained that many of the costs associated with running the cemetery had increased over recent months. Fees charged out for burials were comparative with other cemeteries in the area, but even though some charges had been raised for 2022/23, it was felt that a further rise across all charges was necessary in order to offset the increases in running costs for cemetery services.

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

#### Allotments

Members felt that the cost to rent an allotment should not increase as it was important to provide people with the opportunity to grow their own food, especially as the cost of living was rising. It was also noted that the running costs incurred to run allotments were relatively low.

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

#### Sports Pitches

Staff time associated with running sports pitches includes pitch maintenance, line marking, opening and locking the basketball court gates. All facilities are free for the public to use unless a sports team wishes to book for sole use.

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

The basketball courts are the most recent facility to be opened, and these have proved popular but so far there has not been a booking system in place. It was agreed that whilst teams and coaches should be able to book a court for sole use, this would apply to one court at a time, thereby leaving a second court free for any members of the public to use. It was also agreed that following six months' notice, a half-day fee of £25 would be charged to any groups wishing to book exclusive use of a court for a game or for a coaching session. This arrangement would be reviewed in twelve months' time.

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.

### 40. OPERATIONAL PROJECTS – BUDGET 2023/24

Report OC02/22 was received and accepted.

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

## UNADOPTED

NAME OF PROJECT	DETAILS	ANTICIPATED COSTS
Jamaica Crescent refurbishment	Replace zip wire, refurbish climbing trail, refurbish various equipment	£20,000
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
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
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
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
<b>Total</b>		<b>£61,000</b>

### 41. VEHICLE/MACHINERY REPLACEMENT SCHEDULE FOR 2023/24

Report OC03/22 was received and accepted.

The Operations Manager explained that a suitable electric replacement for the Mitsubishi pick-up had now been sourced.

It was **RECOMMENDED** that the following proposal be included in the Council's Vehicle/Machinery Replacement Budget for 2023/24:

Machine	Cost
Electric vehicle to replace the 2015 Mitsubishi pick-up	£28,750

The Town Clerk explained to members that each year an amount is put into the vehicle/machinery replacement fund to build up a reserve for the purchase of council vehicles and machinery. However, costs are rising generally and with the requirement to replace vehicles and machinery with electric equivalents where possible, the reserve was diminishing. An increase in the amount put into the reserve fund would help cover these increases.

It was therefore **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.

## UNADOPTED

### 42. **TARMAC PROJECTS AT DUKES MEADOW**

Report OC04/22 was received and accepted.

The Operations Manager reported that five companies had been approached to provide a quotation for tarmac works at Dukes Meadow, and although three of these had responded, only two quotes had been submitted which is contrary to standing orders unless approved by exception.

It was **AGREED** to award the contract to tarmac the footpath at Dukes Meadow to Company A (E Purslow & Son) at a cost of £3,905.

### 43. **REVIEW OF DRAFT ENVIRONMENTAL POLICY AND RECOMMENDATION TO FULL COUNCIL**

Report OC05/22 was received and accepted.

The Environmental Policy Review Task and Finish Group had met on two occasions to review and draft an environmental policy and this was presented to the meeting. Members of the task and finish group explained that they had carried out an in-depth review of the previous policy and strategy, and striven to produce a practical and achievable policy for future use. There were no amendments suggested at the meeting.

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

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

### 44. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC06/22 was received and accepted.

The Operations Manager reported that the refurbishment of the bus shelter at Rosebank Gardens had been held up because of problems with the fabrication, but would hopefully be finished by Christmas time, otherwise all projects were on target.

### 45. **ENVIRONMENTAL MATTERS**

Report OC07/22 was received and noted.

#### Council Officers

The Operations Manager reported that the proposed orchard at Greenfield Road would now be planted one year later than anticipated with more fruit trees and would include a mix of plums, apples, pears and cooking apples. It was hoped that the fruit produced could be made available for the community.

Some of the woodland trees planted last year had suffered from the extreme heat and it was suggested that new planting could be watered by local community groups.

#### Councillors

Cllr Lowton suggested that signs should be erected at the entrance to Town Council green spaces stating the rules of these areas, such as no fireworks, no lanterns etc. The Town Clerk asked Cllr Lowton to submit a notice of motion to Full Council regarding this.

### 46. **PLANNING CONSULTATIONS**

Report OC08/22 was noted.

## UNADOPTED

### M/22/01366/FUL – Flat at 124 Worcester Road, Malvern, WR14 1SS: refurbishment of existing first floor apartment and additional second floor apartment with raised roof and new stairs and access landing servicing second floor

Members discussed the application and agreed that an objection should be raised to the planning authority.

