



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on 25 January 2023 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
Tel: 01684 566667



18 January 2023

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

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.

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 25 January 2023, 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.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Operations and Planning Committee meeting: ➤ 7 December 2022 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Surfacing works to improve and increase car parking space at Monksfield Lane Allotments ➤ Report OC01/23 to follow
5.	Permission to repair, reinstate and refurbish the memorial of Edward Chance in Great Malvern Cemetery ➤ Report OC02/23 to follow

6.	Purchase of electric vehicle to replace the 2015 Mitsubishi pick-up ➤ Report OC03/23 to follow
7.	Glazing of bus shelter outside of Rosebank Gardens ➤ Report OC04/23 to follow
8.	Artwork competition for the dedication of Rosebank bus shelter to Queen Elizabeth II ➤ Report OC05/23 to follow
9.	Work Programme and Operations Update ➤ Report OC06/23 to follow
10.	Environmental Matters ➤ Report OC07/23 to follow
11.	Planning Consultations ➤ Report OC08/23 to follow
12.	Date of Next Meeting ➤ Wednesday 8 March 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 7 December 2022 at 6.00 pm**

Councillors

Present

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

Absent

C Bovey
L Lambeth (apologies)
J Leibrandt (apologies)
P Smith (apologies)

Also in attendance

L Blake – Town Clerk
C Porter – Operations Manager
L Wall – Minute Clerk
Cllr N Houghton - Mayor

1 member of the public

49. APOLOGIES FOR ABSENCE

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

50. DECLARATIONS OF INTEREST

None.

51. 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 26 October 2022.

52. PUBLIC PARTICIPATION

Jenny Cain from Barnards Green Post Office spoke on behalf of the local traders in support of agenda item 6, Christmas tree for Barnards Green.

Traders had requested that a Christmas tree be supplied and dressed in Barnards Green centre, to be funded by the Town Council. Whilst traders recognised that spending money on a Christmas tree might be seen as unnecessary during the current economic climate, they believed that it was important to provide some Christmas cheer for local residents and visitors to the shopping area.

The Chairman announced that under Standing Order 1a she would be altering the order of business so that agenda item 6 'Christmas Tree for Barnards Green' would be brought forward.

53. CHRISTMAS TREE FOR BARNARDS GREEN

Report OC02/22 was received and accepted.

UNADOPTED

The Town Clerk explained that a grant of £1,000 awarded the 2022/23 financial year for a Christmas event in Barnards Green remained unused, and it was suggested that this could be carried forward to purchase the lights, as a one-off cost. There would then be a further one-off cost of around £400 to manufacture a permanent tree stand, and an annual cost of approximately £600 to buy the tree, and to pay the Council's contractor to dress and undress it.

Members felt that it would be a good idea if Barnards Green centre also had a Christmas tree each year, as one was already provided for Great Malvern and Malvern Link. They asked if the Town Council could be publicly thanked by the traders in Barnards Green in any future publicity.

It was **AGREED** that Malvern Town Council should fund a Christmas tree and lights each year in Barnards Green, similar to the arrangement in Malvern Link.

The Chairman then reverted to the original order of the agenda.

54. **TOWN COUNCIL EVENTS 2022**

The Town Clerk gave a verbal update on Town Council events to the meeting as follows:

Remembrance Sunday: this event takes a lot of careful planning to coordinate the different aspects but all went well and attendance was high, with many taking part in the parade from the Priory to the library. There was a slight timing issue regarding the Priory, as their service starts at 11 o'clock, and therefore they require the Priory to be vacated slightly too early to fit in with a parade down to the library for 10.50am. Other venues will be investigated for next year.

Christmas Lights switch-on: another popular event and it was estimated that attendance was the highest for several years. Father Christmas's grotto was extremely busy, with some families waiting for an hour. Officers will investigate how waiting times can be reduced in the future. The Guide Dog stall took around £500 which is a fantastic boost to the Mayor's Charity target. Feedback on the event was very positive, and the Town Clerk thanked all those who had helped on the day.

55. **BANDS IN THE PARK PROGRAMME 2023**

Report OC01/22 was received and accepted.

The Town Clerk explained that feedback gathered from attendees at Bands in the Park over the summer had influenced the recommendation to the committee that a varied programme of bands be put on again during the summer of 2023. The most popular bands will be invited back but other, new bands will also be introduced, covering brass, rock and pop, and jazz, blues and country genres.

It was also suggested that other celebration events be incorporated into the programme, these being the coronation, Armed Forces Day, and Ukraine Independence Day.

It was noted that there would not be a performance in Priory Park on 2 July when Malvern Hills District Council hold their annual food festival, and on 27 August when the Mayor's Bonanza will take place in Victoria Park.

It was **RECOMMENDED** to continue 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.

56. **WORKS TO ENTRANCEWAY BED AT ROSEBANK GARDENS**

UNADOPTED

Report OC03/22 was received and accepted.

The Town Clerk outlined a suggestion from Officers to raise the front of the bed at the entranceway to Rosebank Gardens to improve the aesthetics and reduce the maintenance required to the bed. The Operations Manager then explained that the slope of the bed contributed to it drying out in hot weather, and the soil washing away in heavy rain. It was thought that by levelling up the bed with oak sleepers, more soil could be introduced and retained, enabling a good display of bush roses, appropriate to the name of the gardens – 'Rosebank'.

Committee members discussed the possibility of relocating the Jubilee Obelisk as part of this project and it was **AGREED** that this would be reviewed again when the works had been completed.

The suggestion from officers to create a raised bed at the entranceway to Rosebank Gardens was **NOTED**, and it was **AGREED** to include funding of £1,150 for the project in the budget re-forecast for 2022/23.

57. **BEDDING TENDER 2023/24**

Report OC04/22 was received and accepted.

The Operations Manager explained that eight nurseries had been invited to tender for the supply of bedding plants. Two tenders were received by the deadline and it was suggested that the supply should be split between the two. One nursery is a community-focused horticultural centre offering educational and therapeutic services for local people, including those recovering from mental ill-health, whilst the other is a local company known to the council for supplying bedding plants in the past.

Members noted that the hanging baskets had not put on such a good display this year. The Operations Manager replied that this was not due to lack of water, but rather to the change to peat-free compost. Improvements to peat-free alternatives were being made all the time and it was hoped that within the next few years, the hanging baskets would be back to their former glory.

It was **AGREED** to award the contract for the supply of summer bedding plants for summer 2023 (delivery June 2023) to company B, (Link Nurseries, Powick).

It was **AGREED** to award the contract for the supply of bedding plants for spring 2024 (delivery October 2023) to company B, (Link Nurseries, Powick).

It was **AGREED** to award the contract for the supply of hanging baskets and plants for Belle Vue troughs (delivery June 2023) to company A, (Yard House Plants, Tewkesbury).

58. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC05/22 was received and accepted.

The Operations Manager reported that some projects had been hampered this year by problems with supply of materials but it was expected that all projects would be back on track by the end of the year.

The works to the play area at Michaels Crescent had been completed but a DDA compliant swing was still awaited, and the bus shelter at Rosebank Gardens, which has now had the frame erected would shortly be having the guttering fitted.

The project to replace the trim trail at Victoria Park has been put on hold until it is known what will be happening with replacing the pavilion.

UNADOPTED

59. **ENVIRONMENTAL MATTERS**

Report OC06/22 was received and noted.

The Operations Manager reported that it was too cold at present to plant the fruit trees at Greenfield Road so these would be planted early next year.

Cllr Lowton asked if a report could be issued detailing all the environmental improvements that had been made by the Town Council and it was noted that this would be an agenda item at the next meeting.

60. **PLANNING CONSULTATIONS**

Report OC07/22 was noted.

21/01513/FUL 41 Geraldine Road, Malvern

Cllr Aksar reported that this application had been refused at the SAPC meeting, but it was expected that the developers would reapply with a new scheme.

M/22/01366/FUL – Flat at 124 Worcester Road, Malvern

Cllr Aksar reported that this application had been refused.

Cllr Aksar notified members that the SAPC meeting scheduled for 14 December had been cancelled.

No other planning applications were raised at the meeting.

61. **DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 25 January 2023 at 6.00 pm.

The meeting finished at 7.10 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 25 January 2023

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

**SURFACING WORKS TO IMPROVE AND INCREASE CAR PARKING SPACE
AT MONKSFIELD LANE ALLOTMENTS**

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is recommended to agree to fund works to re-surface the car park at Monksfield Lane allotments and to award the contract to Company B.

