



# **MALVERN TOWN COUNCIL**

## **OPERATIONS AND PLANNING COMMITTEE**

### **REPORTS**

**For meeting to be held on 5 April 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



28 March 2023

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
[www.malverntowncouncil.org](http://www.malverntowncouncil.org)

## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To Members of the Operations and Planning Committee (Quorum 3):

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 5 April 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.	<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: ➤ 25 January 2023 (previously circulated)
<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>Budget for land adjacent to Adam Lea play area</b> ➤ Report OC01/23 to follow
5.	<b>Purchase of electric tool package for Operations Team</b> ➤ Report OC02/23 to follow
6.	<b>Gas lamp on Malvern Common</b> ➤ Report OC03/23 to follow

<b>7.</b>	<b>Permission to repair, reinstate and refurbish the memorial of Dr Archibald Weir in Great Malvern Cemetery</b> ➤ Report OC04/23 to follow
<b>8.</b>	<b>Heart of England in Bloom Competition 2023</b> ➤ Report OC05/23 to follow
<b>9.</b>	<b>Work Programme and Operations Update</b> ➤ Report OC06/23 to follow
<b>10.</b>	<b>Environmental Matters</b> ➤ Report OC07/23 to follow
<b>11.</b>	<b>Planning Consultations</b> ➤ Report OC08/23 to follow
<b>12.</b>	<b>Date of Next Meeting</b> ➤ Wednesday 31 May 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 25 January 2023 at 6.00 pm

### Councillors

#### Present

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

### Absent

L Lowton  
D Watkins (apologies)

### Also in attendance

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

7 members of the public

#### 62. **APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr David Watkins were noted.

#### 63. **DECLARATIONS OF INTEREST**

Agenda item 11, Planning Consultations – Cllr David Mead is an affected neighbour of the planning application at 41 Geraldine Road.

#### 64. **MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and these were signed by the Chairman:

- Operations and Planning Committee meeting 7 December 2022.

#### 65. **PUBLIC PARTICIPATION**

Three members of the Monksfield Lane Allotment Association (MLAA) committee and an allotment holder attended the meeting in support of agenda item 4 - surfacing works to improve and increase car parking space at Monksfield Lane Allotments.

Marion Helme, Chair of the Association, outlined the structure of the allotment association and explained the need for extra car parking provision. Some resurfacing works to the car parking area at the top of the site are now required, and it was hoped that around five spaces could be created at the bottom of the site, an area which lies wet and is not suitable for allotment use. This would enable the association to hold working parties and social events, both of which are currently unfeasible because of the restrictions in car parking. It would also help those plot holders with mobility issues as they would be able to park closer to their allotments.

They also thanked the Town Council for its favourable response to MLAA's grant application and for now working with the association to carry out these works.

## UNADOPTED

*The Chairman announced that under Standing Order 1a she would be altering the order of business so that agenda item 4 'Surfacing works to improve and increase car parking space at Monksfield Lane Allotments' would be brought forward.*

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

Report OC01/23 was received and accepted.

The Operations Manager confirmed that installing car parking spaces at the lower end of the site would be a good use of this particular area of ground and some drainage would be installed at the time of the works. He had obtained three quotations; the preferred company was not the cheapest but would supply a good quality stone rather than crushed tarmac and this would give a much longer-lasting surface. The Town Clerk also pointed out that as the owners of the land, the town Council has a duty to keep the site in good order and should manage infrastructure works.

It was **AGREED** to fund works to resurface the car park at Monksfield Lane allotments and to award the contract to Company B, Richard Godsall Building and Civic Engineering.

*The Chairman announced that the Public Participation session would recommence.*

### 67. **PUBLIC PARTICIPATION**

A member of the public attended the meeting and spoke on planning application **M/22/01897/FUL 41 Geraldine Road**, under agenda item 11 – Planning Consultations. He represented approximately seventy residents of Geraldine Road and the surrounding area that would be affected by the proposed development. He reminded members that the original proposal made in July 2021 for 37 dwellings had been denied planning permission. Dwelling numbers were then reduced to 28 in April 2022, and some amendments made. However, permission was refused again in October 2022. The latest application appeared to be very similar in detail with no significant amendments or changes, and as the issues for which the other applications had been refused remained, he urged the Town Council to continue opposing the development.

