



# **MALVERN TOWN COUNCIL**

## **OPERATIONS AND PLANNING COMMITTEE**

### **REPORTS**

**For meeting to be held on Wednesday 8 May 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



1 May 2024

[townclerk@malvern-tc.org.uk](mailto: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 8 May 2024, 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: <ul style="list-style-type: none"><li>➤ 13 March 2024 (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>Music in the Park 2024</b> <ul style="list-style-type: none"><li>➤ Report OC01/24 to follow</li></ul>
5.	<b>Budget for Armed Forces Day Event</b> <ul style="list-style-type: none"><li>➤ Report OC02/24 to follow</li></ul>

<b>6.</b>	<b>Other Town Council Events</b> Verbal update
<b>7.</b>	<b>Tender for Digger Contract</b> ➤ Report OC03/24 to follow
<b>8.</b>	<b>Permission to Repair the Memorial of Admiral J F G Grant in Great Malvern Cemetery</b> ➤ Report OC04/24 to follow
<b>9.</b>	<b>Cemetery Leaflet from Malvern Civic Society</b> ➤ Report OC05/24 to follow
<b>10.</b>	<b>Works Programme and Operations Update</b> ➤ Report OC06/24 to follow
<b>11.</b>	<b>Environmental Matters</b> ➤ Report OC07/24 to follow
<b>12.</b>	<b>Planning Consultations</b> ➤ Report OC08/24 to follow
<b>13.</b>	<b>Date and Time of Next Meeting</b> ➤ Wednesday 29 May 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 13 March 2024 at 6.00 pm**

**Councillors**

**Present**

D Mead (Chair)  
S Austin  
A Cherry  
J Green  
L Lowton  
F Matthews-Jones  
D Watkins

**Absent**

C Bovey (apologies)  
J Leibrandt (apologies)  
S Meager (apologies)

**Also in attendance**

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

**66. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Councillors Josephine Leibrandt, Simon Meager and Caroline Bovey.

**67. DECLARATIONS OF INTEREST**

None.

**68. 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 29 November 2023

**69. PUBLIC PARTICIPATION**

None.

**70. REVIEW OF CONTRACTS AWARDED OVER £10,000 – THIRD QUARTER**

Report OC01/24 was received and noted.

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.

Two projects that fitted into this category had been completed in the third quarter of 2022/23 and a score sheet for each had been included in the report.

Christmas Lighting Contract

This had scored 53 out of a possible 60, and the Operations Manager stated that he was very happy with the work carried out by the contractor. The works required were generally the same each year as the Christmas lights erected did not vary much.

## UNADOPTED

### New Electric Vehicle

This had scored only 33 out of a possible 60, mainly due to teething problems experienced with the new vehicle. The battery life was not as long as hoped which meant it was necessary to recharge it every day. The company that supplied the vehicle had been very helpful, and for this reason the Operations Manager would use them again if required, but it was unlikely that he would recommend purchasing a similar vehicle until teething problems had been ironed out.

### 71. **NEW PLAY EQUIPMENT AT VICTORIA PARK**

Report OC02/24 was received and accepted.

The Town Clerk notified members that there had been some negative feedback from members of the public following the removal of the toddler equipment at Victoria Park. The equipment had been removed to facilitate building works with the intention to replace it afterwards. However, it was suggested that the opportunity be taken to purchase and install a new set of toddler swings with three seats, a swing that complied with the equality act and some toddler springers.

Although there was not a specific budget allocated for this, funds could be used from the underspend against projects in Great Malvern Cemetery for the 2023/24 financial year.

It was **AGREED** to approve the purchase of new toddler play equipment for Victoria Park.

### 72. **PURCHASE OF NEW TRACTOR**

Report OC03/23 was received and accepted.

The Operations Manager explained that the current tractor was now fifteen years old and becoming expensive to maintain, with a set of new tyres required soon. It was therefore recommended that a Kubota L3200 be purchased, this being a used tractor but with only 143 hours on the clock, at a cost of £12,500. It was expected that the current tractor could be sold for around £3,000. The purchase would be completed in May 2024 using funds from the Vehicle/Machinery Replacement Fund.