3. Background

- 3.1. Monksfield Allotment Association applied to the Town Council's large grants scheme, first round 2022/23 for a grant of £4,500 for the provision of up to five car parking spaces and a communal area, and to renovate part of the existing car park so that it could be used more efficiently, all at the allotment site at Monksfield Allotments.
- 3.2. Policy and Resources Committee considered the application at its meeting on 2 November 2022. Overall, members were in favour of the project but felt that awarding a grant could be seen as giving permission for the works when in fact, the allotment association would need to seek permission from the Town Council.
- 3.3. Furthermore, members felt that the Town Council should work in partnership with the allotment association to achieve the best outcome in terms of type of surface and that works to a Town Council asset would be best managed by Town Council staff. Therefore, it was agreed that the Town Clerk would contact Monksfield Allotment Association to discuss the way forward.
- 3.4. Following a site meeting with members from the allotment association, the Town Clerk received a letter of request from the association Chairman as attached.
- 3.5. Officers feel that this project would be beneficial to the allotment site and have sought three prices as follows:

Company A	£3,780
Company B	£4,350
Company C	£4,700

- 3.6. Although Company B is not the cheapest, it was felt that they gave a more comprehensive quotation with a better specification in terms of materials and how the works would be carried out.
- 3.7. Company A, the cheapest quotation, did not specify what type of stone would be used.

- 3.8. Company C, a comprehensive quotation, was felt to be too expensive per square metre.

4. Financial Implications

- 4.1. There has been no budget allocated for this project, therefore funding would need to be taken from general reserves.

5. Legal Implications

- 5.1. Any works for providing hardstanding at the allotments must have a permeable surface, otherwise planning permission will need to be gained.
- 5.2. The Town Council is the legal owner of the land at Monksfield Lane which is let to Monksfield Lane Allotment Association for a five-yearly term.

End

Linda Blake
Town Clerk

Monksfield Allotment Association
Correspondence: 3 St Peter's Road
Malvern WR14 1QS

Linda Blake
Town Clerk, Malvern Town Council
28-30 Belle Vue Terrace
Malvern
Worcestershire WR14 4PZ

11 January 2023

Dear Linda Blake

Request for Malvern Town Council to consent to and undertake work to improve and increase car parking space at Monksfield Allotments, Monksfield Lane.

We applied to MTC Large Grant Scheme in September 2022 for funding to provide additional parking to be done by a local contractor at a cost of £4500. This application was unsuccessful, but we understand was received favourably. We now request that Malvern Town Council consent to the development and undertake the work.

Monksfield Allotments is a self-managed site on land leased from Malvern Town Council. There are about 50 plots and a membership of about 80 members. The site is three miles from the centre of Great Malvern with no direct public transport. A few members cycle in good weather, but a car park is essential for access, especially since Monksfield Lane is single track, used by heavy lorries from Charles Farram Hop Store. The car park at the entrance to the allotments is often full during the growing season, also used for storing compost etc. and not fully hard surfaced. There is space at the other end of the site, unsuitable for use as a plot due to drainage issues, and when dry occasionally used for one or two cars, mainly by those with mobility problems and a nearby plot. Developing this area for more parking has been discussed with MAA members and approved by AGMs in both 2020 and 2022. A plan of the site is attached.

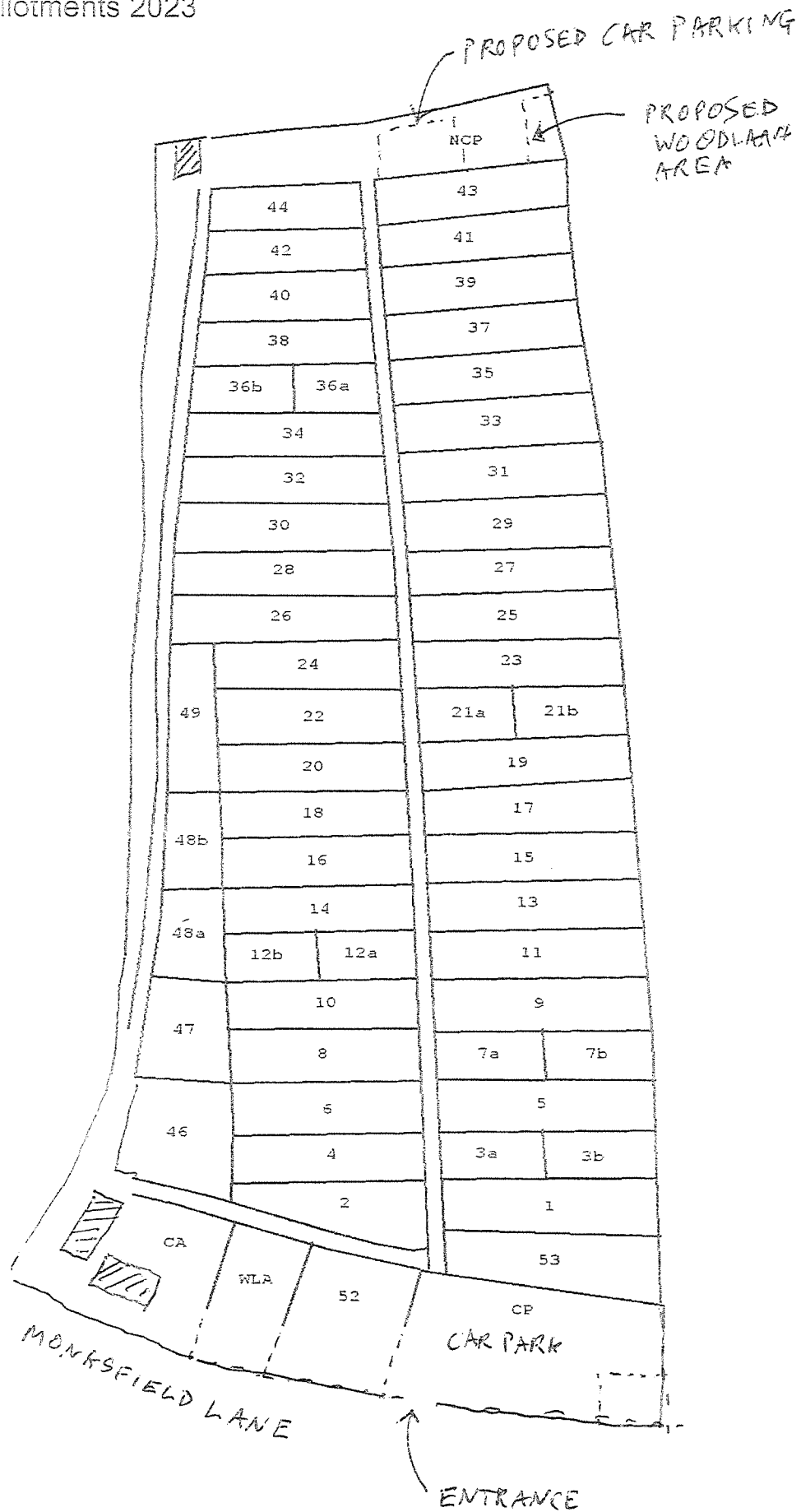
Our aim is that the bottom area (NCP on attached plan) should be part hard surfaced (gravel deep enough to avoid standing water) to provide parking for four to six vehicles and to resurface the area to the back of the main car park so this can be fully used. This would not only improve access for our members at all times during the year, but especially for plot holders 30-44 with limited mobility. We have applied to the Woodland Trust for 30 native young trees to be planted to the rear of the bottom parking area.

Increasing parking is part of the current MAA Committee's larger ambition to improve access and facilities on the site to benefit MAA members and realise MAA's potential as a community resource. Our next project is to provide a toilet on site. Previous attempts for funding for a compost toilet were unsuccessful and a chemical toilet failed. We are preparing an application to Severn Trent Community Fund for funding for a long drop compost toilet and will be requesting consent from MTC for this. We are also working on providing a half plot for people with impaired mobility and liaising with local groups. Other proposals will be discussed with members after the AGM next month.

Yours


Dr Marion Helme, Chair Monksfield Allotment Association (elected in February 2022 for 3 years)

Monksfield Allotments 2023



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

to be held on Wednesday 25 January 2023

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

**PERMISSION TO REPAIR, REINSTATE AND REFURBISH THE MEMORIAL OF
EDWARD CHANCE IN GREAT MALVERN CEMETERY**

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Operations and Planning Committee is recommended to consider and grant permission for repairs to the memorial of Edward Chance in Great Malvern Cemetery. These works to be co-ordinated by the Friends of Malvern's Cemeteries with the stonemason being Steve Allard and Sons.