*The Chairman announced that under Standing Order 1a she would be altering the order of business so that agenda item 11 – Planning Consultations would be brought forward for the consideration of the above planning application.*

### 68. **PLANNING CONSULTATIONS**

It was **AGREED** that the Town Clerk would submit an objection on behalf of Malvern Town Council, reiterating previous reasons for objection, and incorporating further comments agreed at the meeting.

*The Chairman announced that the Public Participation session would recommence.*

### 69. **PUBLIC PARTICIPATION**

Cllr Hooper declared an interest in agenda item 5, Permission to repair, reinstate and refurbish the memorial of Edward Chance in Great Malvern Cemetery as he was a former Chairman and past President of Malvern Civic Society (MCS) and had attended the meeting to speak in support of this agenda item.

## UNADOPTED

He explained that six graves had been identified for possible repair by MCS, to be co-ordinated by Friends of Malvern's Cemeteries (FoMC). The application presented at the meeting was for the grave of Edward Chance – with others to follow at a later meeting. The FoMC were seeking permission from the Town Council as the legal owner of Great Malvern Cemetery to carry out the repairs as detailed on the application form.

*The Chairman announced that under Standing Order 1a she would be altering the order of business so that agenda item 5 – Permission to repair, reinstate and refurbish the memorial of Edward Chance in Great Malvern Cemetery would be brought forward.*

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

Report OC02/23 was received and accepted.

The Town Clerk informed members that following earlier discussions regarding the reinstatement of memorials, Officers had produced a form to aid anyone in applying for this type of work to supply the correct information. A subsequent meeting with the Chairman of MCS held in December 2022 had proved useful as it had outlined the Society's wish to take a step-by-step approach to applying for graves to be reinstated. For this application, sufficient information such as permission to carry out repairs from relatives and details of proposed repairs had been included.

It was **AGREED** to grant permission for repairs to the memorial of Edward Chance in Great Malvern Cemetery, with the works to be co-ordinated by the Friends of Malvern's Cemeteries, and the stonemason being Steve Allard and Sons.

It was **NOTED** that any further works to reinstate graves and full details of any crowdfunding requests would need to be submitted to a future meeting for approval.

*The Chairman announced that the Public Participation session would recommence.*

### 71. PUBLIC PARTICIPATION

Two members of the public attended the meeting to speak about planning application **M/22/01823/FUL Land at (OS 8072 4527) Guarlford Road** under agenda item 11 – Planning Consultations. They had presented their proposals for three self-build Passivhaus Class 3 dwelling places to a previous meeting of the Operations and Planning Committee but they informed members that a planning application had now been submitted to Malvern Hills District Council. Questions were invited regarding the proposed development.

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

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

Report OC03/23 was received and noted.

It was **RECOMMENDED** to award the contract to supply a Corvus Terrain EX4 Utility Vehicle at a cost of £28,769.

The exception to Financial Regulations as only one quotation had been received was **NOTED**.

## UNADOPTED

### 73. **GLAZING OF BUS SHELTER OUTSIDE ROSEBANK GARDENS**

Report OC04/23 was received and accepted.

The Operations Manager explained the main differences between the three options for alternative glazing presented at the meeting and a sample of the polycarbonate Georgian wired was passed round for members to view.

It was **AGREED** that Polycarbonate Georgian wired should be installed in the bus shelter outside Rosebank Gardens.

Committee **NOTED** an overspend against the original budget amounting to the cost of the glazing, although this would be contained within the overall budget for the 2022/23 year.

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

Report OC05/23 was received and accepted. The Town Clerk explained that most of the artwork had been received from schools. Members were now asked to consider which of the designs, if any, they would like to use in the bus shelter either in its original form or integrated into a different design by a professional artist.

