



# **MALVERN TOWN COUNCIL**

## **OPERATIONS AND PLANNING COMMITTEE**

### **REPORTS**

**For meeting to be held on Wednesday 13 March 2024 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



6 March 2024

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
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## 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 13 March 2024, commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

**Linda Blake**  
**Town Clerk**

No.	Agenda Item
1.	<b>Apologies for Absence</b> To receive and note apologies for absence
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Operations and Planning Committee meeting: <ul style="list-style-type: none"><li>➤ 29 November 2023 (previously circulated)</li></ul>
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	<b>Review of Contracts Awarded Over £10,000 – Third Quarter</b> <ul style="list-style-type: none"><li>➤ Report OC01/24 to follow</li></ul>
5.	<b>New Play Equipment at Victoria Park</b> <ul style="list-style-type: none"><li>➤ Report OC02/24 to follow</li></ul>
6.	<b>Purchase of New Tractor</b> <ul style="list-style-type: none"><li>➤ Report OC03/24 to follow</li></ul>
7.	<b>Town Council Events 2024</b>

	➤ Verbal update
8.	<b>Rose Bank Gardens</b> ➤ Verbal update
9.	<b>Works Programme and Operations Update</b> ➤ Report OC04/24 to follow
10.	<b>Environmental Matters</b> ➤ Report OC05/24 to follow
11.	<b>Planning Consultations</b> ➤ Report OC06/24 to follow
12.	<b>Date and Time of Next Meeting</b> ➤ Wednesday 24 April 2024 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 29 November 2023 at 6.00 pm

#### Councillors

##### Present

D Mead (Chair)  
F Matthews-Jones (Vice-chair)  
S Austin  
C Bovey  
A Cherry (from 6.02pm)  
J Leibrandt (from 6.04pm)  
L Lowton  
S Meager (from 6.04pm)  
D Watkins

##### Absent

J Green (apologies)

##### Also in attendance

L Blake - Town Clerk  
C Porter – Operations Manager  
L Wall – Minute Clerk  
Four members of the public

#### 52. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillor Jude Green and for lateness from Councillor Anne Cherry.

#### 53. DECLARATIONS OF INTEREST

None.

#### 54. 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 18 October 2023

***Cllr Anne Cherry joined the meeting.***

#### 55. PUBLIC PARTICIPATION

Four members of public attended the meeting and Mrs Harris spoke on their behalf as chair of the local residents' group of Guarlford Road, Hall Green and Hastings Road area of Malvern, regarding planning application M/22/01823/FUL 'Land at (OS 8072 4527) Guarlford Road, change of use of land to accommodate three self-build Passivhaus Class 3 dwelling places'.

***Cllrs Josie Leibrandt and Simon Meager joined the meeting.***

The group had concerns that when the application was discussed in January 2023 the then-chair had not disclosed an interest despite also being vice-chair of Malvern Hills Trust. The group also felt that several of the terms of reference for the Operations and Planning Committee had not been upheld and that the committee should have made a comment as the matter affected the town of Malvern. Mrs Harris said that residents of the area local to the site were worried that the eastern approach to Malvern could be threatened by further development if this application was approved. Furthermore, they could not understand why the committee had

## UNADOPTED

chosen not to comment and urged committee to reconsider and submit a comment to the planning authority.

### 56. **SUGGESTIONS FOR MUSIC IN THE PARK 2024**

Report OC01/23 was received and accepted.

Following a previous Operations and Planning Committee meeting, officers had researched details of steel bands and choirs which could be included in the 2024 Music in the Park programme.

The Town Clerk explained that as the programme ran over eighteen weeks during the summer, officers tried to vary the music styles and last year there were six brass bands, six alternative bands, with the remainder being a mix of jazz, blues and country.

Some councillors raised concerns about the costs of steel bands and gospel choirs compared to more traditional brass bands, and that there was no need to change a successful programme for the sake of it, but others thought that this would be a way of introducing cultural and ethnic diversity into the programme.

Some councillors felt that the introduction of one new music style should be the first step, particularly as another music genre would need to be removed. However, several councillors wished to see both a steel band and gospel choir in the 2024 programme.

It was **AGREED** that one new music style should be incorporated into the 2024 programme and that steel band C should be booked to take the place of a brass band.

### 57. **UKRAINE INDEPENDENCE EVENT**

This item was withdrawn until more information could be obtained.

### 58. **BEDDING TENDER 2024/25**

Report OC03/23 was received and accepted.

The Operations Manager explained that four nurseries had been invited to tender for the supply of bedding plants. However, despite attempts being made by officers to obtain four quotations, only two had been returned for bedding 2024/25 and one for hanging baskets and troughs.

It was **AGREED** to award the contract for the supply of summer bedding plants for summer 2024 (delivery June 2024) and bedding plants for spring 2025 (delivery October 2024) to Company A (Yard House Plants, Tewkesbury).

It was **AGREED** to award the contract for the supply of hanging baskets and plants for Belle Vue troughs (delivery June 2024) to company A (Yard House Plants, Tewkesbury).

The exception to Financial Regulations was **NOTED** as only one quotation had been received for hanging baskets and troughs.