3. Background

- 3.1. In June 2022, Operations and Planning Committee considered a request from the Friends of Malvern's Cemeteries (FoMC) to grant permission for the restoration of six graves in Great Malvern Cemetery.
- 3.2. Committee agreed that there was a lack of detail supporting the proposals and the FoMC were asked to resubmit an application with more information on grave location, details of the work to be undertaken as well as proof of ownership.
- 3.3. Officers from the Town Council produced a new form "application for permission to repair/reinstate/refurbish a memorial in Great Malvern Cemetery" to facilitate this process.
- 3.4. A meeting was held in December 2022 with the Town Clerk, Mayor and Chairman of Malvern Civic Society in attendance. It was established that the current plan from Malvern Civic Society is to focus on the repair of a small number of monuments of significance. Mr Huntley, as Chairman of the Society, has now submitted an application in line with Council requirements for the first of these memorials (attached at Appendix A).
- 3.5. Committee is asked to consider the documentation as submitted and if agreed, the application will be signed off by the Town Clerk as approval for works to take place.

4. Financial Implications

- 4.1. The quotation for refurbishment works from Steve Allard and Sons related to several graves and totals £5,868, of which £320 relates to the grave of Edward Chance. Malvern Civic Society will be responsible for securing this funding.

5. Legal Implications

- 5.1. The Local Cemeteries Order 1977 states that a fair and reasonable effort must be made to contact living relatives before works to a grave are undertaken. In this case, a great-grandson has given permission.

- 5.2. Malvern Town Council is the legal owner of Great Malvern Cemetery and under cemetery rules and regulations, must approve all works to memorials within the cemetery regardless of age.

End

Linda Blake
Town Clerk



Malvern Town Council Great Malvern Cemetery



Application for Permission to Repair / Reinststate / Refurbish a Memorial in Great Malvern Cemetery

Name of Stonemason..... STEVE ALLARD + SONS.....

Address..... 4. THE OLD FORGE, UPTON ROAD, CALLOW END.....
WORCESTER WR2 4TE.....

NAMM / BRAMM accreditation number..... NOT KNOWN.....

Grave Number..... SEE TOWN COUNCIL RECORDS.....

Names of those interred in grave..... EDWARD CHANCE JP (1881).....

.....

Name and Address of current grave owner..... EDWARD CHANCE JP.....
GILES CHANCE, THE TOWER, MICKLEDON MANOR, MICKLEDON.....
NEAR DERBY DE3 0SH.....

Size and details of existing headstone.....
SEE ATTACHED SCHEDULE.....

Full details of works proposed.....
RE-ERECT GRAVESTONE AND SECURE IN POSITION.....
.....
.....
.....
.....

Methodology of works to be undertaken including details of how grave and surrounding area
will be managed and preserved

A HYDRAULIC LIFT WILL BE REQUIRED TO.....
LIFT THE HEADSTONE, ONCE IN POSITION.....
IT WILL BE SECURED WITH STAINLESS STEEL.....
BOLTS.....

Please confirm that you have enclosed the following

Picture of current memorial



See attached

Clear illustration of proposed new memorial / repairs with sizes



See attached

Proof of grave ownership / reasonable attempts to locate grave owner



See attached

I confirm that I am the legal grave owner or have enclosed signed paperwork to confirm that I act on their behalf. I am therefore authorised to give permission for the repairs and or reinstatement of the grave and indemnify Malvern Town Council from any costs or damage which may result from this work and any future work to maintain this memorial.

Applicants Signature

Date 16th January 2023

I confirm as the Stonemason that this memorial will be installed according to NAMM Recommended Code of Working Practice in a safe and secure manner.

Stonemason Signature

Date

SEE ATTACHED QUOTATION *

Please note that all applications to repair / reinstate / refurbish graves in Great Malvern Cemetery which are dated pre-1950 will be submitted to the next scheduled meeting of the Town Council's Operations and Planning Committee.

Permission Granted by Malvern Town Council on

Sign off by Town Clerk

Date

* THE WORK WILL BE CARRIED OUT BY ALFRED & SON WHO REGULARLY WORK IN THE CEMETERY ACCORDING TO HEALTH & SAFETY & RECOMMENDED PRACTICE.



QUOTE

Brian Iles
8 Bank Street
MALVERN
Worcestershire
WR14 2JN
GBR

Date
10 Oct 2022

Expiry
8 Jan 2023

Quote Number
QU-11767

Reference
Memorial renovation &
restorations at Malvern
Cemetery for The Civic
Society

VAT Number
947398270

Steve Allard & Son
4 The Old Forge
Upton Road
Callow End
Worcester
WR2 4TE
01905830460
memorials@steveallardand
son.co.uk
stone@steveallardandson.
co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
# Mary Allen. Reattach broken off crocket moulding to top of gravestone.	1.00	40.00	20%	40.00
# Chance. Re-erect gravestone and secure in position.	1.00	320.00	20%	320.00
# Weir. Re-erect two gravestones and secure in position. To reset kerbs.	1.00	1,650.00	20%	1,650.00
# Admiral Grant. Securely level up leaning gravestone to vertical position.	1.00	860.00	20%	860.00
# Marquis of Ely. Light clean. Reset chained kerbs. Refix stone finial to top of memorial. Repoint joins in memorial.	1.00	1,770.00	20%	1,770.00
Plant hire	1.00	250.00	20%	250.00
Subtotal				4,890.00
TOTAL 20%				978.00
TOTAL GBP				5,868.00



Great Malvern Cemetery

Grave repair and maintenance



Primary name commemorated / Grave owner	Edward Chance, JP	Date of burial 1881
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Other occupants	None marked	
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Biography / notability	<p>Director of Chance Brothers of Smethwick, the major manufacturer of glassworks and glazing in C19th century. Works included the tower for Big Ben, glazing the Crystal Palace for the Great Exhibition of 1851 and the special Fresnel lenses used across all lighthouses in British Empire and Japan. Retired to Malvern through ill-health from the glass alkali works, and took an active part in the towns' development, acting as a magistrate and chairman of the Malvern Local Board. Prior to the creation of the Conservators, he restored public access to enclosed parts of the Malvern Hills. Lived at Lawnside, Malvern.</p>
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Description of monument	<p>A tall Calvary Cross in Marble with gothic leaded inscriptions. Laid flat c.2005 but the main monument remains intact</p>
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Description and estimate of work	<p>Peg the base foundation and raise back to vertical.</p>
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Descendants? Name & contact	<p>Giles Chance Gt Grandson The Tower, Mickleover Manor, Mickleover nr Derby DE3 0SH <gileschance@gmail.com></p>	<p>Ref permission dated 13 Jun 2022 letter attached</p>
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For MCS as sponsor		Date
Name & sign		

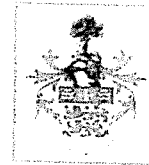
For Malvern Town Council		Date
Name & sign		

