



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 18 October 2023 at 6.00 PM
In the Council Chamber, Belle Vue Terrace, Malvern**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
WR14 4PZ



11 October 2023

townclerk@malvern-tc.org.uk
Tel: 01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Operations and Planning Committee (Quorum 6)

Cllrs David Mead (Chair), Freya Matthews-Jones (Vice-chair), Sean Austin, Caroline Bovey, Anne Cherry, Jude Green, Josephine Leibrandt, Lou Lowton, Simon Meager, 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 18 October 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: ➤ 13 September 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.	Suggestions for Music in the Park 2024 ➤ Report OC01/23 to follow
5.	Ukraine Independence Event ➤ Report OC02/23 to follow
6.	Other Town Council Events ➤ Verbal update

7.	Review of Charges for Town Council Operational Services 2024/25 ➤ Report OC03/23 to follow
8.	Operational Projects – Budget 2024/25 ➤ Report OC04/23 to follow
9.	Vehicle/Machinery Replacement Schedule for 2024/25 ➤ Report OC05/23 to follow
10.	Refurbishment of Jamaica Crescent Play Area ➤ Report OC06/23 to follow
11.	Work Programme and Operations Update ➤ Report OC07/23 to follow
12.	Environmental Matters – including Environmental Policy Task & Finish Group ➤ Report OC08/23 to follow
13.	Planning Consultations ➤ Report OC09/23 to follow
14.	Date and Time of Next Meeting ➤ Wednesday 29 November 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 13 September 2023 at 6.00 pm**

Councillors

Present

S Austin
C Bovey
A Cherry
J Green
J Leibrandt (6:07pm)
L Lowton
F Matthews-Jones (Vice-chair)
D Mead (Chair)
S Meager
D Watkins

Also in attendance

L Blake – Town Clerk
C Porter – Operations Manager
Cllr C Hooper, Mayor (until 7.40pm)
Cllr J MacLusky

25. APOLOGIES FOR ABSENCE

None.

26. DECLARATIONS OF INTEREST

None.

27. 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 19 July 2023

28. PUBLIC PARTICIPATION

None.

29. OBELISK TO MARK THE PLATINUM ANNIVERSARY OF QUEEN ELIZABETH II

Report OC01/23 was received and accepted.

It was **AGREED** that the obelisk commissioned for the platinum anniversary of Queen Elizabeth II should be installed in an area to the southern end of Rose Bank Gardens where there are three similar structures. Climbing roses will be planted at the base.

Cllr Leibrandt joined the meeting at 6:07pm

30. MALVERN LINK STONES

Report OC02/23 was received and accepted.

The Town Clerk explained that following the decision made by Council not to install a fountain in Rose Bank Gardens, the Malvern Link Stones are no longer required for that area and officers are suggesting that they could be used as part of a flower bed in Great Malvern Cemetery.

UNADOPTED

Several councillors asked whether the stones could be used as part of the future development at Victoria Park as that would mean they would remain in Malvern Link. The Operations Manager informed committee that the stones were currently placed on the hammerhead of one of the roads within the cemetery and would need to be moved to prevent them becoming an obstruction for turning vehicles. Due to the weight and associated difficulty of moving of these stones, they should only be moved once.

It was **AGREED** that the Malvern Link stones should be placed in a newly created flower bed to be sited in a grassed area immediately on entering Great Malvern Cemetery.

31. **REVIEW OF RULES AND REGULATIONS AT GREAT MALVERN CEMETERY**

The Operations Manager informed committee that the Task and Finish Group looking at the rules and regulations for the cemetery had met twice. Along with Town Council Officers, the group had looked at how the rules and regulations could be brought up to date, whether definitions, terms and references were current and easily understandable and whether the rules allowed officers to clearly enforce and manage issues which arise in the daily running of the cemetery.

Operations and Planning Committee considered the rules and regulations as drafted by the Task and Finish Group and it was **RECOMMENDED** that these should be forwarded to the next meeting of Full Council, subject to the following amendments agreed at the meeting.

Point 25 – *“Or Celebrant” should be added after Minister of Religion*

Point 27 – *Should read “Any form of service may be used, but details of the ceremony are subject to the approval of the Council. Alternatively, the Coffin may be committed without a service.”*

Point 76 – *the word “registrar” should be replaced with “Council”.*

A final check should take place that the Glossary has been fully completed.