### 59. **VICTORIA PARK SKATEBOARD PARK REFURBISHMENT AND CONSULTATION**

Report OC04/23 was received.

The Town Clerk informed the meeting that it would be necessary to hold a public consultation regarding the refurbishment of the skateboard park as a requirement

## UNADOPTED

of receiving section 106 monies, and also to ensure that the public had an input into future skateboarding facilities within the park.

The consultation would take a similar approach as that for the pump track, and include at least two face-to-face sessions where the public could drop in, surveys, and advertising on social media. Members of the public would get a chance to say what they would like included in the design and suggest locations for re-siting the skate park.

Members made the following observations and suggestions:

- A timeline of events should be published so that people knew when the current skateboard park was going to be closed and when the new one would open.
- Notices around the site should be displayed giving information about the project and how they could contact the council.
- A face-to-face consultation could be held on site, to attract those already using the park.
- It was important to involve school aged children, and this could be done by going into assemblies and dropping questionnaires off at local schools.

It was **RECOMMENDED** to approve a public consultation for the future of the skateboard park in Victoria Park, to be carried out in February/March 2024.

The new pavilion building will encroach onto the site of the current skate park and therefore it would be necessary to close off the skate park when building works commence.

It was **NOTED** that the skateboard park would be closed from 12 February 2024 due to the commencement of onsite works for the new community hub building at Victoria Park.

### 60. **LAND AT ADAM LEE**

The Town Clerk gave a verbal update on the development of land at Adam Lee. The new pump track project was progressing well, with input from user groups into the final design.

Although this type of project was expected to be allowed under permitted development, the Town Clerk had been informed that due to workloads at the planning department, it was not currently possible to make an application. The Town Clerk had contacted the district council to clarify the situation.

### 61. **LEASE OF DUKES MEADOW PAVILION**

Report OC06/23 was received and noted.

The Town Clerk reminded members that a five-year, full repairing lease had been awarded in September to Malvern Youth and Junior Football Club for the use of Dukes Meadow Sports Pavilion. The lease was subject to the provision of a reasonable development plan, and as this had not been provided, members were now asked to review the decision. Furthermore, the club had some outstanding bills with the Town Council.

It was **RECOMMENDED** that the offer of a five-year lease should be removed. The football club would be asked to pay all outstanding bills and to submit a development plan ahead of a review date in August 2024 when a lease would be reconsidered.

In the meantime, the football club would be able to continue to use the football pitches subject to payment of the fees for the second half of the season and subject

**UNADOPTED**

to the settlement of outstanding invoices. The club could also hire the changing rooms subject to all payments being made in advance.

**62. WORK PROGRAMME AND OPERATIONS UPDATE**

The Operations Manager presented the work programme, noting that projects were on schedule and the new electric vehicle was expected for delivery the following week.

**63. ENVIRONMENTAL MATTERS**

Report OC08/23 was received and noted.

**64. PLANNING CONSULTATIONS**

Report OC09/23 was noted.

No planning matters were raised.

**65. DATE AND TIME OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 24 January 2024 at 6.00 pm.

The meeting finished at 7.13 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 13 March 2024  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**REVIEW OF CONTRACTS AWARDED OVER £10,000**

**1. Purpose of Report**

1.1. For noting and comment where necessary.

**2. Recommendation**

2.1. Committee is asked to note the review of contracts over £10,000 during the third quarter as attached at Appendix A.

**3. Background**

3.1. As part of the Audit Committee's work in 2022/23 a review of the Council's arrangements to procure work, goods and services was undertaken and it was recommended that a tender summary report be made after the award of any contract over £10,000 in value.

3.2. During the third quarter two projects were completed with costs above £10,000:

- i. Christmas lighting
- ii. Purchase of new electric vehicle

**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



## REVIEW OF CONTRACTS AWARDED OVER £10,000 – THIRD QUARTER

<b>Name of Project – Christmas Lighting Contract 2023/24</b>	
<b>Marking</b>	<b>Marks out of 10</b>
<b>Value for Money</b>	<b>8</b>
<b>Quality and Design</b>	<b>9</b>
<b>Innovation and Sustainability</b>	<b>8</b>
<b>Availability to carry out contract</b>	<b>9</b>
<b>Duration of work against schedule</b>	<b>10</b>
<b>Effectiveness of guarantees and warranties</b>	<b>9</b>
<b>Total (out of 60)</b>	<b>53</b>
<b>Notes/comments</b>	Annual contract for 3 years. Always willing to help. Good on-call. Good problem solver.

## REVIEW OF CONTRACTS AWARDED OVER £10,000 – THIRD QUARTER

<b>Name of Project – New electric vehicle</b>	
<b>Marking</b>	<b>Marks out of 10</b>
<b>Value for Money</b>	<b>5</b>
<b>Quality and Design</b>	<b>5</b>
<b>Innovation and Sustainability</b>	<b>8</b>
<b>Availability to carry out contract</b>	<b>5</b>
<b>Duration of work against schedule</b>	<b>4</b>
<b>Effectiveness of guarantees and warranties</b>	<b>6</b>
<b>Total (out of 60)</b>	<b>33</b>
<b>Notes/comments</b>	Vehicle took 9 months to be delivered. Battery has had problems. Further evaluation needed. Company has been very helpful.