For location see over



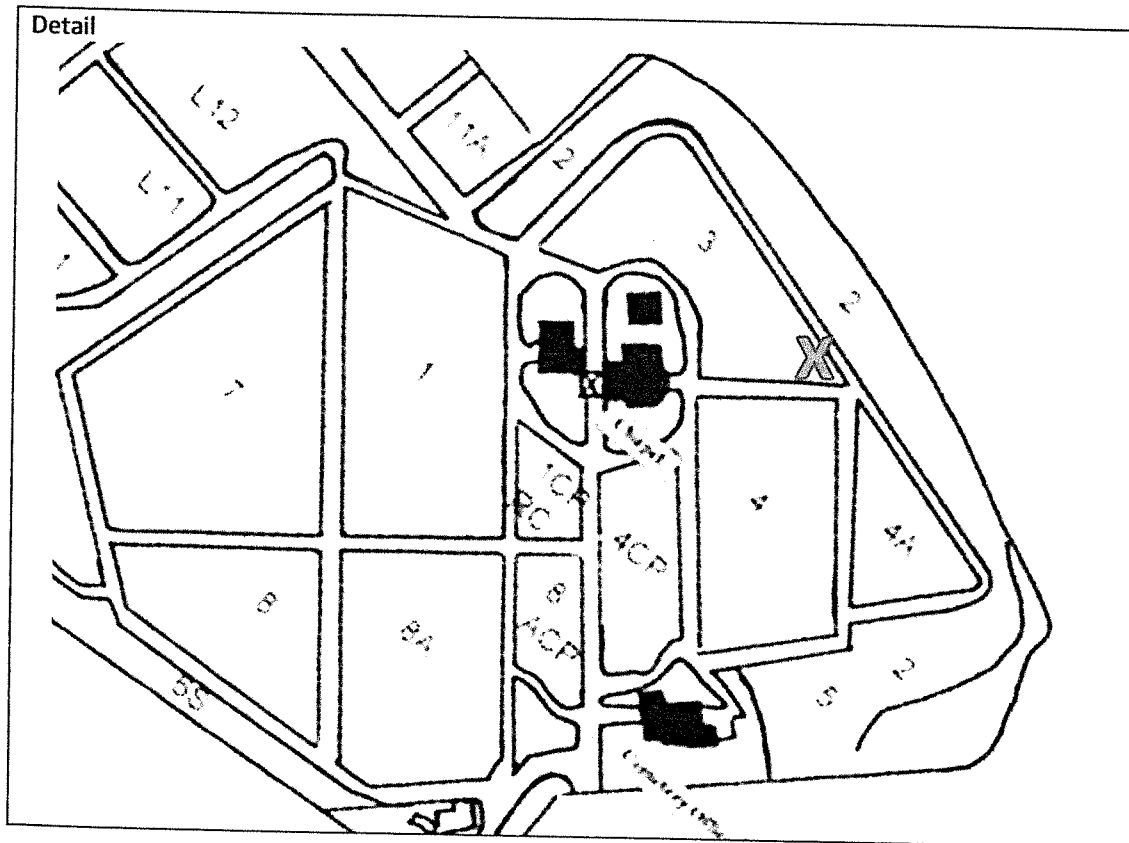
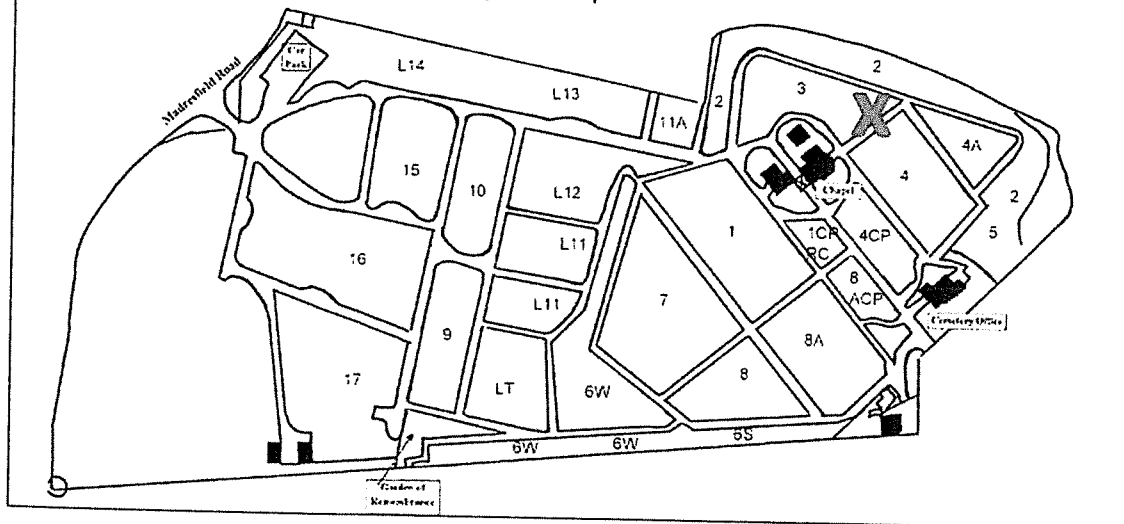
Great Malvern Cemetery

Grave repair and maintenance



Primary name / Grave owner	Edward Chance
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Grave location / Plot number : Section 3, behind Speer





Great Malvern Cemetery

Grave repair and maintenance



Permission from Giles Chance, 13 June 2022

Date: Mon, 13 Jun 2022 20:45:03 +0100
From: Giles Chance <gileschance@gmail.com>
To: toby <toby@tobybychance.com>
Subject: Re: Edward Chance

Hello

This is Giles Chance, great-grandson of Edward Chance DL, JP of Great Malvern, the brother of James Timmins Chance, and Chance Bros partner 1853-1880. Whose churchyard memorial you are proposing to restore.

I am a direct descendant of Edward Chance d 1880, and *you have my permission to restore his memorial in any way you see fit*.

Here is some additional information:

The above Edward Chance, and James Timmins Chance, lighthouse guru extraordinaire, and first baronet in 1900, were brothers who both married Ferguson ladies, who were first cousins, in a double marriage ceremony in Carlisle Cathedral (1840's).

- Elisabeth Ferguson, who married JT Chance was a daughter of George Ferguson.
- Maria Isabella Ferguson, who married Edward Chance, was the daughter of

Joseph Ferguson.

George and Joseph Ferguson were the sons of Richard Ferguson of Carlisle (d 1787), who originated the textile industry in Carlisle, with which the Chances of Carlisle had close relations until the 1930's.

My grandfather Edward Ferguson Chance was the 2nd son of Edward Chance of Great Malvern. EFC was born in 1861 in Malvern, educated at Harrow and at Caius College Cambridge. He worked for CB from 1884 until 1921, shortly before he died in 1923, aged 62. He was chairman 1919-1921 when forced to retire for reasons of ill-health - see below.

Chance Brothers were not paid in full for optical glass which they supplied to the British armed forces 1914-18 (think gunsights, field glasses). They were the only manufacturers of this quality of glass in Britain in 1914, having acquired a German optical glass manufacturer in 1880. Lloyd George, PM from 1916, was not a supporter of wealthy families. and he was determined not to allow family businesses, like Chance Bros, to make large profits from the war. Britain became effectively bankrupt in 1916. The New York money market was created 1916-18 by the large American dollar loans which Britain raised to continue fighting WW1 after 1916. (for this, see the Ph D thesis of Professor Charles Goodhart, my wife's Ph D supervisor at the LSE 1986-7).

It's my belief that L-G forced CB to go on supplying optical glass in 1917 and 1918 under threat of having soldiers take over the factory, if CB refused to go on supplying optical glass, even though their previous invoices had not been paid. This train of events accounts for the hole in CB finances at the end of WW1, and for my grandfather EF Chance's nervous breakdown in 1921, followed by his resignation as Chairman and death in May, 1923. I have seen (from the Smethwick boxes) a large



Great Malvern Cemetery

Grave repair and maintenance



spreadsheet done by EF Chance in 1917 giving a breakdown of all the different divisions of CB for the previous 5 years, with their revenues, direct costs and operating profits. At that time, he was obviously extremely worried about the financial solvency of the business.

His aunt Ann, the Ferguson sister of Maria Isabella his mother, married the Master of Caius College, Cambridge Edwin Guest (after a first marriage to Major Banner, who was killed fighting). Edwin Guest was a distinguished academic, who was elected Master of Caius College, Cambridge University in 1852 and vice-chancellor of Cambridge University 1854-55. He died in 1880. When Ann Guest died in 1898, she bequeathed her home Sandford Park estate in Oxfordshire to her nephew (and my grandfather) Edward Ferguson Chance. He died there in 1923, and my father Jack Chance was born there in 1907.

When you have an estimate for the restoration of Edward Chance's memorial, please let us know what it is and I will see what can be done to help finance it.

best wishes

GILES CHANCE

The Tower

Mickleover Manor

Mickleover

nr Derby DE3 0SH

0784 007 00 09



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

**to be held on Wednesday 25 January 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

PURCHASE OF ELECTRIC VEHICLE TO REPLACE THE 2015 MITSUBISHI PICK-UP

1. Purpose of report

- 1.1. For noting and recommendation to Full Council.

2. Recommendation

- 2.1. The Committee is recommended to agree to award the contract to supply a Corvus Terrain EX4 Utility Vehicle, noting the exception to Financial Regulations as only one quotation has been received.

