



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 19 July 2023 at 6.00 PM
In the Council Chamber, Belle Vue Terrace, Malvern**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
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13 July 2023

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MEETING OPEN TO MEMBERS OF THE PUBLIC

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

Cllrs Sean Austin, Caroline Bovey, Anne Cherry, Jude Green, Josephine Leibrandt, Freya Matthews-Jones, David Mead, David Watkins

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 19 July 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 be 'Charles Porter'.

Charles Porter
Deputy 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: ➤ 31 May 2023 (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.	Swing at Michael's Crescent play area ➤ Report OC01/23 to follow
5.	Work Programme and Operations Update ➤ Report OC02/23 to follow
6.	Town Council Events ➤ Verbal update

7.	Environmental Matters ➤ Report OC03/23 to follow
8.	Planning Consultations ➤ Report OC04/23 to follow
9.	Date and Time of Next Meeting ➤ Wednesday 13 September 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 31 May 2023 at 6.00 pm**

Councillors

Present

S Austin
C Bovey
A Cherry
J Green
J Leibrandt
F Matthews-Jones
D Mead
D Watkins

Also in attendance

L Blake – Town Clerk
C Porter – Operations Manager
L Wall – Minute Clerk
Cllr C Hooper, Mayor

1. ELECTION OF CHAIR

Cllr David Mead was elected as Chair of the Operations and Planning Committee for 2023/24.

2. ELECTION OF VICE-CHAIR

Cllr Freya Matthews-Jones was elected as Vice-chair of the Operations and Planning Committee for 2023/24.

3. APOLOGIES FOR ABSENCE

None.

4. DECLARATIONS OF INTEREST

None.

5. 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 5 April 2023

6. PUBLIC PARTICIPATION

None.

7. REVIEW OF GREAT MALVERN CEMETERY RULES AND REGULATIONS

Report OC01/23 was received and accepted.

The Town Clerk explained that the cemetery was an important part of town council operations and the major source of income. The rules and regulations help ensure smooth running and administration. The last review was carried out in 2014 and it was now suggested that a task and finish group be formed to carry out a thorough review before reporting back to Operations and Planning Committee.

UNADOPTED

It was **AGREED** that a task and finish group be set up to review the cemetery rules and regulations, membership as follows:

- Cllr Jude Green
- Cllr Sean Austin
- Cllr Anne Cherry
- Cllr Freya Matthews-Jones

8. **ROSEBANK GARDENS**

The Operations Manager informed members of the following works that had been carried out recently at Rosebank Gardens:

- The 'Malvern' sign was now installed and had been generally well-received with people stopping to take photographs in front of it
- The rose bed at the entrance to the gardens was coming on well, with the roses about to flower
- Matters connected to the landslide are being dealt with by solicitors and the pathway that was affected by the landslip will remain closed for the time being
- The bus shelter outside the gardens is now finished after many setbacks in the refurbishment and has received favourable comments.

9. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC02/23 was received and accepted.

The Operations Manager explained that an updated programme will be presented at each meeting of the Operations and Planning Committee. This can be used by councillors for information if they are asked by residents in their ward about any operational projects.

The new electric tool package is currently being used by the Operations Team and the electric vehicle has been ordered with delivery awaited.

10. **TOWN COUNCIL EVENTS**

The Town Clerk updated the meeting on the following town council events:

Bands in the Park: three concerts have taken place so far, all well attended and demonstrating a varied mix of music. Questionnaires are handed out at each concert asking for people's views on the performances, and the questionnaire is also available online. A volunteer is still required for the coming Sunday's Bands in the Park and members were asked to contact the office if they can help.

There will be a presentation to Guide Dogs at Bands in the Park on 11 June for the monies raised by Cllr Nick Houghton as Mayor for 2022/23. All are invited to come along and show support for the many volunteers from Guide Dogs who helped out at events over the past twelve months.

Armed Forces Day will be a modest event at Bands in the Park on 25 June, with cadet groups, craft workshop for children and an entertainer. It will be concentrated around the band which will play military style music.

The Mayor's Bonanza will not take place this year due to a shortage of staff able to work on the day. The Mayor is looking into his charity, St Richard's Hospice, putting on a similar event in Victoria Park instead.

It was **AGREED** that the agenda for the next meeting of Operations and Planning Committee will include an item to consider possible new events for future years and members were encouraged to bring any ideas for this to the meeting.

UNADOPTED

11. HEART OF ENGLAND IN BLOOM COMPETITION 2023

The Operations Manager explained that over the past seventeen years, the town council has entered the Heart of England in Bloom competition, usually winning a gold award, but it was not just about how the town looked on judging day. Preparations are made throughout the year, and it is a chance for the town council to work with other agencies such as the Malvern Hills Trust to show the public what we can achieve, engage the community and beautify the environment we live in.

The route that the judges take on judging day in July is put together by the Operations Manager, Town Clerk and Events Co-ordinator, specifically to fit in with the judging criteria and ensure that the judges see the town at its best.

The summer planting, in hanging baskets, beds, troughs and flower towers, can be labour intensive in very hot weather when watering increases from once a week to two or three times, but provide a burst of colour through the summer months. Traders in all three shopping centres can rent baskets and once-a-week watering is included in this.