It was **AGREED** to form a task and finish group to look at the designs submitted in more detail and agree a way forward. The task and finish group to have three members as follows:

- Cllr Lynne Lambeth
- Cllr Josephine Leibrandt
- Cllr Cynthia Palmer

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

Report OC06/23 was received and accepted.

The Operations Manager advised that most projects were up to date, except for the bus shelter outside Rosebank Gardens; the cladding for the back wall of this was expected to be fitted within the next two weeks, and the fencing works on the western boundary of Rosebank Gardens, due to commence next week.

### 76. **ENVIRONMENTAL MATTERS**

Report OC07/23 was received and noted.

Committee **NOTED** an update of environmental activities carried out by the Town Council over the past twelve months, in accordance with the current Environmental Policy. It was felt that this was a useful document that should be updated annually.

No other matters were raised.

### 77. **PLANNING CONSULTATIONS**

Report OC08/23 was noted.

#### **M/22/01823/FUL Land at (OS 8072 4527) Guarlford Road**

Committee **AGREED** that no comment was required on this planning permission.

No other planning applications were raised at the meeting.

**UNADOPTED**

**78. DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 8 March 2023 at 6.00 pm.

The meeting finished at 7.15 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 5 April 2023  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**BUDGET FOR LAND ADJACENT TO ADAM LEA PLAY AREA**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Committee is recommended to agree a working budget of £2,000 for initial works to the recently acquired green and open space adjacent to Adam Lea play area.

**3. Background**

- 3.1. Malvern Town Council recently acquired the green and open space that adjoins Adam Lea play area. This land was transferred along with a reverse premium of £50,000 as part of the Section 106 agreement from the housing development at Charlock Road.

- 3.2. There is currently no funding included within Malvern Town Council's budget for 2023/24, therefore committee is asked to allot a budget for the following works:

- Installation of drainage to the eastern boundary of the ground to alleviate the flooding from the north-eastern corner.
- Running repairs to the wooden post and rail fencing, particularly the methods of fixing the rails.
- Installation of a litter bin.

- 3.3. A public consultation has recently been carried out to ask for residents' views on the future uses for this area of land. A report summarising the results from this public consultation and making recommendations will be submitted to Full Council in April.

**4. Financial Implications**

- 4.1. There has been no specific budget allocated for this green and open space, therefore this funding will need to be taken from general reserves whilst future works, funding allocations and budgets are finalised.

**5. Legal Implications**

- 5.1. None.

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 5 April 2023**

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

**PURCHASE OF ELECTRIC TOOL PACKAGE FOR OPERATIONS TEAM**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Committee is recommended to agree to Company A supplying Malvern Town Council with an electric tool package, noting the exception to Financial Regulations as only two quotations have been received.

**3. Background**

- 3.1. As part of the budget for 2023/24, in November 2022 Full Council agreed to the purchase of electric hand tools for the Operations Team.
- 3.2. The purchase of this tool package 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."
- 3.3. The budget included provision for six strimmers with harnesses and batteries, one hedge trimmer with battery, and one multi-tool and battery. The quotations below include an additional electric blower as this can be contained within the overall budget allocation.

Company A	£5,769
Company B	£5,812

- 3.4. There are two main dealers in Worcestershire that provide the type of machinery that has been trialled and is fit for purpose for the Town Council. As a result, only two quotations have been obtained, when financial regulations require three where possible.
- 3.5. By changing to electric tools, the amount of hand/arm vibration caused is significantly reduced, therefore improving working conditions and reducing health and safety risk.

**4. Financial Implications**

- 4.1. A budget of £6,000 has been included for the purchase of a small tools package in 2023/24.

**5. Legal Implications**

- 5.1. None.

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 5 April 2023  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**GAS LAMP ON MALVERN COMMON**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Committee is recommended to consider the permanent removal of a gas lamp on Malvern Common.