3. Background

- 3.1. At its meeting on 18 November 2021, the Environmental Panel recommended that the Town Council purchase an electric buggy suitable for its needs, subject to the maximum cost being no more than 30% extra to a standard vehicle.
- 3.2. When setting the budget for 2023/24, Full Council agreed that an amount of £28,500 would be released from the vehicle/machinery replacement fund for the purchase of a replacement vehicle.
- 3.3. Officers investigated the availability of suitable electric vehicles, similar to the Kawasaki buggy already owned. There is only one vehicle currently on the market that is suitable for the Town Council's needs which are: carrying capacity, range/charge time, four-wheel drive ability and a heated cab for winter use.
- 3.4. The vehicle will replace the Mitsubishi pick-up and be used for the most part for the daily collections of refuse from the bins. The charge time is six hours and the range is 60 miles per charge. The Town Council currently does approximately 30 miles per day in the emptying of the bins and other operations. Therefore the charging overnight will easily meet the needs of the vehicle. The vehicle can be charged from a simple 13-amp socket and does not need any single-phase infrastructure to be installed.
- 3.5. The purchase of this vehicle is in accordance with clause 2.24 of the Town Council's environmental policy to "procure machinery, vehicles, and tools with low emissions where possible".
- 3.6. It also complies with the Town Council's long-term objective to "consider the environmental impact of Town Council operations by taking action to reduce carbon emissions where practical".

4. Financial Implications

- 4.1. A budget of £28,500 was agreed in the 2023/24 budget for the purchase of an electric vehicle.
- 4.2. The cost of the vehicle will be £28,769 including tow hitch and DVLA road registration fees.

5. Legal Implications

- 5.1. Town Council regulations state that authority is required from Full Council for purchases over £25,000 and therefore any recommendation from this committee will be forwarded to the next meeting of Full Council.

End

Linda Blake
Town Clerk



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

**to be held on Wednesday 25 January 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

GLAZING OF BUS SHELTER OUTSIDE ROSEBANK GARDENS

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to agree the type of alternative glazing to be installed in the bus shelter outside Rosebank Gardens.

2.2. Committee is asked to agree an overspend against original budget amounting to the cost of the glazing.

3. Background

3.1. The bus shelter at Rosebank Gardens has now had the new steelwork erected and quotations have been sought for the re-glazing works.

3.2. The original specification included the installation of Georgian wired obscure glass, but it has become apparent that this is no longer considered to be a safety glass. Therefore, this glass can no longer be installed above head-height.

3.3. Officers have enquired about alternatives that would be suitable to glaze the bus shelter.

3.4. The alternatives are: Georgian wired (clear) glass, laminated clear panes, or polycarbonate Georgian wired as detailed in the table below;

3.5.

Glass Type	Approximate Cost	Details
Georgian Wired (clear) laminated panes	£4,400	This is the closest option to the original specification but is also the most expensive.
Laminated clear panes	£1,950	Laminated clear panes would be suitable and are the cheapest option, but it is felt that this would not be in keeping with the style and historic importance of this bus shelter.
Polycarbonate Georgian Wired	£2,350	Although not glass, this style would be in keeping with the aesthetics of the bus shelter. It is also stronger, lighter and more durable than Georgian wired glass.

- 3.6. The costs for the elements of refurbishing this bus shelter have risen due to increasing material costs. The cost of glazing will now be in addition to the original budget of £15,000 which has been spent.

4. Financial Implications

- 4.1. The original budget for refurbishment of the bus shelter outside of Rosebank Gardens was £15,000. These monies have now been allocated to works to the reinstate canopy and for cladding along the back wall. However, an overspend of £3,000 was included in the re-forecast and so further expenditure within this limit will remain within the overall budget for the 2022/23 year.

5. Legal Implications

- 5.1. The bus shelter is not currently listed and therefore does not have to be reinstated with the original materials.

End

Linda Blake
Town Clerk

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

**to be held on Wednesday 25 January 2023
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**ARTWORK COMPETITION FOR THE DEDICATION OF
ROSEBANK BUS SHELTER TO QUEEN ELIZABETH II**

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is asked to consider and agree three images to be used for metal art sculptures 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 2022, it was resolved to refurbish Rosebank bus shelter in a manner sympathetic to a dedication marking the seventy-year reign of Queen Elizabeth II. As part of this project, it was agreed that an installation of three pieces of metal artwork should enhance this project.
- 3.2. At the Council meeting in November 2022, Councillors discussed how ideas could be generated for three pieces of artwork to be placed into the alcoves of the bus shelter. Council agreed that ideas should be sought from Malvern residents for the design of three metal art sculptures.
- 3.3. A competition was subsequently launched using a variety of communication methods and asking residents to submit designs to be used within the bus shelter. The three images could be the same, completely different or along a specific theme.
- 3.4. A number of entries have been received, many of them from a local secondary school. The Town Clerk and Mayor have reviewed the designs and shortlisted twenty for committee to consider (see attached).
- 3.5. Some entries have only one design, others have submitted three but any of the images submitted can be chosen and put into the final three designs.
- 3.6. Using designs submitted by local residents allows the dedication of this bus shelter to be a community project, but it may be thought necessary to engage a design professional to draw together designs and ideas in three final images before commissioning the metal fabrication.
- 3.7. Members of the Operations and Planning committee are asked to consider the shortlisted images and to agree three final designs. These can be one design replicated or three different designs.

4. Financial Implications

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

5. Legal Implications

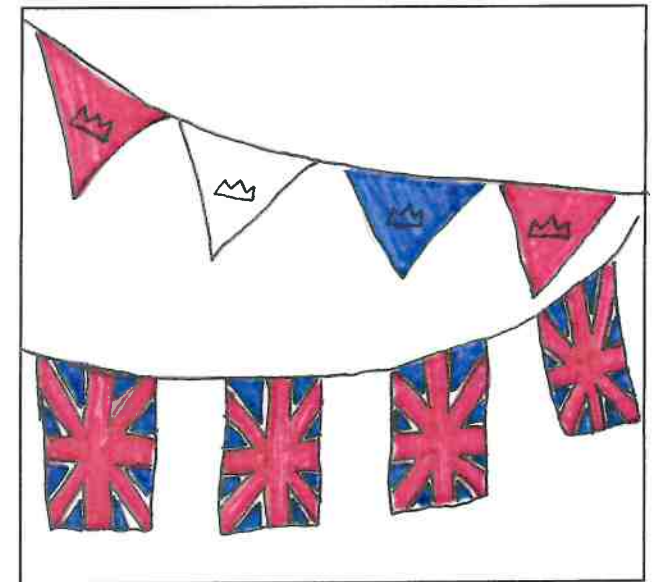
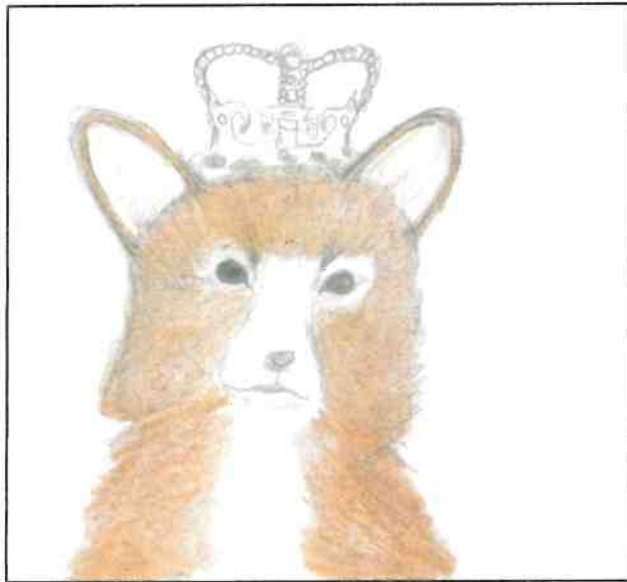
- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

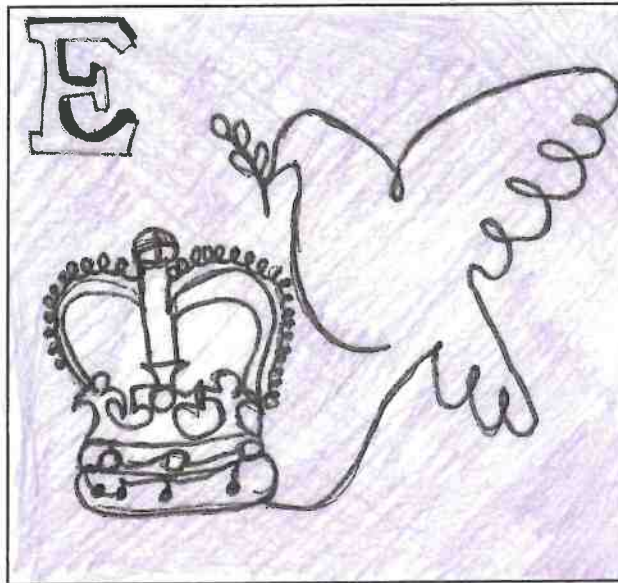
Name [redacted] group [redacted]

You are going to create 3 designs for the bus shelter competition based on commemorating the Queen – winning designs will be painted in to the bus shelter! Use colour pencil – carefully considered designs please!