It was **AGREED** to object on the basis that:

- The streetscape would not be in keeping with the area, becoming the only three storey building in the locality
- It would be an over-development of the site

It was **AGREED** that Cllr David Watkins would represent the Town Council at the relevant Southern Area Planning Committee meeting.

No other planning applications were raised at the meeting.

### **EXCLUSION OF THE PRESS AND PUBLIC**

It was **AGREED** 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.

### 47. POSSIBLE SALE OF LAND AT DUKES MEADOW TO GREAT MALVERN PRIMARY SCHOOL

Confidential report OC09/22 was received and accepted.

The Governors and School Leaders of Great Malvern Primary School had written to the Town Clerk regarding an interest in a parcel of land adjacent to the school and owned by Malvern Town Council.

The school has been rapidly expanding and is now at full capacity, and the nursery is too small to admit more pre-school age children. As there is no room on site for any further expansion of the school buildings, other options have been explored.

The Town Clerk had contacted the District Valuer Services for the public sector and gained a market value opinion on this land.

Members of the committee discussed the possible sale.

It was **RECOMMENDED** to agree the sale of land at Dukes Meadow to Great Malvern Primary School at a sales price of £6,500 with the following provisos:

1. Use of the land being restricted to education/nursery use for the purchaser and their successors. This is to protect community use of land in this location.
2. Should the land no longer be required for education/nursery use, it must be offered back to the Town Council for ongoing community use.
3. The design of any buildings and their layout and any subsequent amendments must allow for ease of future access from the Council's retained land at Dukes Meadow.

The Town Council to pay its own legal costs which are expected to be in the region of £650 - £700.



**UNADOPTED**

**48. DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 7 December 2022 at 6.00 pm.

The meeting finished at 7.50 pm.

.....(Chairman)

DRAFT

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

**to be held on Wednesday 7 December 2022**

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

**BANDS IN THE PARK PROGRAMME 2023**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. To agree continuation of the new Bands in the Park concert format as trialled in 2022, with a mixture of music types playing every Sunday afternoon in Priory Park from 7 May to 17 September 2023.

2.2. Committee members are asked to note that this would be 19 weeks of Sunday band concerts including some other events as detailed in 3.4 and 3.5 below.

**3. Background**

3.1. 2022 was the first year in which the traditional brass Bands in the Park were mixed alongside Alternative Bands in the Park to create a variety of music genres playing every Sunday afternoon in Priory Park. Music in 2022 included brass, alternative, jazz, blues and country.

3.2. Despite several changes as a result of lack of practice time following the pandemic, the concerts were very well attended throughout the summer months.

3.3. Officers produced a survey to obtain feedback on the Bands in the Park programme with paper copies being handed out at concerts and surveys also being available to complete online.

3.4. Feedback for the new format has been generally very positive with the bands most rated as either excellent or very good being:

- Supernova – 100%
- Gene Genie and the Lemon Squeezers – 88%
- Lydbrook Brass Band – 84%
- Nailsworth Silver Brass Band – 63%

3.5. Whilst it is clear that audiences have their favourite genres, there is a good range of support for all music types featured and therefore Officers are suggesting that bands are selected equally from the following general classifications:

- Brass bands
- Rock and pop
- Jazz, blues and country

3.6. Committee members will note that within the programme period there will be a number of events outside of the normal Bands in the Park format.

- i. Sunday 7 May – it is suggested that the first Sunday of the 2023 programme is a coronation-themed event
- ii. Sunday 25 June – officers are suggesting that an Armed Forces Day theme could be incorporated with a band to play military-themed music.

This event would not be as large as previous events but would expand on the normal Bands in the Park format

- iii. Sunday 20 August – a recommendation has been made through the budget setting process that an event to mark Ukraine Independence Day could be held. This could include Ukrainian music.
  - iv. Sunday 27 August – the Mayor’s Bonanza will be held in Victoria Park so there will be no band in Priory Park
  - v. Sunday 2 July – Malvern Hills District Council will be holding their annual Food Festival in Priory Park.
- 3.7. All bands will perform from 230pm until 4.30pm on Sunday afternoons in Priory Park on the bandstand. The events listed from i) to iv) in 3.6 above will have slightly different running times.
- 3.8. Two band concerts scheduled for the end of the 2022 programme were cancelled following the death of Queen Elizabeth II. These bands will automatically be invited back for the 2023 programme.
- 3.9. All concerts will be attended by a member of Malvern Town Council staff even if only to assist with set up and take down. However at least one councillor will be required to steward each event and to be present for the duration of the concert. Stewarding involves interacting with the public, handing out the programme of bands, and making announcements on the PA system about the forthcoming programme and the current band. The Council depends on councillor volunteers to ensure the weekly concerts run as smoothly as possible.
- 3.10. Since Priory Park is a public area and there is no charge for the event, the Council does not need to provide direct first aid facilities. However, the Council does have a responsibility for the band, and to ensure they have made their own first-aid provision.