It was **AGREED** to approve the purchase of a replacement Kubota loader tractor from Company B (I P Skipp Agricultural Contractors).

### 73. **TOWN COUNCIL EVENTS 2024**

The Town Clerk gave an update on the following upcoming events:

Mayor's Peaks Challenge – over fifty places had been booked so far, many of whom were return walkers. Sponsorship was in place for t-shirts, medals and dog rosettes. Malvern Hills District Brass Band will be playing in Priory Park during the day. Volunteers are still needed to collect for St Richard's Hospice.

Music in the Park – a mix of bands have been booked, with five slots still to fill, and the programme will start with a steel band. Malvern Civic Society have an event on 23 June, and the Town Council has helped to book the Worcestershire Youth Concert Band but the Civic Society will be running their own event. Councillors will be asked to steward at the Music in the Park events as before. There will not be an event on 7 July, which is the Food Festival, and August Bank Holiday Monday when it is the Mayor's Bonanza. It is hoped to be able to hold the Bonanza in Victoria Park this year.

**UNADOPTED**

Armed Forces Day – it is also hoped to hold this event in Victoria Park as Priory Park has not been big enough in the past for all of the participants. Initial enquiries have shown a good level of interest from the Veterans Breakfast Club, Malvern Hills Brass Band, Rock Choir, Western Front Association, MRATH and Malvern Museum. Local cadet groups will be contacted soon.

**74. ROSE BANK GARDENS**

The Town Clerk gave a verbal update on Rose Bank Gardens. Negotiations are ongoing regarding the landslip, and new signs have been erected warning of uneven paths following feedback from a member of the public.

**75. WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC04/24 was received and accepted.

The Operations Manager presented the work programme, noting that some projects had been pushed back into the 3<sup>rd</sup> and 4<sup>th</sup> quarters, but most were now completed.

Mill Lane – works had been delayed due to the need for a full planning permission application rather than a certificate of lawful development. An agent had been engaged to make the application, including a flood risk assessment, and therefore a date for the work cannot be booked until planning permission has been granted. A section 106 application could, however, be made with planning permission pending.

***Cllr Matthews-Jones left the room at 6.35pm***

Link fountain stones – Cllr Watkins asked if these had been put into place in the cemetery yet; the Operations Manager replied that the ground was still too wet for machinery, but they would be moved as soon as possible.

***Cllr Matthews-Jones re-entered the room at 6.36pm***

**76. ENVIRONMENTAL MATTERS**

Report OC05/23 was received and noted.

There were no environmental matters raised.

**77. PLANNING CONSULTATIONS**

Report OC06/23 was noted.

**M/24/00155/PIP Malvern St James Sports and Fitness Centre**

Members **AGREED** that it would be sensible to wait until a full planning permission application was submitted with details of access from the road and housing design would be available, and then review the application again.

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

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

The meeting finished at 6.55 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 8 May 2024  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**MUSIC IN THE PARK PROGRAMME 2024**

**1. Purpose of Report**

1.1. For noting.

**2. Recommendation**

2.1. Committee is asked to note the programme of band concerts for spring/summer 2024 in Priory Park.

2.2. Committee is asked to note that the programme is 18 weeks of Sunday band concerts, from 12 May to 15 September 2024, interspersed with our annual events programme as detailed at 3.5.

**3. Background**

3.1. Music in the Park is a long-standing, successful event held during the summer months in Priory Park.

3.2. In 2022, it was agreed to expand the range of music by introducing other music genres alongside the more traditional brass bands.

3.3. This varied programme has proved very popular with most attendees and will be further expanded for 2024 with the introduction of a steel band, as agreed by Operations and Planning Committee on 29 November 2023.

3.4. Officers have put together a schedule which combines the following genres of music: blues, jazz, brass, country/folk, light rock, pop/alternative, and a steel band. Please refer to Appendix A for the schedule. One slot is still to be confirmed.