**3. Background**

- 3.1. On 16 January 2023, the gas lamp on Poolbrook Road on the edge of Malvern Common was demolished when a member of the public accidentally drove into it.
- 3.2. The broken lamp column was removed and Cadent subsequently disconnected and capped the gas supply.
- 3.3. A decision now needs to be made whether to reinstate the gas lamp, with the need for lighting from a lamp in this area being balanced against the value of a listed gas lamp.
- 3.4. The position of the lamp is 150 yards away from the nearest house and Poolbrook Road has no footpath as it crosses Malvern Common. Operationally, it can be difficult to service the lamp, being directly on the main road (see attached map and photographs at Appendix A).
- 3.5. The Town Council is responsible for twenty gas lamps across the town, all of which are grade II listed. There will be no contravention of listed building control should the lamp not be reinstated because the damage was caused by an event totally outside of the Town Council's control. This, however, needs to be balanced against the need for lighting from this lamp and its value as part of the town's Victorian heritage.
- 3.6. The Council's gas lamps are covered by its insurance policy and therefore repair costs will be covered. This, however, can sometimes have an effect on future premiums.

**4. Financial Implications**

- 4.1. Current indications suggest that repairs to the lamp column will be in the region of £4,000 to £4,500. There will also be some reinstatement costs and reconnection fees - these are unknown at present.
- 4.2. This gas lamp is covered by the Council's insurance policy and therefore costs should be recoverable through either this policy or the third party's insurers.

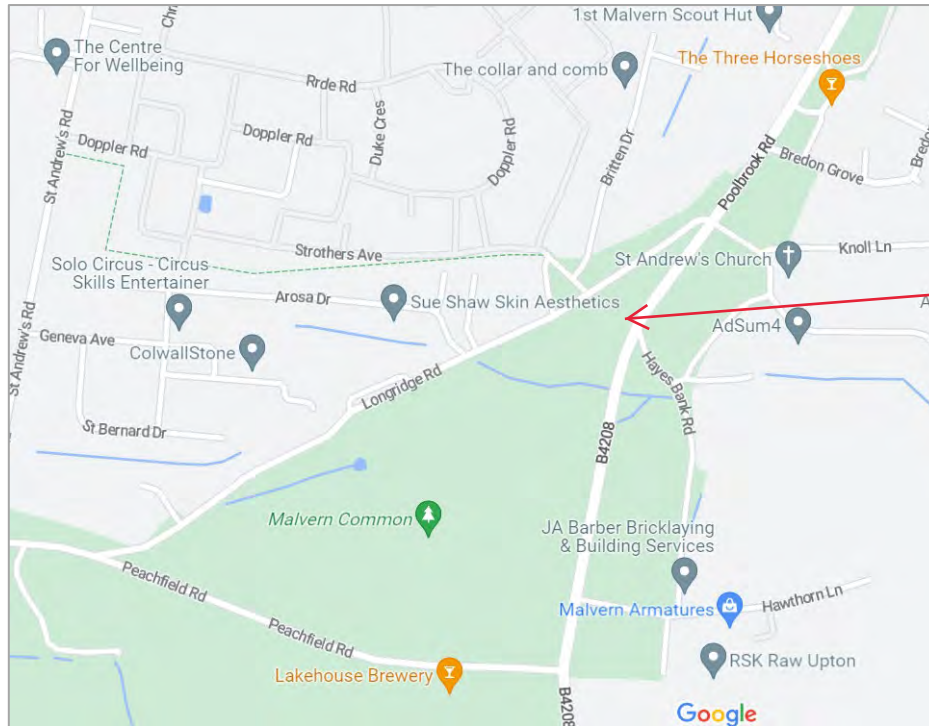
**5. Legal Implications**

- 5.1. The gas lamp is grade II listed and therefore should repairs be carried out, the lamp must be restored to its condition at the time of listing.