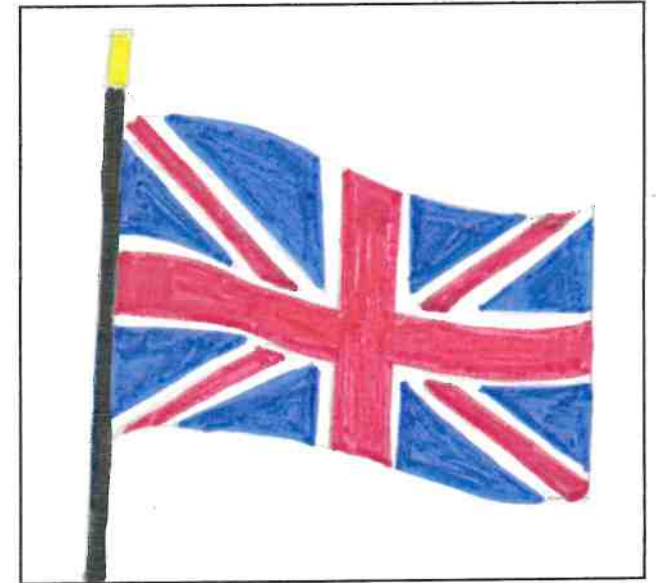
Name. [redacted] group.. [redacted]

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Name..... group.....

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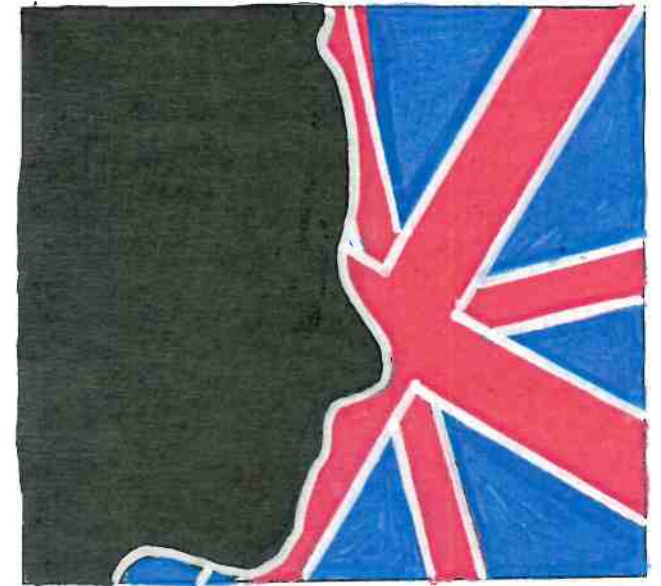
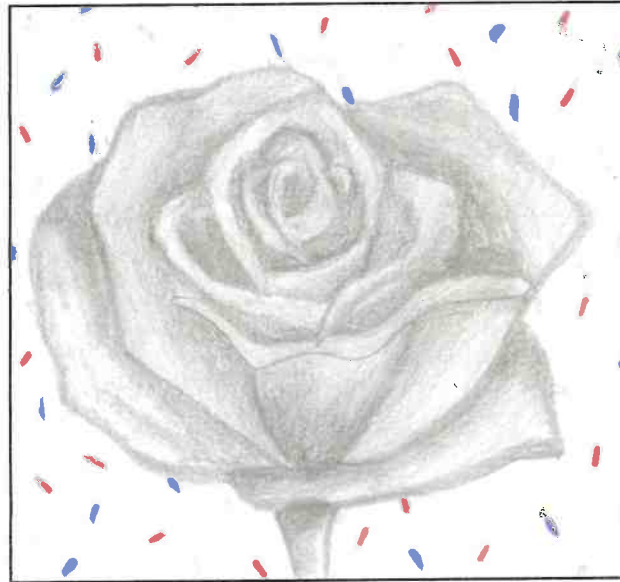
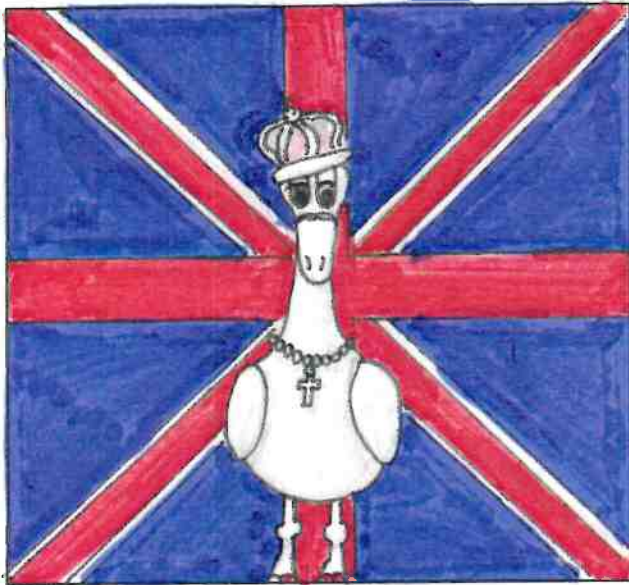
Name [redacted] group. [redacted]

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Name [redacted] group.....

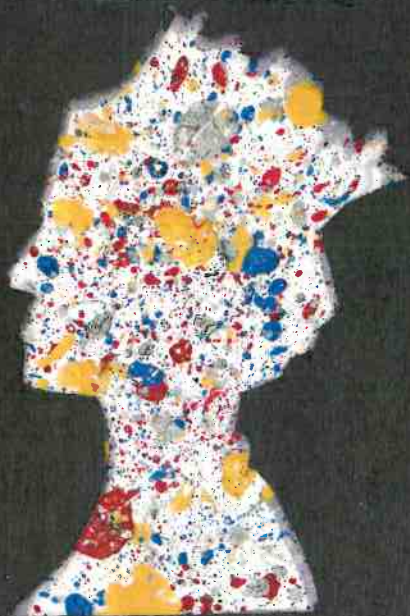
You are going to create 3 designs for the bus shelter competition based on commemorating the Queen – winning designs will be painted in to the bus shelter! Use colour pencil – carefully considered designs please!



[REDACTED]







Name [REDACTED]

group [REDACTED]

You are going to create 1 design for the bus shelter competition based on commemorating the Queen – winning designs will painted in to the bus shelter! Use colour pencil – carefully considered designs please!



Name [REDACTED]

group [REDACTED]

You are going to create 1 design for the bus shelter competition based on commemorating the Queen – winning designs will painted in to the bus shelter! Use colour pencil – carefully considered designs please!



Name: [REDACTED]

Group: [REDACTED]



Name: [REDACTED] Group: [REDACTED]



Name: [redacted] group: [redacted]

You are going to create 1 design for the bus shelter competition based on commemorating the Queen – winning designs will be painted in to the bus shelter! Use colour pencil – carefully considered designs please!

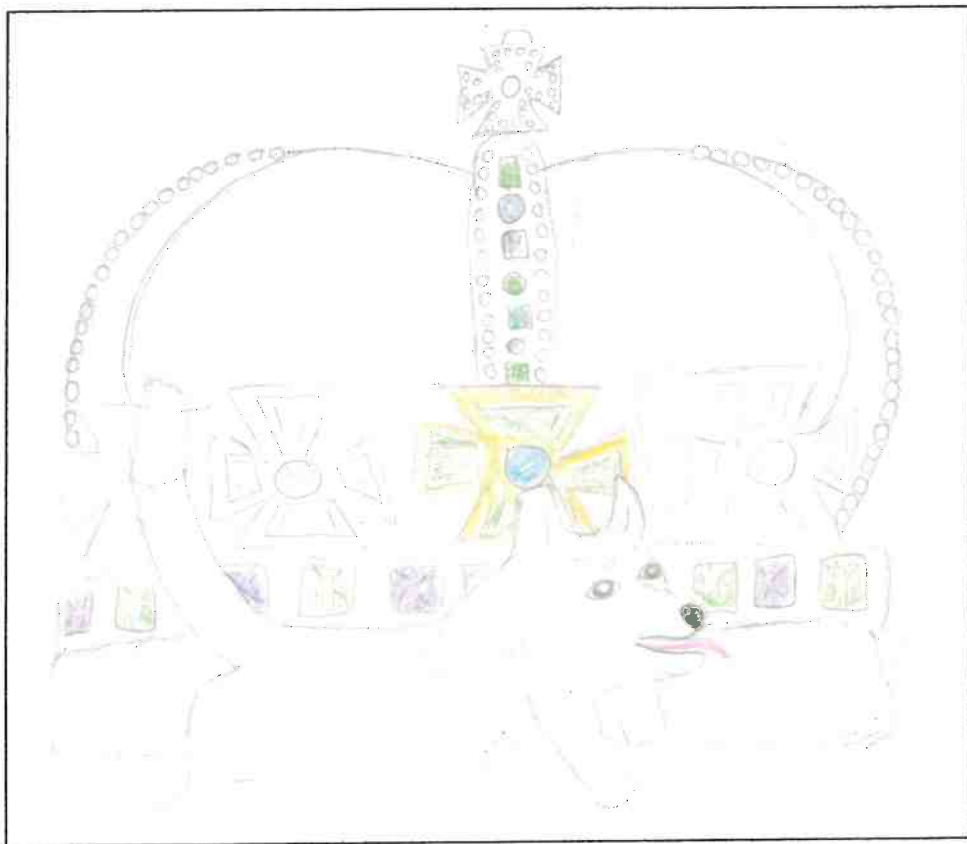


Name: [redacted] Group: [redacted]



Name..... group.....