3.5. All bands will perform from 2.30pm until 4.30pm on Sunday afternoons in Priory Park on the bandstand.

3.6. All concerts will be attended by a member of Malvern Town Council staff even if only to assist with set up and take down. However at least one councillor will be required to steward each event and to be present for the duration of the concert. Stewarding involves interacting with the public, handing out the programme of bands, and making announcements on the PA system about the forthcoming programme and the current band. The Council depends on councillor volunteers to ensure the weekly concerts run as smoothly as possible.

3.7. Since Priory Park is a public area and there is no charge for the event, the Council does not need to provide direct first aid facilities. However, the Council does have a responsibility for the band, and to ensure they have made their own first-aid provision.

**4. Financial Implications**

- 4.1. Costs can be maintained within the budget of £7,000 for the Music in the Park programme for 2024. This does not include other specific events which have their own budgets.

**5. Legal Implications**

- 5.1. A Temporary Events Notice for Priory Park is required.
- 5.2. A Performing Rights Society Licence is required for the Bands programme as they are live performances from sheet/cover music. Officers will ensure the appropriate licences are put in place.

End

Linda Blake  
Town Clerk

Authors of Report:  
Lyndsey Davies  
Operations & Office Co-ordinator



**MUSIC IN THE PARK SCHEDULE 2024**

All performances are in Priory Park Bandstand, unless otherwise stated.

<b>Band</b>	<b>Date</b>
Alternative – Sunset Levels	12 May
Brass – Blackwell Concert Band	19 May
Waiting for Gary	26 May
Jazz - Malvern Big Band	2 June
Blues - Blues Retrospective	9 June
Folk - Flatworld Band	16 June
Malvern Civic Week <ul style="list-style-type: none"> <li>• Worcestershire Concert Youth Band</li> </ul>	23 June
Armed Forces Day <ul style="list-style-type: none"> <li>• Malvern Hills District Brass Band</li> <li>• Malvern Rock Choir</li> <li>• Youth Dance Group tbc</li> </ul>	29 June
Alternative – The Barflys	14 July
Jazz – Jazz Collective	21 July
Steel – Family 3 Steel Band	28 July
Alternative – Flat Tonic	4 August
Brass – Nailsworth Silver Band	11 August
Blues – Bourbon Alley Band	18 August
Mayor’s Bonanza	25 August
Alternative – TBC	1 September
Brass – Cinderford Band	8 September
Alternative – HotRox	15 September

**A REPORT OF THE TOWN CLERK TO  
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MALVERN TOWN COUNCIL  
to be held on Wednesday 8 May 2024  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**BUDGET FOR ARMED FORCES DAY 2024**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Committee is asked to consider increasing the budget for Armed Forces Day event on Saturday 29 June 2024 to £1,100.

**3. Background**

3.1. Armed Forces Day has seen many changes over the years, from large events in Victoria Park to smaller events held in conjunction with Music in the Park.

3.2. Currently 14 organisations have confirmed that they will attend the Armed Forces Day event on Saturday 29 June 2024, and these include:

- MRATHs
- Worcestershire & Herefordshire Western Front Association
- Retired Veterans Breakfast Club
- RBL & RAF Associations
- SSAFA Malvern & Worcester
- West Mercia Police & Fire Brigade
- Cadet & Youth Group Organisations

3.3. The organisations and groups attending will bring all their own equipment, including gazebos, and display materials for the event.

3.4. The organisations in attendance have agreed to hold a range of workshops and activities throughout the afternoon. Officers are suggesting that either Discover History or The Sealed Knot attend to hold additional displays, workshops or in the case of The Sealed Knot, re-enactments.

3.5. The afternoon will commence with a parade involving the Veteran Breakfast Club Association and cadet groups; this was previously requested by groups in attendance at the Armed Forces Day event.