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

- 4.1. A budget allocation of £7,500 is suggested for the Bands in the Park programme for 2023. This does not include budgets for additional items for specific events like the coronation and Armed Forces Day.

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

- 5.1. A Temporary Events Notice for Priory Park is required.
- 5.2. A Performing Rights Society Licence is required for the Bands programme as they are live performances from sheet/cover music. Officers will ensure the appropriate licences are put in place.

End

Linda Blake  
Town Clerk

Authors of Report:  
Lyndsey Davies  
Operations & Office Co-ordinator

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

**to be held on Wednesday 7 December 2022**

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

**CHRISTMAS TREE FOR BARNARDS GREEN**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. That Committee considers a request from traders in Barnards Green to have a Christmas tree with lights erected in their area, similar to the arrangement in Malvern Link.

**3. Background**

3.1. In 2020, Council agreed to fund a Christmas tree and lights in Malvern Link. This was located on the site of the old link fountain and has become part of the annual Christmas lighting display within the town.

3.2. Barnards Green have the “present lights” in the large trees on the roundabout, lights on lampposts and above the shop fronts going down the High Street, but traders feel that this could be further enhanced with an additional tree. Both Great Malvern and Malvern Link have similar trees.

3.3. Officers have researched into the feasibility and costs of a Christmas tree for Barnards Green. The most suitable location would be utilising one of the brick flower planters outside the building that previously housed T P Travel. A metal frame would need to be constructed to support the tree and this would cost approximately £400.

3.4. Multi-coloured lights to dress the tree would also need to be purchased at a cost of approximately £1,000. The power for these lights would be provided from the lighting column adjacent to T P Travel, and therefore be paid for by Malvern Town Council.

3.5. The lights and frame would then be used annually but there would be ongoing costs each year to purchase a 10’ Christmas tree and for the Council’s Christmas lighting contractor to erect, dress and undress the tree. These annual costs would be in the region of £600 and be lower than costs for Great Malvern and Malvern Link, the tree being slightly smaller in size.

3.6. The Town Council allocated £1,000 in the Christmas light switch on budget for 2022 for a Christmas event in Barnards Green. The event usually held at Christmas was changed to an autumn event at the end of September meaning the budget allocation could not be claimed. These monies could be earmarked to pay for the Christmas lights, thus reducing the effect on future budgets.

3.7. Malvern is a town with three different shopping areas and therefore consideration should be given to a fair allocation of funding between all three.

**4. Financial Implications**

4.1. Having reviewed the cost implications of the proposal to have a Christmas tree annually in Barnards Green, there are two parts to the cost implications.

a) One-off costs

- The purchase of lights for a Christmas tree would be a one-off cost of approximately £1,000. This could be carried forward and earmarked from this year's underspend.
- The purchase of a metal frame to support the Christmas tree at £400 would need to be included in either the re-forecast or budget for 2023.

b) Ongoing costs

- Officers anticipate that the ongoing costs each year to purchase a Christmas tree and to erect, dress and undress the tree will be £600. This would see an additional cost in the annual budget.

**5. Legal Implications**

5.1. None pertaining to this report.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
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**WORKS TO ENTRANCEWAY BED AT ROSEBANK GARDENS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Committee is recommended to note the suggestion from Officers to create a raised bed at the entranceway to Rosebank Gardens and to agree funding for the project to be included in the budget re-forecast for 2022/23.

**3. Background**

3.1. The entranceway bed in Rosebank Gardens has always presented a challenge in terms of bedding displays due to its location and the gradient of the slope. This bed is one of the first things visitors to the gardens will see.

3.2. The decaying maple tree situated in the middle of this bed was removed several years ago, and annual spring and summer bedding displays were then planted.

3.3. In June 2022, a metal obelisk was installed in the centre of this bed to commemorate the Platinum Jubilee of Queen Elizabeth II. Rose bushes were also planted but have not thrived due to the drainage issues caused by the slope (figure 1).

3.4. The sloping nature of this entranceway bed causes soil to wash onto the paths during heavy rainfall which has caused maintenance problems for the surrounding pathways as well as the quality and upkeep of the plants.

3.5. Officers are suggesting that this bed should be raised at the front by approximately 1m in order to give a level planting surface and to retain soil. The bed will be raised using oak sleepers which will be stained to match the adjacent bed set into the grassed area.

3.6. The newly raised bed will be planted with bush roses, which will require less maintenance and reduce the requirement for annual bedding plants in line with the Council's environmental policy. It will also create an aesthetically pleasing feature just inside the entranceway to the gardens.

3.7. The obelisk will be relocated further into the gardens to sit alongside and complement three existing rose obelisks and planted with more climbing roses.