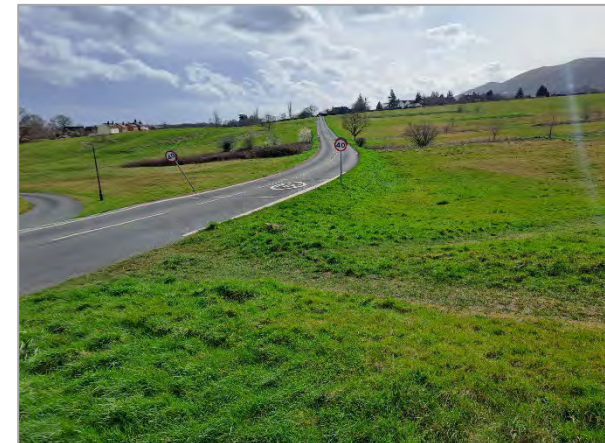
- 5.2. There is no legal obligation which requires reinstatement of property damaged or destroyed by an accident outside of the owner's control.

End  
Linda Blake  
Town Clerk

## AGENDA ITEM 6 APPENDIX A



Location of gas  
lamp



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

**to be held on Wednesday 5 April 2023  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**PERMISSION TO REPAIR, REINSTATE AND REFURBISH THE MEMORIAL OF  
DR ARCHIBALD WEIR 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 Dr Archibald Weir 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. The first application for works to repair the memorial of Edward Chance was approved by committee in January 2023. A second application to clean and re-erect two headstones and reset kerbs on the grave of Dr Archibald Weir has now been received (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.
- 3.6. Should this application be approved, it is anticipated that a further four applications for grave repairs are still to be submitted for approval, along with details of a possible crowdfunding project. This was initially submitted without Town Council knowledge and requires approval before it can be resubmitted.

**4. Financial Implications**

- 4.1. The quotation for refurbishment works from Steve Allard and Sons (Appendix B) relates to several graves and totals £5,868, of which £1,650 is for the cleaning and re-erection of two headstones within the plot of Dr Archibald Weir (one for Dr Weir and one for his second wife Fanny Elizabeth Weir). 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

APPENDIX A



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

Name of Stonemason Steve Allard and Son.....

Address 4 Upton Road, Callow End, Worcs, WR2 4TE.....

NAMM / BRAMM (Yes) accreditation  
number.....

Grave Number: 1621 and 1620.....

Names of those interred in grave: Dr Archibald Weir and his (third) wife Anna Maria Weir

On separate headstone in same plot, Fanny Elizabeth Weir (second wife).....

Name and Address of current grave owner: Jonathan Powell, of Jubilee House, West  
Street, North Creake, Fakenham, Norfolk, NR21 9LQ, great-grandson of Dr Archibald  
Weir MD of Great Malvern, who died 1894 .....

Size and details of existing headstone: Each approx 80 cm high X 60 cm wide situated  
close to footpath to chapel and within stone kerbing .....

Full details of works proposed: Clean and re-erect two existing headstones which are  
currently lying flat on the grass (see photo) .....

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



.....  
 .....  
 Please confirm that you have enclosed the following

Picture of current memorial ...YES .....

Clear illustration of proposed new YES  
 memorial / repairs with sizes

Proof of grave ownership / reasonable ...YES  
 attempts to locate grave owner

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 costs to repair or maintain this memorial.

Applicants Signature.....

Date..... 27<sup>th</sup> February 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.....

**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.....

Website link showing location of graves

[http://www.the-malvern-hills.uk/other\\_history\\_great\\_malvern\\_cemetery\\_page\\_4.htm#Archibald\\_Wier\\_MD](http://www.the-malvern-hills.uk/other_history_great_malvern_cemetery_page_4.htm#Archibald_Wier_MD)

## Weir Grave Renovation

Thank you very much for this. I would add a couple of other descendants to your list. The first is Mike Burns, (email above) and his sister whose email I don't have. I myself am not in contact with either of them though my sister is in contact. I feel sure that they would wish to support the renovation of the funeral monuments.