3.6. The afternoon will also encompass performances from Malvern Hills District Brass Band, Malvern Rock Choir and The Medicine Man, who brings along historical medical equipment and holds workshops on how medicine was administered during the wars. There will also be a performance from a youth group, yet to be confirmed.

**4. Financial Implications**

- 4.1. The current budget for the Armed Forces Day is £500. Officers are asking for an additional £600, to cover re-enactments and displays as well as to purchase hand-waving flags for attendees to wave during the brass band finale.

**5. Legal Implications**

- 5.1. A Premises Licence will be required for refreshments.
- 5.2. A Performing Rights Society Licence is required for the afternoon as there will be live performances from sheet/cover music performed. Officers will ensure the appropriate licences are put in place.

End

Linda Blake  
Town Clerk

Author of Report:  
Lyndsey Davies  
Operations & Office Co-ordinator

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
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**TENDER FOR LONG-TERM DIGGER HIRE CONTRACT**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Operations and Planning Committee is recommended to award a three-year digger hire agreement to Company A.

**3. Background**

3.1. Malvern Town Council's current three-year agreement with a local hire company to supply a suitable digger to Great Malvern Cemetery for grave digging is now due for renewal.

3.2. The current hire agreement states that the company must ensure that a digger is always available and if there is a breakdown, a replacement digger should be found for the Council's use.

3.3. If a company is unable to provide a digger for whatever reason, the Council may be forced to pay additional hire costs to secure a replacement digger at short notice to ensure funerals can go ahead.

3.4. The Town Council has chosen not to purchase a grave digger, as the use of a hire company allows the Town Council to avoid the risks of breakdown and repair costs, which could be considerable.

3.5. In line with financial regulations, Officers have sought three prices to provide a digger to the cemetery on the same basis as the current agreement.

3.6. Price returned are as follows:

<b>Company</b>	<b>Cost per month</b>	<b>Machinery availability</b>
Company A	£540	Multiple diggers available
Company B	£500	Only one digger available
Company C	£750	Multiple diggers available

3.7. Officers are recommending Company A, as this is the best value quotation which offers the availability of multiple diggers.

**4. Financial Implications**

4.1. The current monthly hire charge is £540. This amount is included within the annual budget for 2024/25.

**5. Legal Implications**

- 5.1. Malvern Town Council has the power to provide and maintain a cemetery under the Local Government Act 1972 S.214.

End

Linda Blake  
Town Clerk

Charles Porter  
Operations Manager

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 8 May 2024  
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**PERMISSION TO REPAIR THE MEMORIAL OF ADMIRAL J F G GRANT  
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 reinstatement works to the memorial of Admiral J F G Grant 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. Friends of Malvern's Cemeteries (FoMC) have been working on a scheme to restore notable graves within Great Malvern Cemetery.

3.2. In order to facilitate and control this process, Officers from the Town Council have created a form "application for permission to repair/reinstate/refurbish a memorial in Great Malvern Cemetery" in order that works can be considered and approved.

3.3. 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. Roger Sutton, a member of FoMC has now submitted an application in line with Council requirements for the memorial of Admiral Grant (attached at Appendix A).

3.4. Committee is asked to consider the documentation as submitted and if agreed, the application will be signed off by the Town Clerk as approval for works to take place.

**4. Financial Implications**

4.1. The quotation for refurbishment works from Steve Allard and Sons is for £1,332. 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







## Great Malvern Cemetery



## AGENDA ITEM 8 APPENDIX A

### Grave repair and maintenance

Primary name commemorated / Grave owner	<b>Admiral J. F. G. Grant</b>	Date of burial Died 04/02/1916
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Other occupants	Elizabeth Jane Grant (wife)	Died 20/09/1910
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#### Biography / notability

Admiral in Royal Navy. A veteran of the Crimea and China.  
In retirement was Hon. Secretary of Malvern branch of the Life Boat Institution.

#### Description of monument

Stone cross with a finely carved anchor and chain wrapped around. This is a superb example of the stonemason's craft which is now leaning over. If it should fall it would shatter in pieces. This is one of the finest examples of sculpture in the cemetery and its loss would be a travesty.