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**NEW PLAY EQUIPMENT AT VICTORIA PARK**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Operations and Planning Committee is asked to approve the purchase of new toddler play equipment for Victoria Park.

**3. Background**

3.1. At Full Council in December 2023, it was agreed to bring forward the project to carry out adjustments to Victoria Park play area to facilitate the location of the new building.

3.2. Works to relocate the zip wire, remove swings, install new fencing and surfacing took place in early 2024.

3.3. As part of this project, some ageing equipment immediately adjacent to the new community hub was removed and this included toddler swings and a toddler climbing unit.

3.4. Officers are proposing that once the construction works are completed that a new swing set of three toddler swings and one swing in compliance with the equality act is installed alongside some toddler springers. This would be at a cost of approximately £12,000.

3.5. It should be noted that a complete refurbishment of Victoria Park play area will be required during the next two years due to the wear and tear of equipment and the need to update the play area. Any equipment purchased now would be retained during the later refurbishment.

**4. Financial Implications**

4.1. No specific budget has been allocated to purchase new play equipment, but funds could be used from the underspend against projects in Great Malvern Cemetery during the 2023/24 financial year.

**5. Legal Implications**

5.1. None pertaining to this report.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
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**PURCHASE OF NEW TRACTOR**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Council is recommended to approve the purchase of a replacement Kubota loader tractor from Company B.

**3. Background**

3.1. As part of the 2024/25 budget, it was agreed to replace the Kubota loader tractor using funds from the Vehicle / Machinery Replacement Fund.

3.2. Three prices have been sought, one price is for a new tractor, and two prices are for used tractors with very low hours. Tractor values are determined by hours worked, not age.

3.3. All tractors come with a loader that will fit attachments currently used by the Town Council and are compatible with other machinery used such as the chipper and flail mower.

3.4. Officers are recommending that the Kubota L3200 from Company B will offer the best value for money.

Company	Machine Type	New or used	Price
A	Kubota L-1-382	New	£21,000
B	Kubota L3200	Used, 143 hrs	£12,500
C	Kubota LA332	Used, 154 hrs	£15,500

3.5. None of the three companies wish to enter into a part-exchange arrangement and therefore the old Kubota loader tractor would be sold on at an anticipated value of £3,000.

3.6. This purchase will be completed in May 2024 and Company B have confirmed a 3-month guarantee.

**4. Financial Implications**

4.1. £15,000 was set aside in the 2024/25 budget with corresponding funds being released from the vehicle/machinery replacement earmarked fund.

**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



**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
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**ENVIRONMENTAL MATTERS**

**1. Purpose of Report**

- 1.1. For noting/discussion as appropriate.

**2. Recommendation**

- 2.1. 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.

**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  
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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, but Cllr Clive Hooper has requested that committee consider the following application:
- [Planning app M/24/00155/PIP Malvern St James Sports and Fitness Centre, Permission in Principle for up to 9 dwellings](#)
- 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**

<b>Application number</b>	<b>Location</b>	<b>Ward</b>	<b>Description of works</b>	<b>Applicant</b>	<b>Comment deadline</b>
<a href="#">M/23/00900/OUT</a>	Land at (OS 7752 4912), Upper Interfields, Malvern	Upper Howsell	Outline application with some matters reserved for the proposed erection of 9 dwellings, (6 open market and 3 self or custom build homes) with associated access, SuDS infrastructure and landscaping - RED LINE BOUNDARY HAS BEEN ALTERED FOLLOWING THE SUBMISSION OF REVISED HIGHWAYS INFORMATION AND AS A RESULT THE TOTAL SITE AREA HAS INCREASED IN SIZE	Mr B Greenaway	COMMENTS ON AMENDMENT ONLY BY 15/03/24
<a href="#">M/24/00183/HP</a>	62 Lower Howsell Road, Malvern	Link	Vertical extension of double garage to form home office	Mr L Jones	20/03/2024
<a href="#">M/24/00177/FUL</a>	B&Q, Spring Lane, Malvern	Link	Proposed extension of storage compound into a section of existing car park to facilitate safe turning for HGV delivery vehicles with gates, racking and fencing	Mr Richard Griffiths	20/03/2024
<a href="#">M/24/00075/ADV</a>	10 Worcester Road, Malvern, WR14 4QZ	Great Malvern	Replace 1no.projecting signage with new and existing brackets to be painted in blue to match new fascia & 1no. Omit 1no.logo and make good and decorate to match existing, replace 1no.ATM surround and decals with new, replace statutory signage with new.	Nationwide Building Society	21/03/2024
<a href="#">M/24/00227/NMA</a> <a href="#">Associated ref M/23/01538/HP</a>	Whakatu, Primrose Close, Malvern	Barnards Green	Non-material amendment following a grant of planning permission to M/23/01538/HP to show amendments to Water Management to include rainwater tanks and external alterations.	Mr & Mrs Jones	25/03/2024