Mike, for the sake of completeness, could you perhaps email your agreement and obtain your sister's agreement if you are content.

I am Jonathan Powell, of Jubilee House, West Street, North Creake, Fakenham, Norfolk, NR21 9LQ, great-grandson of Dr Archibald Weir MD of Great Malvern, who died 1894, and whose funeral monument you are proposing to repair.

I am a direct descendant of Dr Weir, and you have my permission and that of my siblings and cousins Rhiannon Boardman, David Powell, Minnow Powell, Emma Weir and Sarah Winnington-Ingram to repair and restore the monument as you see appropriate.

Jonathan Powell

Dear all,

Angus has kindly forwarded me your correspondence regarding the repairs to the monument of Dr Wier and his wife Anna Maria. You have added some great information. We are delighted that you are still keeping a flame going for your ancestor and supportive of our Society's ambition to get his memorial standing back again!

If the family is still content for us to do so, the Civic Society will be pleased to contract and manage the repairs. I also understand that some of you have offered to contribute financially - for which we are very grateful.

Another one of our members has already been in contact with the masons and once we have a plan of work and an estimate we will follow up. We will take advice on the best way to get it upright, repaired and looking good again - though we have to have a light touch as sometimes too much stone cleaning will hasten decay. From what I have seen it does not seem to be a major job and our regular stonemason is quite fair but naturally we will monitor costs!

But meanwhile our local council that owns the cemetery has asked that we obtain a letter of permission from surviving descendants authorising the repair. I've volunteered to deal with that part of the administration.

I think they ask to cover themselves. They do not own the monument - although I suspect it was the council that laid the stone flat. The

burial plot would have been sold on a perpetual lease to the widow or widower of the first person buried there, with the right to erect a monument. The lease and monument is considered the property of the Weir's estate and so it would be possible for an heir to come along after several generations and claim the grave. They could even be buried there, if there's still space.

This almost never happens but I think the Council is covering itself!

So for us to proceed, I'd ask one of you to write an email that states the agreement of the family. If I understand this correctly, it will be some or all of Jonathan, Dick, Minnow, Rhiannon, Sarah and Emma as the direct descendants and senior living "heirs" of Dr Weir) The Society can then confirm quotes and progress repairs - we won't have to commit until we've seen the quote. Everyone seems to be busy nowadays, but in our experience, generally it seems to take a few months for the mason to start work on site.

So we'd appreciate it if one of you could write us an email along these lines:

=====

To Malvern Civic Society,

I am [ name ], of [ address ], great-grandson of Dr Archibald Weir MD of Great Malvern, who died 1894, and whose funeral monument you are proposing to repair.

I am a direct descendant of Dr Weir, and you have my permission and that of my siblings and cousins [name, name, name, name ] to repair and restore the monument as you see appropriate.



## 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
<b>TOTAL GBP</b>				<b>5,868.00</b>

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

**to be held on Wednesday 5 April 2023  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**HEART OF ENGLAND IN BLOOM COMPETITION 2023**

**1. Purpose of Report**

- 1.1. For noting.

**2. Recommendation**

- 2.1. Committee is asked to note that an entry has been submitted for the Heart of England in Bloom Campaign 'Town' category; this focuses on three specific areas within Malvern, being the future Town Council wards of Great Malvern, Chase and Pound Bank.