Grave location – plot 8ACP

#### Description and estimate of work

Admiral Grant's memorial is very ornate and is a superb example of the monument sculptor's art. The monument is now leaning and in possible danger of falling over. If this should happen the intricate carving would most likely be severely damaged.

Steve Allard's quotation is for lifting and securely resetting the monument into a vertical position. £860 + £250 plant hire + VAT. Total cost £1332.

Descendants? Name & contact	Have not been able to trace any descendants,	Ref permission dated
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For MCS as sponsor Name & sign	Roger Sutton	Date 1 April 2024
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For Malvern Town Council Name & sign		Date
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For location see over





# Great Malvern Cemetery

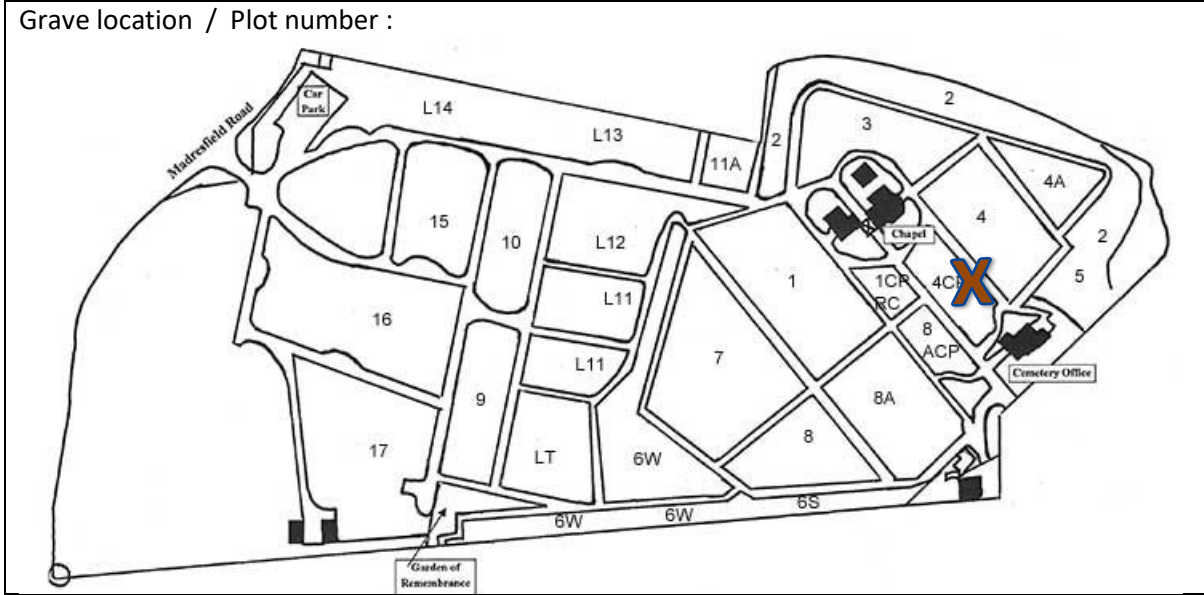


## AGENDA ITEM 8 APPENDIX A

### Grave repair and maintenance

Primary name / Grave owner	Now Malvern Town Council
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Grave location / Plot number :