You are going to create 1 design for the bus shelter competition based on commemorating the Queen – winning designs will be painted in to the bus shelter! Use colour pencil – carefully considered designs please!

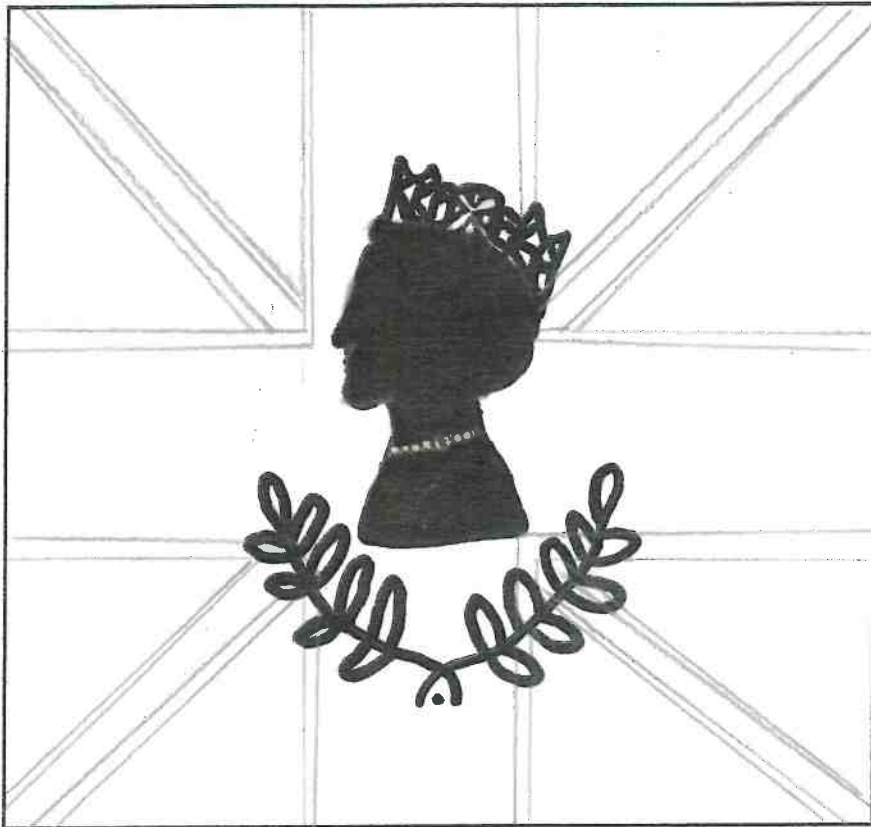


Name..... group.....

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Name [redacted] Group [redacted]



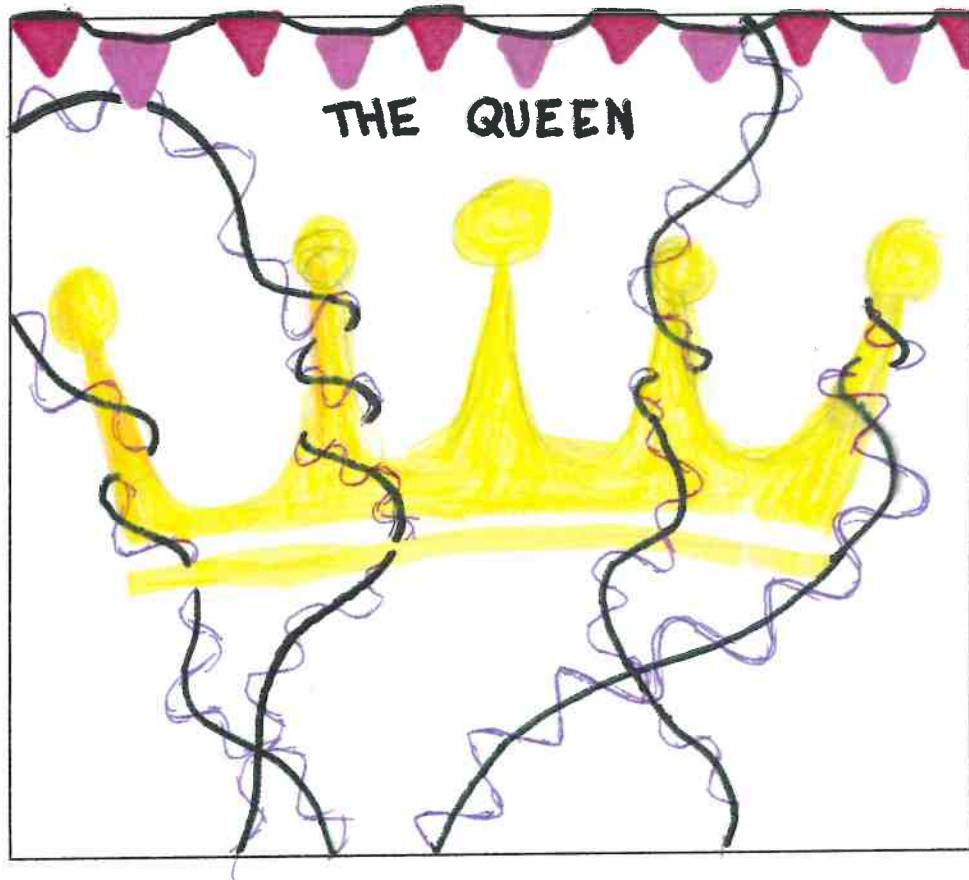
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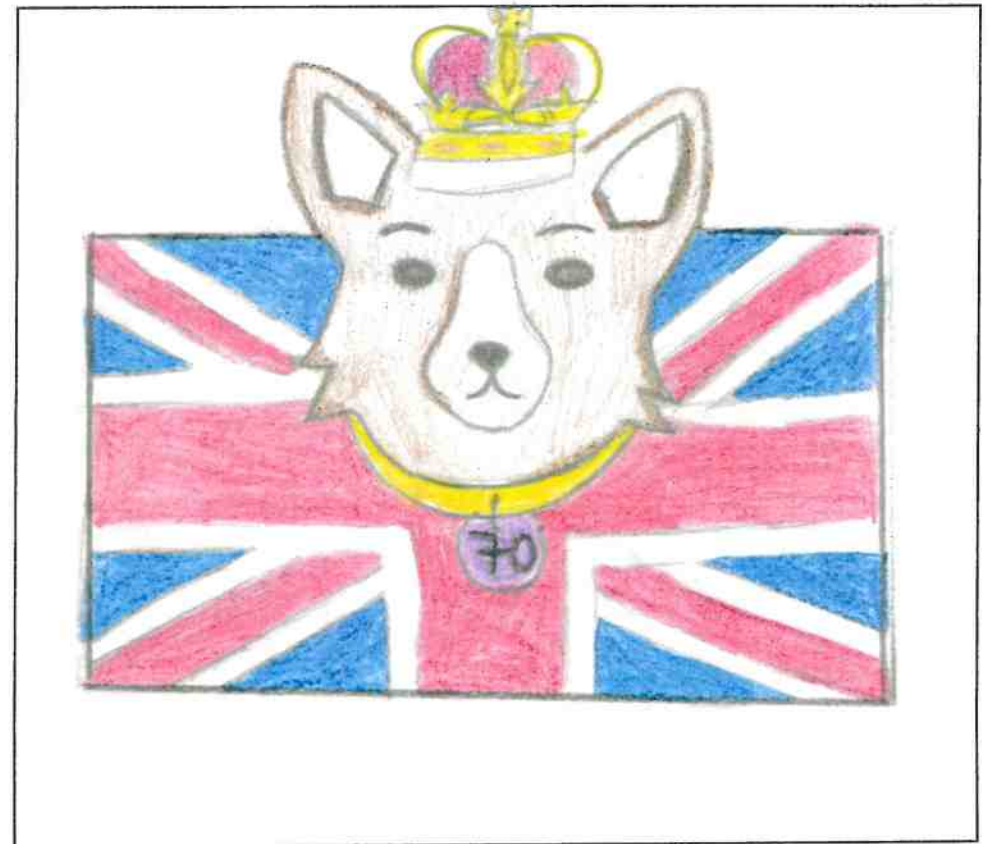
Name..... group.....