It was further noted that the map of Great Malvern Cemetery still needs to be updated and the final diagrams of permitted headstones inserted.

32. **REVIEW OF TOWN COUNCIL EVENTS / SUGGESTIONS FOR NEW EVENTS**

Report OC04/23 was received and accepted.

Councillors discussed several ideas for possible new events, these included additional types of music being added to the music in the park concerts, a carnival, beer festival and an event to focus on enjoying the outdoors.

The Town Clerk provided details on the Council’s current event programme and how successful and well supported recent events had been and councillors discussed these events one by one.

i) Remembrance Commemorations

It was **AGREED** that the events commemorating Remembrance should continue in their current format, with events to mark Armistice Day and Remembrance Sunday being held annually and the Field of Remembrance being held biennially.

ii) Christmas Festival

It was **AGREED** that the Christmas Light Switch On was a very successful and popular event and should continue being run in the same way.

UNADOPTED

iii) Christmas Charity Concert

The Town Clerk informed councillors that this event was run in partnership with Malvern Hills District Brass Band to raise money for charity. Attendance is usually fair, but it competed with several similar events held during the Christmas period.

It was **AGREED** to continue holding the Christmas Charity Concert in December every year.

iv) Health and Wellbeing Fair

The Town Clerk reminded Committee that the Health and Wellbeing Fair had been cancelled this year, due to waterlogged ground in Priory Park. Officers had also found it difficult to attract stallholders and practitioners to take part as a fee has to be charged to cover the cost of the marquee.

Committee **AGREED** that officers should investigate the feasibility of holding the Health and Wellbeing Fair indoors in 2024 as this would result in lower costs and ensure that the event could run regardless of weather conditions.

v) The Malvern Peaks Challenge

The Town Clerk explained that this event has been developed by Officers over several years into a successful charity fundraiser with over £4,000 raised in 2023. Difficulties have arisen with holding this event in 2024 as the current Mayor's Charity, St Richards Hospice runs a very similar walk several weeks later and as a charity they will therefore not be able to contribute resources to the Town Council event as it will be a duplication.

Committee members debated several possible outcomes, such as not holding the walk in 2024, hosting the walk for a different charity to be chosen by the Mayor or continuing to hold the walk for St Richards Hospice despite the later event.

It was **AGREED** that the Town Council should continue to run the Malvern Peaks Challenge as an annual event and that it should be held for St Richards Hospice in 2024.

vi) Armed Forces Day

After discussion, it was **AGREED** to hold an Armed Forces Day Event in 2024, to engage a specialist band to play military style music and to try and involve as many cadet and other military groups as possible.

vii) Heart of England in Bloom

It was noted that Town Council Officers have ensured that the Town entry into this competition remains at the highest level and that its effects are beneficial to the Town. It was therefore **AGREED** to continue taking part in this annual competition.

viii) Band Concerts,

The Town Clerk emphasised that this programme of music concerts during the summer continued to be one of the most popular events in the annual calendar.

It was **AGREED** that Officers would investigate the possibility of adding a steel band and a gospel choir to the summer programme of concerts and report back to a meeting of Operations and Planning Committee before Christmas.

UNADOPTED

ix) The Mayors Bonanza

The Town Clerk informed committee that this year's bonanza had been cancelled due to resource issues and availability of staff. This event has been built up over many years to a very large community event at Victoria Park which provides free and discounted activities and entertainment for residents of Malvern, whilst raising some funds for charity.

It was **AGREED** that the Mayors Bonanza should be held in 2024, with the budget remaining at a similar level to that agreed for 2023.

x) Other Events

It was **AGREED** that Officers would investigate the possibility of holding an event to celebrate the Outdoors as previously held by another group at Victoria Park in 2014.

Councillor Hooper left the meeting at 7:40pm

33. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC05/23 was received and accepted.

The Operations Manager explained that projects within the programme were progressing well, noting the following:

- Works to install a car park on the land at Adam Lee were imminent, weather permitting.
- Following a user consultation event for the new pump track also at Adam Lee, officers are now awaiting the final design from the contractors.
- There has been a delay with delivery of the Council's new electric vehicle, it is currently in customs in France.