Detail

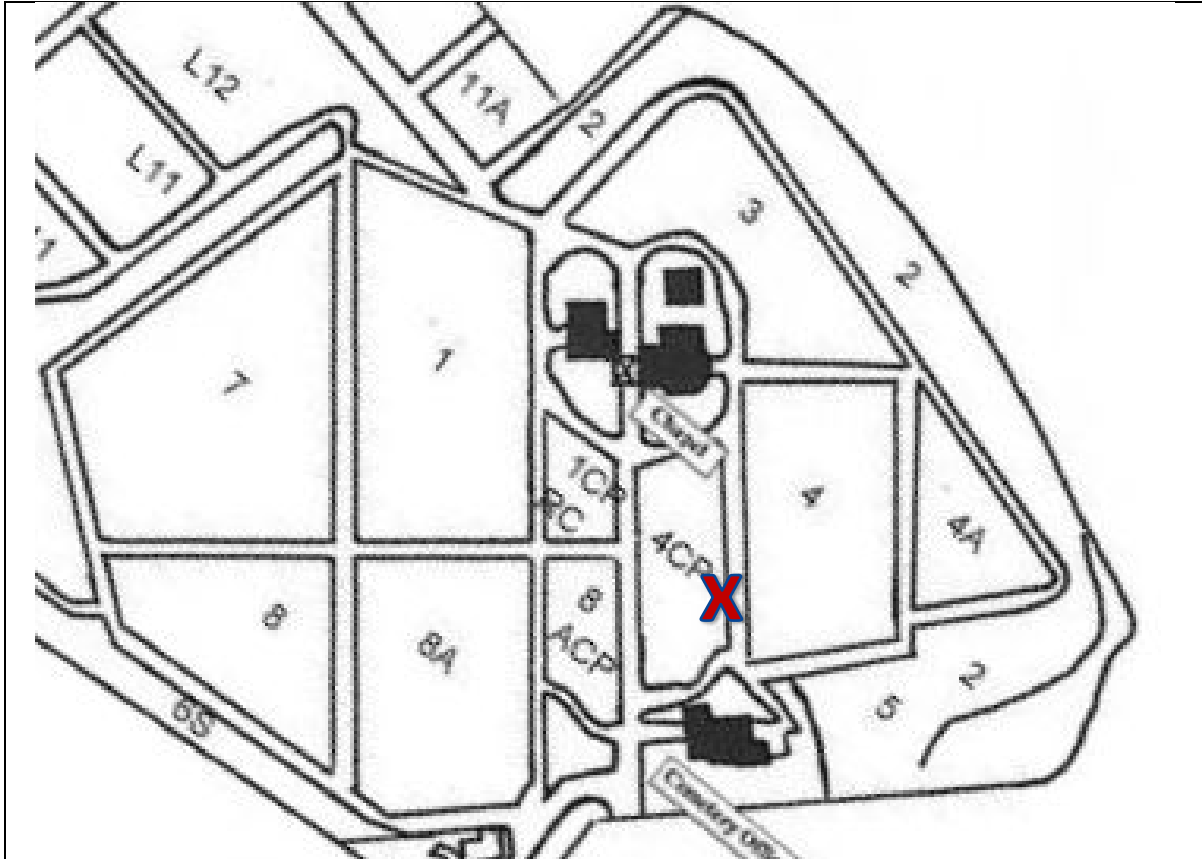


# Great Malvern Cemetery



# AGENDA ITEM 8 APPENDIX A

## Grave repair and maintenance



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

**1. Purpose of Report**

- 1.1. For comment and decision as required

**2. Recommendation**

- 2.1. Committee is asked to consider the leaflet “A Pleasure Garden – Malvern’s Open Air Museum” as produced by the Friends of Malvern Cemeteries.

**3. Background**

- 3.1. A member of the Friends of Malvern Cemeteries (FoMC) has sent a copy of the leaflet attached at Appendix A to the Town Council for comment. The proposal from FoMC is that this leaflet will be circulated to promote the cemetery.
- 3.2. The leaflet entitled “A Pleasure Garden – Malvern’s Open Air Museum” has been produced independently of the Town Council who own and maintain Great Malvern Cemetery as a working cemetery.
- 3.3. The logos of Malvern Civic Society and Malvern Town Council have been placed at the top of the front page, although each organisation has yet to consider the material within.
- 3.4. Committee is asked to consider the contents and relevance of the leaflet and make comments to the FoMC and to the chair of Malvern Civic Society as appropriate.

**4. Financial Implications**

- 4.1. None.