12. ENVIRONMENTAL MATTERS

Report OC03/23 was received and noted.

The Chair explained that this was now a regular item on the Operations and Planning Committee agenda, giving members the opportunity to raise any environmental matters.

13. PLANNING CONSULTATIONS

Report OC04/23 was noted.

Flat at 124 Worcester Road – planning application M/22/01366/FUL and M/23/00640/FUL

Cllr Freya Matthews-Jones declared an interest – her business is situated next door to the property concerned – and abstained from voting.

Cllr Matthews-Jones explained that the newer application had changed very little from application M/22/01366/FUL to which the council submitted an objection.

Members discussed the application and **AGREED** that a comment on application M/23/00640/FUL should be submitted, reiterating previous objections not addressed, and including reference to relevant policies.

14. DATE OF NEXT MEETING

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 19 July 2023 at 6.00 pm.

The meeting finished at 7.00 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 19 July 2023
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

SWING AT MICHAEL'S CRESCENT PLAY AREA

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. That committee considers the installation of a new Disability Discrimination Act (DDA) compliant basket swing including groundworks.

3. Background

3.1. Officers have received a request for the installation of a DDA swing at Michael's Crescent play area.

3.2. A refurbishment of equipment at Michael's Crescent took place in 2022/23 at a cost of £15,120. It was hoped that some DDA equipment could be included in this budget but costs were too high.

3.3. Officers have taken advice from play area suppliers and installers and the consensus is that a basket swing would be ideal for this particular play area.

3.4. A basket swing will cater for individuals across a range of age groups and abilities.

3.5. In order to accommodate the DDA basket swing, a small set of toddler swings will be removed, the area of safety surface enlarged, and a new swing frame and basket seat installed, an example of which can be seen at Appendix A to this report.

3.6. Adjacent to the play area is an existing set of two-bay flat-seat swings which will have one seat replaced with a new toddler seat to cater for other playground users.

4. Financial Implications

4.1. The cost to supply and install a basket swing, including extension of safety surface would be in the region of £7,500.

4.2. This will be an overspend above budget and can either be taken from general reserves or the Council's contingency budget.

5. Legal Implications

5.1. None pertaining to this report.

End
Linda Blake
Town Clerk



Example swing seat and frame

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ENVIRONMENTAL MATTERS

1. Purpose of Report

- 1.1. For noting/discussion as appropriate.

2. Recommendation

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

3. Background

- 3.1. In September 2019, Full Council declared a climate emergency and formed a Town Council Environmental Panel to review and update the Council's Environmental Policy.
- 3.2. In May 2021, Full Council approved and adopted a new Environmental Policy and Environmental Strategy at the recommendation of the Environmental Panel.
- 3.3. The Environmental Policy has recently been reviewed and updated to accommodate difficulties experienced with budget constraints, limited factors towards current and future technology as well as unrealistic expectations.
- 3.4. At Annual Council in May 2022, it was agreed to 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

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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 (SAPC) 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 8
APPENDIX A**

Application number	Location	Ward	Description of works	Applicant	Comment deadline
M/23/00984/LB	Eckington Cottage, 307 Worcester Road, Malvern, WR14 1AB	Link	Proposed removal of already approved rear hip roof and new continuation of mono-pitch roof	Mr & Mrs Wilson	01/08/2023
M/23/00820/FUL	St Matthias C of E Primary School, Cromwell Road, Malvern, WR14 1NA	Link	Provision of a bathroom management area (BMA) extension to rear of school building	The Spire Church of England Learning Trust	01/08/2023
M/23/00740/HP	2 Lechmere Crescent, Malvern, WR14 1TY	Upper Howsell	Erection of a timber panel perimeter garden fence	Miss Ashleigh Carter	31/07/2023
M/23/00684/HP associated ref M/23/00685/LB	3 Bank Street, Malvern, WR14 2JG	Link	Erection of single storey rear extension and veranda, with lowering of levels to form patio	Karen Newbigging	24/07/2023
M/23/00685/LB Associated ref M/23/00684/HP	3 Bank Street, Malvern, WR14 2JG	Link	Erection of single storey rear extension and veranda, with lowering of levels to form patio	Karen Newbigging	24/07/2023
M/23/00852/CLE	15 Hayslan Green, Malvern, WR14 2RG	Great Malvern	Application for a Lawful Development Certificate for: 1) demolition of rear mono pitch ground floor extension and side lean-to structure 2) ground floor: replacement of conservatory with new accommodation on the substantially the same footprint 3) first floor: an extension over the new ground floor accommodation and the conversion of the loft space to create one bedroom and bathroom. Insertion of new rooflights. 4) remodelling of internal accommodation	Mrs L Stamfield	27/07/2023
M/23/00790/CU	99A Barnards Green Road, Malvern, WR14 3LT	Barnards Green	Change 99A back into a two-bedroom flat	Julie Allison	28/07/2023
M/23/00907/HP	61 Brook Farm Drive, Malvern, WR14 3SH	Barnards Green	Single storey rear extension and addition of French double doors to existing dining area	Mrs Hazel Stimson	04/08/2023