34. **ENVIRONMENTAL MATTERS**

Report OC06/23 was received and noted.

It was **AGREED** to purchase and install a 10,000 litre rainwater harvesting tank which would be situated to the rear of the lodge in Great Malvern Cemetery

Cllr Lowton asked whether the Council's environmental achievements could be reviewed, put on the website, and included in the newsletter. The Town Clerk explained that a review of achievements had been completed in January 2023, and these were due for review in January 2024. These achievements were on the Town and items were also included in the newsletter as they arose to reflect projects with a positive environmental impact.

35. **PLANNING CONSULTATIONS**

Report OC04/23 was noted.

No issues raised.

36. **DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 18 October 2023 at 6.00 pm.

The meeting finished at 7.55 pm.

UNADOPTED

.....(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 18 October 2023
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

SUGGESTIONS FOR MUSIC IN THE PARK 2024

1. Purpose of Report

- 1.1. For discussion and decision.

2. Recommendation

- 2.1. Committee is recommended to consider band and choir quotations for the addition of a steel band and gospel choir to the Music in the Park concert programme for 2024.

3. Background

- 3.1. Following the Operations and Planning Committee meeting held on 13 September 2023, Officers were asked to research steel bands and gospel choirs and the feasibility of them performing at the Town Council's Sunday afternoon concerts throughout the summer months.

- 3.2. The following table shows quotations received from steel bands.

BAND	NUMBER IN BAND	FEE	OFFICER RATING OUT OF 5
Band A	3 band members	£800	4
Band B	4 band members	£850	4
Band C	3 band members	£500	5

- 3.3. The following table shows quotations received from gospel choirs.

CHOIR	NUMBER IN CHOIR	FEE	OFFICER RATING OUT OF 5
Choir A	100 – 200 choir members	£900	5
Choir B	50 – 150 choir members	£400	4
Choir C	100 – 150 choir members	£350	5

- 3.4. Committee should note that all of the gospel choirs that officers spoke to stated that two hours of gospel singing would be difficult on the vocal chords and may be a little repetitive. Choir B suggested that they perform 45 minutes of gospel and then 45

minutes of contemporary. Both Choirs B and C said they were happy to perform two 45-minute sessions but would require 20-25 minutes break in between.

- 3.5. It should also be noted that given the large number of choir members, not all would fit on the bandstand, but they would be happy to have some in the bandstand and the remainder to one side. An issue would arise in wet weather however, as the choir numbers would have to be restricted by available space in the bandstand.
- 3.6. With an 18-week programme of bands in the park during the summer, there is competition between bands for places. If committee agrees to a steel band and a gospel choir forming part of the 2024 programme, the number of brass bands and/or other music genres will need to be reduced.

4. Financial Implications

- 4.1. All fees would be contained within the Music in the Park budget for 2024/25.

5. Legal Implications

- 5.1. A PRS licence would need to be obtained and hire forms for using Priory Park completed, along with risk assessments and site maps submitted to Malvern Hills District Council.

End

Authors of Report:
Linda Blake
Town Clerk

Lyndsey Davies
Operations & Office Co-ordinator

**A REPORT OF THE TOWN CLERK TO
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UKRAINE INDEPENDENCE EVENT 2024

1. Purpose of Report

- 1.1. For discussion and decision.

2. Recommendation

- 2.1. Committee is recommended to consider a request for the Town Council to support an event to celebrate Independence Day of Ukraine, to be held on Sunday 19 May 2024, from 2pm to 4.30pm in Priory Park, with a series of workshops and activities during the day.

3. Background

- 3.1. A member of the Malvern-Ukrainian community has met with officers to discuss holding an event on Sunday 19 May 2024 from 2pm to 4.30pm in Priory Park to celebrate Independence Day of Ukraine.
- 3.2. Traditionally the Ukraine Independence Day event is held during August, however members of the Ukrainian Community have informed officers that in order to hold a successful Independence Day event, they wish to hold it out of the summer holiday season, when the majority of the Ukrainian Community return to Ukraine.
- 3.3. The activities that the Ukrainian Community would like to include are as follows:
- Ukrainian refreshments stall
 - Music on the bandstand – including an accordion, bands, and singers
 - Ukrainian dress show
 - Traditional Ukrainian dancing
- 3.4. In addition to these performances and activities, it is suggested that a series of workshops could also be held as follows:
- Traditional Ukrainian dancing workshop
 - A craft workshop – the idea of the workshop is to have a similar set-up to that at the King's Coronation event with a freestanding mural board, where people can draw, paint, or stick fabrics/materials to the board
 - Ukrainian cultural information workshop
- 3.5. Town Council officers would be required to support them in the organisation leading up to the event assisting them to oversee events on the day and with set-up and take-down.
- 3.6. Officers will be required to supply, set-up and operate the following:
- Gazebos