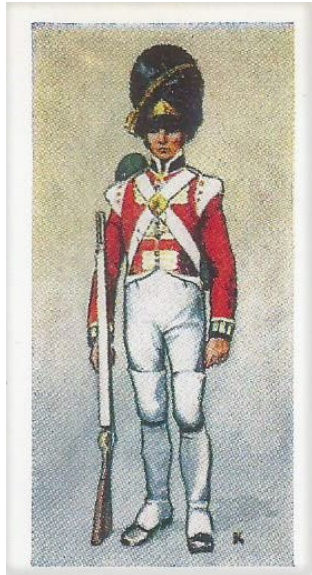
**5. Legal Implications**

- 5.1. Malvern Town Council is the legal owner of Great Malvern Cemetery which is currently an open and working cemetery.

End  
Linda Blake  
Town Clerk



## A Pleasure Garden



### **MALVERN'S OPEN AIR MUSEUM**

Great Malvern Cemetery is the largest open space in the town and is the resting place of many of the people who built the town in the nineteenth century.

It has remained undisturbed for over one hundred and fifty years and is the home of many animals, trees and plants.

## INTRODUCTION

This leaflet is offered by the Malvern Civic Society to schools and community groups to describe the Great Malvern Cemetery and what it has to offer to children and the wider community.

### **History**

The seven thousand graves in the older part of the Cemetery are the last resting place of people who lived and worked in the town in the C19. It includes tradesmen, politicians and military men – ninety one graves identified to date.

### **Flora and Fauna**

Because it has remained untouched for one hundred and fifty years, it has a unique collection of birds and animals, flowers and trees.

### **Visit the Park**

The Cemetery is already of great interest and attraction to residents and visitors and has the potential for many more to enjoy a visit.

The Society would like to encourage schools to visit and study what it has to offer; it is easy walking distance from many of the local schools.

The Civic Society offer guided tours of the Cemetery – these may be general tours or specific tours about flowers, trees or the history of the people who reside there.

More details can be obtained from the Civic Society:

[www.malverncivicsociety.org.uk](http://www.malverncivicsociety.org.uk)  
[cemetery@malverncivicsociety.org.uk](mailto:cemetery@malverncivicsociety.org.uk)

or

## A PLEASURE GARDEN

When the Cemetery was opened in 1860, it was laid out as a public park – a place to visit to pay respects to relatives and a place to bring your children and sandwiches for a picnic.

Apart from a landscaped area, it would have had seats and paths and a pond or water feature.

Much of this landscaping is intact although the pond is silted up and the Victorian part of the Cemetery has been allowed to become overgrown.

The Malvern Civic Society has a monthly working party to clear the brambles and saplings and is raising money to repair some of the gravestones.



The Society arranges guided tour of the Cemetery with themes that range from trees to military graves.

Each year, there is an Open Day when members of the Society welcome visitors and talk about their work.

## HISTORY

The cemetery first opened in 1861 as a result of the Metropolitan Interment Act which permitted burials in consecrated ground outside churchyards. It is fourteen acres in extent and contains some fourteen thousand graves, divided into two parts, pre 1950 and later, with a further section of three acres designated as an extension.

The main cemetery chapel is still in use and has a chapel vestibule and vestry complete with a willow patterned toilet.

The Victorian part of the cemetery is well preserved, with many memorial crosses. It is famous for being the burial place of Jenny Lind, 1820-1887, the famous opera singer known as the Swedish Nightingale.

Her memorial, by *C.B. Birch*, to Jenny Lind, 'the Swedish Nightingale', 1887, stands E of the chapels, near a gargantuan flat tomb-slab to the Speer family, with relief cross and corner angels, on stumpy piers, no doubt by *Henry Haddon*, c. 1878.

However, there are many graves in a poor state, needing care and preservation work.

In 1819 the population of Malvern was 864. The middle of the 19th century was a time of rapid growth for the newly established spa



AGENDA ITEM 9  
APPENDIX A

town, as the population of Malvern grew from 3000 in 1841 to over 6000 in 1861.