**3. Background**

- 3.1. After two years of entry submission by way of portfolio only, the Heart of England in Bloom judges returned to Malvern in July 2022.
- 3.2. Some slight changes in the marking criteria in 2022 resulted in more focus being placed on community involvement including schools and community-run groups, as well as an emphasis on environmental issues such as peat-free composting and pollinator friendly plants.
- 3.3. For consistency, officers have once again entered the 'Town' category of the Heart of England in Bloom campaign, with the intention that the focus will be on three wards within Malvern. These will be the new wards of Great Malvern, Chase and Pound Bank.
- 3.4. A spring seminar was held by Heart of England in Bloom in March. It was confirmed that there is no specific theme for this year, but there will be a focus on 'Plant, Grow and Eat'.
- 3.5. Information provided at the spring seminar confirmed that the judging criteria will be:
- Horticulture 40%
  - Sustainability 30%
  - Community involvement 30%
- 3.6. It has also been confirmed that the Heart of England in Bloom judges will visit Malvern on the morning of Thursday 20 July 2023.
- 3.7. The Malvern in Bloom steering group will meet again in May 2023 and work to support the town's entry. Officers of the Town Council will plan the judging route and produce the portfolio which is an important part of the competition. An approach has already been made to local schools to see if there is any interest in a "grow your own" seeds competition.
- 4. Financial Implications**
- 4.1. The entrance fee for the 'Town' category in the Heart of England in Bloom campaign is £165. This forms part of the overall budget for 2023/24 of £7,000 used to fund

hanging baskets and troughs, equipment, consumables and judging expenses.

**5. Legal Implications**

5.1. None pertaining to this report.

End

Authors of Report:

Linda Blake

Town Clerk

Lyndsey Davies

Operations & Office Co-ordinator

[illegible]

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 5 April 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.

**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  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 5 April 2023  
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**PLANNING CONSULTATIONS**

**1. Purpose of Report**

- 1.1. For comment as necessary.

**2. Recommendation**

- 2.1. The Committee is recommended to note and comment on:
- i. Specific planning applications raised by Ward members, Officers or requested by members of the public.
  - ii. Any major planning applications currently being considered.
  - iii. Any 'live' planning applications as circulated on the weekly planning lists and on the planning application log attached at Appendix A.
- 2.2. The Committee is recommended to nominate a Councillor to speak on behalf of the Town Council at MHDC's Southern Area Planning Committee where relevant.

**3. Background**

- 3.1. A list of planning applications is sent to members each week. Following a change in the Council's policy dating from December 2013, members are now asked to consider both major and minor applications and comment as appropriate.
- 3.2. No applications have been raised by ward members.
- 3.3. Other 'live' applications from the planning log can be raised by Committee members at the meeting. Full details of the applications are available by clicking on the relevant link below.
- 3.4. Members are asked to look at details of any planning applications for discussion before the meeting to allow an expeditious decision-making process.
- 3.5. Members are reminded that the Town Council is a consultee in the planning process and the comments that Council makes will go forward to the District Council as part of the planning application process. Therefore, comments should relate to material planning considerations so that they will be properly considered.
- 3.6. If a Councillor is nominated to speak at an MHDC SAPC meeting, Town Council Officers will await the application being listed on an agenda and will register the Councillor to speak through the agreed procedure.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. None pertaining to this report.

End  
Linda Blake  
Town Clerk

**AGENDA ITEM 11**  
**APPENDIX A**

Application number	Location	Ward	Description of works	Applicant	Comment deadline
<a href="#">M/23/00370/FUL</a>	Mowbray Nursing Home, 9 Victoria Road, Malvern	Priory	Infill extension to create additional 2 bedroom GF ensuite accommodation. Link at FF to aid care due to challenges in delivering care with a split FF level	Minster Care	12/04/2023
<a href="#">M/23/00325/HP</a>	137 Pickersleigh Road, Malvern	Pickersleigh	Rear extension and conversion of loft space to create two bedrooms and bathroom (variation of condition 2 ref 17/01981/HP	Mrs Francesca Strong	13/04/2023
<a href="#">M/22/00968/FUL</a>	65 Bellars Lane, Malvern, WR14 2DJ	Chase	Demolition of existing bungalow and erection of two pairs of semi-detached dwellings (four dwellings in total) NOTIFICATION OF PLANNING APPEAL	Mr Paul Brooks	Representations to be received by 14 April
21/01513/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 including open space, retention of TPO trees and all associated works	Keon Homes Limited and Platform Housing Group Limited	NOTIFICATION OF APPOINTMENT OF INSPECTOR AND DETAILS OF HEARING