- PA equipment

3.7. It should be noted that there has been a request for Town Council assistance for a road closure and parade but this has not been agreed due to the resources required and the potential to set a precedent of Town Council support for outside organisations wishing to hold parades.

4. Financial Implications

4.1. Officers are suggesting that a budget of approximately £700 should be set to cover the cost of bands and workshops.

4.2. It is anticipated that three members of Town Council staff will be required in addition to the regular member of staff who works on a Sunday afternoon. Overtime would therefore be in the region of £525.

4.3. The fee for a PRS licence including individual performance fees will be in the region of £200.

5. Legal Implications

5.1. A PRS licence would need to be obtained and hire forms for using Priory Park completed, along with risk assessments and site maps submitted to Malvern Hills District Council.

End

Authors of Report:
Linda Blake
Town Clerk

Lyndsey Davies
Operations & Office Co-ordinator

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REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONS SERVICES 2024/25

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is asked to consider the level of charges on operational services for 2024/25 and to make recommendations for inclusion in the budget process.

3. Background

- 3.1. The budget is decided by Full Council each year in December, and as part of this, the charges on the Council's operational services are agreed to finalise income projections.
- 3.2. The budget for 2023/24 estimated that Great Malvern Cemetery would provide £71,500 of income with the charges having been set up as per Appendix A to this report.
- 3.3. Increases in cemetery charges during the last five years have been as follows:

2023/24 – 4% increase on all charges

2022/23 – all charges remained the same except for:

Purchase of a cremated remains space

Resident	£20 increase to £200
Non-resident	£40 increase to £400

Interment of cremated remains

Resident	£20 increase to £200
Non-resident	£40 increase to £400

Interment in unpurchased grave space

Persons 5 years and over

Resident	£43 increase to £600
Non-resident	£86 increase to £1,200

Interment of cremated remains in unpurchased grave space

Resident	£80 increase to £300
Non-resident	£160 increase to £600

2021/22 – no increase

2020/21 - 2% increase on all charges

2019/20 – 2% increase on all charges

- 3.4. Income from allotment rental is budgeted at £5,496 for 2023/24 with the cost of a 125 square metre plot remaining £36.00.

- 3.5. Recent increases in allotment charges for a 125 square metre plot have been as follows:
- 2023/24 – no increase
 - 2022/23 – no increase
 - 2021/22 – remained fixed at £36.00 but 10% early payment discount was removed
 - 2020/21 – remained fixed at £36.00
 - 2019/20 – remained fixed at £36.00
- 3.6. Income from pitch fees and changing room hire for sporting fixtures was budgeted at £2,836 for 2023/24 with the cost to hire a senior football pitch at £268 and for changing rooms £265 for the season.
- 3.7. Recent increases on sports hire charges have been as follows:
- 2023/24 – 4% increase
 - 2022/23 – no increase
 - 2021/22 – no increase
 - 2020/21 – 2% increase
 - 2019/20 – 2% increase
- 3.8. Committee members are now asked to consider the level of operational charges for the period 1 April 2024 until 31 March 2025 and any increases that should be applied.

4. Financial Implications

- 4.1. Income from Operational Services is forecast as follows for the 2023/24 financial year:
- Cemetery charges - £66,500
 - Allotment rental - £5,496
 - Hire of sporting facilities - £2,000
- 4.2. The level of charges will influence income projections for 2024/25 and will be included within the Town Council's budget for the 2024/25 financial year.

5. Legal Implications

- 5.1. The Town Council has a statutory duty to provide allotments where there is a demand for them, under the Smallholdings and Allotments Act 1908.
- 5.2. The Town Council acts as the Burial Authority in Malvern on behalf of the District Council.
- 5.3. Sporting facilities are provided under the powers of a Town Council covered by the Public Health Act 1875, Local Government Act 1972 and Open Spaces Act 1906.