3.8. Officers suggest that future consideration could be given to having some form of signage on the front of the raised bed to read "Rosebank Gardens" as the existing sign on the entranceway gates is not very visible.

**4. Financial Implications**

4.1. Materials to raise the bed will cost approximately £950, with bush roses amounting to £200. This amount of £1,150 would be included in the budget re-forecast for 2022/23.

4.2. Town Council operational staff will carry out the work, so there will be no additional labour costs.

**5. Legal Implications**

5.1. None pertaining to this report.

End

Linda Blake  
Town Clerk

Charles Porter  
Operations Manager



*Figure 1 - illustration of slope to bed*

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**BEDDING TENDER 2023/24**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. To award the contract for the supply of summer bedding plants for summer 2023 (delivery June 2023) to company B.

2.2. To award the contract for the supply of bedding plants for spring 2024 (delivery October 2023) to company B.

2.3. To award the contract for the supply of hanging baskets and plants for Belle Vue troughs (delivery June 2023) to company A.

**3. Background**

3.1. Tenders are sought in late autumn each year for the Council's annual summer and spring bedding as well as for hanging baskets and troughs. In October 2022, Officers contacted eight nurseries and invited them to tender for the bedding plant contract. Of these, three did not reply, two declined to tender and three expressed an interest in submitting a tender.

Company	Summer Bedding 2023	Spring Bedding 2024	Hanging Baskets & Troughs
A	£1,950.00	£1,653.75	£4,220.00
B	£1,767.33	£1,048.75	Did not tender

3.2. Despite best possible efforts being made to secure three quotes, only two tenders were received by the due date. This is being reported to committee as an exception to financial regulations where three tenders are normally sought.

3.3. Feedback has been that nurseries are unwilling to commit to long term contracts at present due to rising energy costs. One is not currently working with any bedding growers and one does not supply commercially.

3.4. Having reviewed the tenders received for both price and competency, Officers are suggesting that the tender is split between the two companies as follows:

- Bedding plants for summer 2023 (delivered in June 2023) and bedding plants for spring 2024 (delivered in October 2023) - company B.
- Hanging baskets and plants for Belle Vue troughs (delivered in June 2023) - company A.

3.5. Company B is a local supplier but has not been used by the Town Council before, whereas Company A is a regular supplier to the Town Council.



**4. Financial Implications**

- 4.1. The cost of summer and spring bedding at £2,817 will be included in the annual budget and represents a saving of £2,000 from the 2022/23 annual budget.
- 4.2. The cost of hanging baskets and roughs at £4,220 will be included with the Malvern in Bloom annual budget for 2023/24.

**5. Legal Implications**

- 5.1. None pertaining to the report.

End

Charles Porter  
Operations Manager



**A REPORT OF THE TOWN CLERK TO  
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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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**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.

**AGENDA ITEM 11  
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/22/01572/HP association ref M/22/01573/LB</a>	The Montrose, 23 Graham Road, Malvern, WR14 2HU	Priory	Black inset solar panels on the roof facing east and west	Mr Richard Simmonds	08/12/2022
<a href="#">M/22/01593/HP</a>	16 Alexandra Road, Malvern, WR14 1HQ	Link	Construction of two-storey extension, enclosed veranda to rear and new vehicular access	Ms A Reade	12/12/2022
<a href="#">M/22/01601/FUL</a>	Lower Ground Floor, 5-7 Edith Walk, Malvern	Priory	Increase in head height to existing door, alteration of full length window to become door.	c/o agent	13/12/2022
<a href="#">M/22/01172/HP</a>	52 Lower Howsell Road, Malvern, WR14 1EQ	Link	Single storey bay extension to front elevation	Mr P Stimson	16/12/2022
<a href="#">M/22/01691/FUL</a>	Morgan Court, Worcester Road, Malvern	Link	Replace all units with new double glazed PVC-u sliding sash windows, PCV-u windows and PVC-u doors conforming with the British Plastics Federation/British Board of Agreement and installed by a FENSA approved contractor. The colour, style, size and layout is to match existing.	L Ibbotson	22/12/2022
<a href="#">M/22/001143/LB</a>	178 Worcester Road, Malvern, WR14 1AG	Link	Demolition and reconstruction of section of brick garden wall at rear of the property.	Taylor Clarke Estate Agents	22/12/2022
<a href="#">M/22/01694/HP</a>	Green Garth, 72 St Andrews Road, Malvern, WR14 3PP	Chase	Demolition of garage and erection of single storey side extension.	Mr & Mrs T & K Leonard	22/12/2022
<a href="#">M/22/01689/HP</a>	11 Bosbury Road, Malvern, WR14 1TR	Dyson Perrins	Proposed two storey extension	Mr Agim Brahimani	22/12/2022