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Name..... group.....

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**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 25 January 2023
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

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.
- 2.3. Councillors are asked to note the environmental activities during the past twelve months as attached at Appendix A, in accordance with the current Environmental Policy.

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

AGENDA ITEM 10
APPENDIX A

	From Environmental Policy	Action
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.	Carbon footprint scopes 1 and 2 were calculated in late 2021/early 2022 to be presented at 3 March meeting of Environmental Panel. This will be presented to the March meeting of Operations and Planning Committee.
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.	An electric trimmer was purchased and trialled for suitability with a view to converting other hand tools to electric. Electric replacement vehicle to be purchased for diesel vehicle.
3.	integrate environmental concerns and impacts into all decision making and activities.	Ongoing.
4.	seek to protect and, where possible, enhance the quality of the natural environment of Malvern and its open spaces.	Woodland plantation autumn 2021 at Greenfield Road and Yates Hay Road. Establishment of fruit orchard at Greenfield Road autumn 2022.
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.	Ongoing.
6.	use electronic/paperless means of communication wherever possible in all Town Council operations.	Council reviewed dispatch methods in February 2020. Council dispatches are by electronic means only, but paper copies of certain large documents such as quarterly accounts, budget paperwork and grants scheme papers are made available to those on the relevant committee, on request.
7.	purchase recyclable, recycled and environmentally responsible products and materials when available and economically suitable.	Office: stationery is from recycled sources where possible. Operations: 50% reduction in weed killing chemicals achieved.

AGENDA ITEM 10
APPENDIX A

8.	ensure sustainable procurement where possible and require suppliers to provide environmental assessments of their environmental activities where appropriate.	Ongoing.
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.	Ongoing.
10.	use local contractors whenever possible and viable, to support the local economy and reduce the impact on the environment.	Ongoing.
11.	supply all tendering contractors with the current environmental policy to inform them of the Council's commitment.	Ongoing.
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.	Currently working with Malvern Forest. Met with Liz Etheridge, Wetlands for All project officer at Wychavon District Council to discuss suitable areas for rewilding and possible wetlands schemes in the future. Partnership working with MHDC to install recycling bins outside schools in the town.
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.	Ongoing.
14.	where required by legislation or where health, safety or environmental hazards	Ongoing.

AGENDA ITEM 10
APPENDIX A

	may occur, develop and maintain appropriate emergency responses.	
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.	Purchase of electric hand tools and agreement to purchase electric vehicle in 2023/24 budget.
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.	LED light bulbs used.
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.	Planting schemes that were 20% perennial and 80% biannual, now reversed. Any new planting areas are considered for perennial planting potential. Plants chosen for drought resistance. Hanging baskets have water reservoir to reduce evaporation.
18.	to use wherever possible, green energy suppliers for Town Council contracts.	Use Octopus for electricity and gas supply in many buildings.
19.	respond positively to new initiatives regarding combatting climate change and incorporate these into day-to-day operations where practical.	Ongoing.
20.	develop and implement a plan to minimise usage and consider further alternatives of pesticides/herbicides on all Town Council land.	Usage of herbicides reduced by 50% with better use of timing in spraying weeds, alternatives have been considered but a suitable one has yet to be found. Pesticides not used by MTC.
21.	not permit the release of balloons or sky lanterns on its land.	Full Council approved new signage for MTC green spaces, which will include this clause.
22.	be peat-free in its horticultural activities.	Bedding contractors are required to use peat-free compost, this is written into the specification.

AGENDA ITEM 10
APPENDIX A

23.	promote and support the use of public transport, cycling and walking, and support initiatives to improve sustainable transport options.	Bikes racks now installed at several locations throughout Malvern area.
24.	procure machinery, vehicles, and tools with low emissions where possible.	See 2 and 15.
25.	This policy will be reviewed on an annual basis by the Operations and Planning Committee.	Next review due November 2023.
26.	Other	<p>Photocopier toner cartridges are recycled using free post service.</p> <p>All waste paper is recycled using bagged collection service. If paperwork contains confidential information, there is an extra service available whereby all paper is shredded.</p> <p>Stopped using single use plastic cups compatible with water fountains in 2018. All members of staff bring their own refillable water bottles to work and councillors are requested to do the same at meetings.</p> <p>Lights and heating at BVT switched off when not in use!</p> <p>Timer on boiler to activate heating only when building in use.</p> <p>Environmentally friendly alternatives investigated and sought for events.</p>

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 25 January 2023
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

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.

Linda Blake
Town Clerk

AGENDA ITEM 11
APPENDIX A

Application number	Location	Ward	Description of works	Applicant	Comment deadline
M/22/01817/FUL , associated ref M/22/01818/LB	HSBC, 1 Church Street, Malvern	Priory	Various minor internal and external works, consisting of: replacement of the existing external ATM machine with new model, replacement and removal of existing internal self- service machines. Associated making good and decorations.	Mrs Chloe Source	26/01/2023
M/22/01492/FUL	28 Davenham Close, Malvern, WR14 2TY	Priory	Proposed 4-bed dwelling	Crown House Developments	26/01/2023
M/22/01839/HP	56 Churchill Drive, Malvern, WR14 1DJ	Link	Single storey rear and two storey side extension	Mr A Fletcher	26/01/2023
M/22/01823/FUL	Land at (OS 8072 4527) Guarlford Road, Guarlford	Chase	Change of use of land to accommodate three self-build Passivhaus Class 3 dwelling places	Mr & Mrs Medcalf	27/01/2023
M/22/01673/HP	54A Worcester Road, Malvern, WR14 4AB	Priory	Elevation change directly to rear of the property for creation of patio and planting area. On ground floor - a material amendment to change rendered concrete block to frosted translucent glass for the top 700mm of wall on the balcony terrace area at the rear of the property.	Mr Nicholas Lea	27/01/2023
M/22/01825/HP	2 Fernhill Grove, Malvern, WR14 2BS	Pickersleigh	Two-storey side extension, single storey side and rear extensions, plus new porch	Mr & Mrs S Hodges	30/01/2023
M/22/01863/HP	221 Pickersleigh Road, Malvern, WR14 2QS	Pickersleigh	Retrospective application for replacement of existing conservatory with single storey extension.	Mr Philip Spencer	02/02/2023
M/22/01897/FUL	41 Geraldine Road, Malvern	Chase	Demolition of all existing buildings and erection of 28 dwellings (Use Class C3) for 100% affordable housing including access, parking, landscaping, new open space, retention of all TPO trees and all associated works.	Keon Homes Limited and Platform Housing Group Limited	06/02/2023
M/23/00012/HP	Harvest Lodge, Albert Park Road, Malvern, WR14 1HN	Link	Widen existing driveway entrance by 1.5 metres	Jim Wilde	08/02/2023
M/22/01815/HP	The Grit Farm House, Grit Lane, Malvern, WR14 1UR	Dyson Perrins	Installation of 11 solar photovoltaic cels 4.29kw system to roof of triple garage (built 2007) in the grounds of Grit Farm House	Dr Jasper Trevelyan	08/02/2023
M/23/00026/HP	15 Lodge Drive, Malvern	Priory	Conversion of basement level storage to create a new lounge, including new flat roof extension with balcony over. New dormer extension to roof.	Mr & Mrs Wharton	08/02/2023
M/23/00018/FUL	Dalvington, 146 Lower Howsell Road, Malvern, WR14 1DL	Link	Single storey extension	Mr L Edwards	08/02/2023
M/22/01833/HP	56 Howsell Road, Malvern	Link	Side extension to bungalow with first floor bedroom over	Mrs J Albrow	09/02/2023