End

Linda Blake
Town Clerk

AGENDA ITEM 7
APPENDIX A

	Resident	Non-resident
PURCHASE OF GRAVE SPACE		
Persons under 5 years	No charge	No charge
Persons 5 years and over	£525	£1,050
PURCHASE OF CREMATED REMAINS SPACE		
Cremation plot	£210	£420
INTERMENT CHARGE		
Persons under 5 years	No Charge	No Charge
Persons 5 years and over:		
Single depth	£370	£740
Double depth	£450	£900
Triple depth	£530	£1060
Cremated remains	£210	£420
RE-OPENING OF GRAVE		
Single depth	£400	£800
Double depth	£500	£1000
GARDEN OF REMEMBRANCE		
Leave to scatter cremated remains in Garden of Remembrance, including the right to insert bronze plaque	£150	£300
INTERMENT IN UNPURCHASED GRAVE SPACE		
Persons under 5 years	No charge	No charge
Persons 5 years and over	£625	£1,250
Cremated remains	£315	£630
MISCELLANEOUS CHARGES		
Use of Chapel	£80	£160
Organist	£60	£120
As approved - the right to erect or place on a purchased grave a headstone without inclusive works	£120	£240
Transfer of any Right of Burial	£95	£190

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

**to be held on Wednesday 18 October 2023
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

OPERATIONAL PROJECTS – BUDGET 2024/25

1. Purpose of Report

- 1.1. For review and decision.

2. Recommendation

- 2.1. To consider and agree the Operational Projects listed at Appendix A and make recommendations for inclusion in the Council's 2024/25 budget.

3. Background

- 3.1. Every year, Officers review and evaluate Town Council assets in order to make recommendations for operational projects to be included in the next budget year. This is done as part of a larger plan to ensure assets are refurbished on a rolling programme of works and new projects actioned where necessary.
- 3.2. Appendix A contains a series of projects as proposed by Officers for the Council to carry out in the next financial year.
- 3.3. Councillors will note that some projects will be funded by money already held in reserves or money due to be claimed from Section 106 funding.
- 3.4. With a number of large capital projects already scheduled for 2024/25, officers are suggesting that £40,000 of the normal annual project budget could be allocated to and set aside for the future refurbishment of Victoria Park play area, which is estimated to cost in the region of £200,000.
- 3.5. The Operations and Planning Committee is asked to agree the programme of project works to be carried out in 2024/25 or to make alternative suggestions if appropriate. Following approval by this committee, the programme will be incorporated into the Council's budget via the Policy and Resources Committee.

4. Financial Implications

- 4.1. If all projects are agreed, project expenditure will be £92,000, of which it is hoped that £26,000 will be funded through CIL/Section 106 funding allocated to land at Adam Lee.

5. Legal Implications

- 5.1. Malvern Town Council is a local precept authority and may issue a precept for each financial year before 1 March in the preceding financial year.
- 5.2. It is important for Council to prepare accurate budgets in order to ensure that they will receive monies during the year which are necessary for the proper carrying out of the Council's functions.

End

Linda Blake
Town Clerk

NAME OF PROJECT	DETAILS	ANTICIPATED COSTS	PRIORITY
Victoria Park play area	With the new community hub building scheduled to be installed in 2024, there is a need to make adjustments to the current play area to facilitate the location of this building. Relocate zip wire, remove swing set, remove toddler climbing frame, remove hedgerows and old fence.	£20,000	High
Victoria Park play area	Victoria Park play area was last refurbished in 2009 at a cost of £85,000. Fourteen years later and as a play area which is very well used, plans need to be made for the purchase of new equipment in 2025/26. Given that these costs could be in the region of £200,000, officers feel it would be prudent to begin allocating some funds in this financial year.	£40,000	High
Adam Lee	New EA compliant swing set, new EA compliant roundabout to expand and improve play facilities at Adam Lee.	£20,000	High
Adam Lee	Works to install new gateway entrance to Adam Lee and replacement fencing.	£6,000	High
General	Bus shelter repairs	£3,000	Medium
General	New bins	£3,000	Medium
Total		£92,000	

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VEHICLE AND MACHINERY REPLACEMENT FUND 2024/25

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. To agree that funding will be taken from the vehicle and machinery replacement fund to purchase a new replacement tractor in 2024.

3. Background

- 3.1. The Vehicle and Machinery Replacement Fund was created to put funds aside year on year for replacement of large items such as vehicles and machinery which are purchased on a rolling timetable. By adding to this reserve each year, there is a smoothing effect on the precept, eliminating the need for large funds to be raised in one year.
- 3.2. The Operations and Planning Committee is asked to agree the following replacement of vehicle/machinery for 2024/25:

Machine	Cost
Replacement tractor	£15,000

- 3.3. These costs will be offset by a release of reserves from the Vehicle Machinery Replacement Reserve.
- 3.4. As part of the 2022/23 budget it was agreed to purchase an electric vehicle to replace the 2015 Mitsubishi pick-up at a cost of £28,750 using the vehicle/machinery reserve, and this is expected for delivery in the next few weeks.

4. Financial Implications

- 4.1. The cost of the replacement machinery listed in 3.1 above will be taken from the Vehicle/Machinery Replacement Fund, which is a reserve built up each year to smooth the effect of large purchases against the precept.
- 4.2. Officers recommend that £20,000 is put into this reserve in the 2024/25 financial year. This allows for the gradual build-up of a fund to purchase council vehicles, mowers, tractors and other large equipment.
- 4.3. The current balance of the Vehicle/Machinery Replacement Reserve is £63,202, with a projected balance at 31 March 2025 of £49,452 should the above recommendations be agreed.

5. Legal Implications

- 5.1. Malvern Town Council is a local precept authority and may issue a precept for each

financial year before 1 March in the preceding financial year.

- 5.2. It is important for Council to prepare accurate budgets in order to ensure that they will receive monies during the year which are necessary for the proper carrying out of the Council's functions.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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REFURBISHMENT OF JAMAICA CRESCENT PLAY AREA

1. Purpose of Report

- 1.1. For noting and decision.

2. Recommendation

- 2.1. Committee is recommended to appoint company B to carry out the refurbishment of Jamaica Crescent play area.

3. Background

- 3.1. As part of the budget for 2023/24, it was agreed to refurbish Jamaica Crescent play area at an estimated cost of £20,000.
- 3.2. Officers approached eight companies to provide a quotation, based on a specification which included a new zip wire/aerial runway and a slide. Refurbishment of existing play equipment was left to the discretion of the tendering company.
- 3.3. Four companies declined to tender, due either to budget or time constraints.
- 3.4. Four companies returned prices and were evaluated as follows: 40% price, 40% play and learning value, and 20% quality and sustainability value, giving the following average scores:

Company	Price	What's included	Average score
A	£19,789.46	Embankment slide, cableway with start station, grass mat safety surfacing ✓ Limited refurbishment of existing equipment - repainting bars on existing agility trail	87
B	£19,900.00	Embankment slide with starting platform, zip line grass mat safety surfacing ✓ Additional item – clamberstack × No refurbishment of existing equipment	92
C	£20,398.73	Timber aerial runway, embankment slide and tower, grasslok surfacing × No refurbishment of existing equipment	77
D	£19,980.00	Slide, zip wire & aerial runway, rubber grass matting safety surface × No refurbishment of existing equipment	68

- 3.5. The Town Clerk and Operations Manager evaluated the tenders and are recommending company B be appointed to carry out the works. Images of the proposed new play equipment are included at Appendix A to this report.
- 3.6. All play area equipment is RoSPA approved and once installed will be subject to a RoSPA final inspection included as part of the quotation.

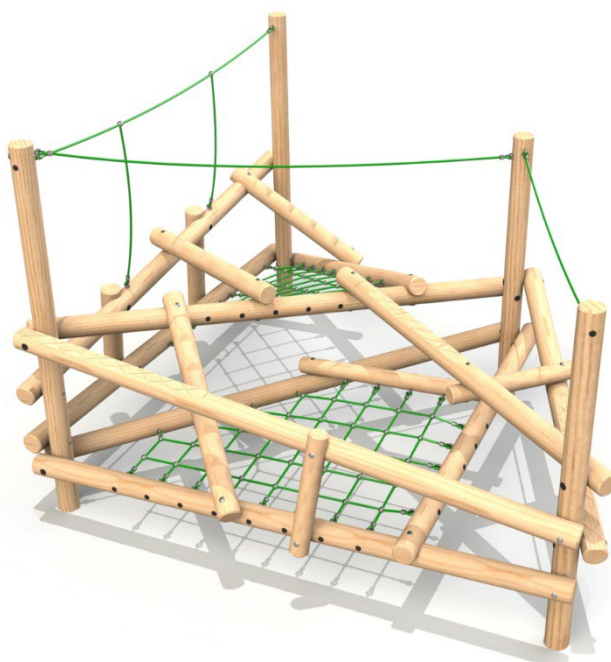
4. Financial Implications

- 4.1. £20,000 was set aside in the 2023/24 budget for the refurbishment of Jamaica Crescent play area and therefore the project is within budget.

5. Legal Implications

- 5.1. Financial regulations state that items of expenditure within the annual budget of over £10,000 must be approved by the appropriate committee.

End
Charles Porter
Operations Manager



[illegible]

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

**to be held on Wednesday 13 September 2023
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**ENVIRONMENTAL MATTERS – INCLUDING
ENVIRONMENTAL POLICY TASK AND FINISH GROUP**

1. Purpose of Report

- 1.1. For noting/discussion as appropriate.

2. Recommendation

- 2.1. Committee is recommended to set up a Task and Finish Group to review the Town Council's environmental policy and environmental achievements and to report back with any recommendations.
- 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. 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.
- 3.3. 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.
- 3.4. In November 2022, Full Council approved and adopted a revised environmental policy which incorporated the environmental strategy (see Appendix A) and resolved to review the policy on an annual basis.
- 3.5. Officers are recommending that a task and finish group of no fewer than four members is formed to review the policy. The draft policy will then be presented to the Operations and Planning Committee for agreement before being recommended to Full Council.

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

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 18 October 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 (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 13
APPENDIX A

Application number	Location	Ward	Description of works	Applicant	Comment deadline
<u>M/23/01194/HP</u>	20 Redland Road, Malvern	Link	Conservatory to rear of dwelling	Mr Rob Bird	19/10/2023
<u>M/23/01284/FUL</u>	The Sports Pavilion, 27 Greenhill Drive, Malvern, WR14 2BW	Great Malvern	Installation of 2.4 m high mesh security fencing and gates around the clubhouse	Mr Nicholas Hayes-Wilson	19/10/2023
<u>M/23/01368/HP</u>	79 Beauchamp Road, Malvern, WR14 1RZ	Upper Howsell	Construction of a rear single-storey extension to create a level access shower.	Mrs Dawn Allard	20/10/2023
<u>M/23/01349/HP</u>	Orwell Lodge, 65 Woodshears Road, Malvern, WR14 3DP	Great Malvern	Orangery on ground level but raised on the side	Mr Neil Barton	20/10/2023
<u>M/23/01240/HP</u>	38 Hornyold Road, Malvern, WR14 1QH	West	Demolition of existing garage and car port canopy, construction of new single storey, lean-to side/rear extension	Mrs Kim Clarke	30/10/2023
<u>M/23/01355/HP</u>	Orchard View, 27 Alexandra Lane, Malvern	Link	Demolition of attached garage and utility, construction of two-storey dormer style extension to side plus construction of detached double garage and studio	Mrs K Butterfield	30/10/2023
<u>M/23/01336/HP</u>	Fairlawn, Imperial Road, Malvern	Great Malvern	Proposed internal and external alterations to include alterations to window and doors to south, north and east elevations	Miss Rosalind Bence	01/11/2023
<u>M/23/01185/HP</u>	10 Clarence Road, Malvern	Great Malvern	Proposed replacement of a single storey garage to form a 2-storey garage and study	Mr Tom Coossali-Francis	01/11/2023
<u>M/23/01262/HP</u>	30 Hornyold Road, Malvern	West	Proposed single storey rear extension and outbuilding to replace existing structures	Andy Lymer	02/11/2023
<u>M/23/00935/HP</u>	2 Kinnersley Road, Malvern, WR14 1JZ	West	Single storey rear and single storey side extensions. Render the dwelling. Additional information received.	Ms P Haines	Comments on additional information only by 27/10/23