In 1850 the town boundaries were fixed and provision was made for the election of twelve commissioners to take responsibility for 'the improvement of the town of Great Malvern'.

The local landowner, William Mason, was elected Chairman of Malvern UDC with the local builder, George McCann as deputy. They had power to levy rates and to construct sewers, waterworks, gas works, highways and cemeteries.



The Government needed burial places outside the churchyards. In 1841 the Burial Act was required to be sanctioned as too many bodies were being left unburied.

A cemetery was badly needed in Malvern since the Priory Churchyard had been closed for burials in 1856 and a new cemetery was opened in 1861 at the end of Wilton Road where, with extensions, it still is today. It coincided with the opening of the railway in 1861 at Malvern Link and Great Malvern.

The Cheltenham architect, W.H. Knight, was employed to plan the layout with its fine trees and gothic chapel. He designed two chapels, one non-Conformist rather plain and one Anglican more ornate, linked by an archway with an impressive tower and spire. The nearby lodge (with a 1861 date stone) is also by Knight. A monumental gateway, with a severe warning of punishment for damage or disturbance caused in the cemetery, was built in 1874 by the Haddon



AGENDA ITEM 9

APPENDIX A

Brothers of Malvern, a small detached mortuary chapel being added in 1887.

## BIRDS



**The Lesser Spotted Woodpecker** is the smallest and least common of the three woodpeckers that are resident in Britain. The male is distinguished from the female by his bright red crown. It tends to nest and feed higher up and is quieter in its tapping. Usually located by its call, and its drumming. When feeding, it creeps along branches and flutters from branch to branch, moving with a bouncing flight in the open.



**The Wren** is a tiny brown bird, although it's heavier and not as slim as the even smaller Goldcrest. It's almost round in shape with a fine bill, quite long legs and toes, very short round wings and a short, narrow tail, which is sometimes stuck up vertically. For such a small bird, it has a remarkably loud voice. It's the most common UK breeding bird, and a common garden visitor, although it suffers declines during prolonged, severely cold winters.



Along with the Firecrest, the **Goldcrest** is the UK's smallest bird. They're dull greyish-green with a pale belly and a black and yellow stripe on their heads, which has an orange centre in males. Their thin beak is ideally suited for picking insects out from between pine needles.

## ANIMALS



**Badgers** are the UK's largest land predator and are one of the most well-known British species. They are famed for their black and white stripes and sturdy body, using their strong front paws to dig for food and to perfect their hobbit-like burrows, called 'setts'.

**Weasels** are the UK's smallest carnivore. They like to eat voles, mice and small birds. They belong to a group of animals known as mustelids, which means they have a long body and short legs and are related to otters and stoats. They live in lots of different habitats including woodland, grassland, and moorland. Their young are called kits, and they can have up to two litters a year with three to six kits per litter.



The diminutive **common shrew** has a distinctively pointy nose and tiny eyes. It lives life in the fast lane, eating every 2-3 hours to survive, and only living for a year or so. Look out for it in the garden.

## FLOWERS



***Ranunculus*** is a large genus of about 1700 to more than 1800 species of flowering plants in the family Ranunculaceae. Members of the genus are known as buttercups, spearworts and water crowfoots.

**Primrose** is a small, perennial woodland plant that grows no more than 10cm high and can flower from December through to May.



**Cyclamen** is a genus of 23 species of perennial flowering plants in the family Primulaceae. In English, it is known by the common names sowbread or swinebread. Cyclamen species are native to Europe and the Mediterranean Basin east to the Caucasus and Iran, with one species in Somalia. They grow from tubers and are valued for their flowers with upswept petals and variably patterned leaves.

## TREES



***Arbutus*** are small trees or shrubs with red flaking bark and edible red berries. Fruit development is delayed for about five months after pollination, so that flowers appear while the previous year's fruit are ripening.<sup>[6]</sup> Peak flowering for the genus is in April with peak fruiting in October.



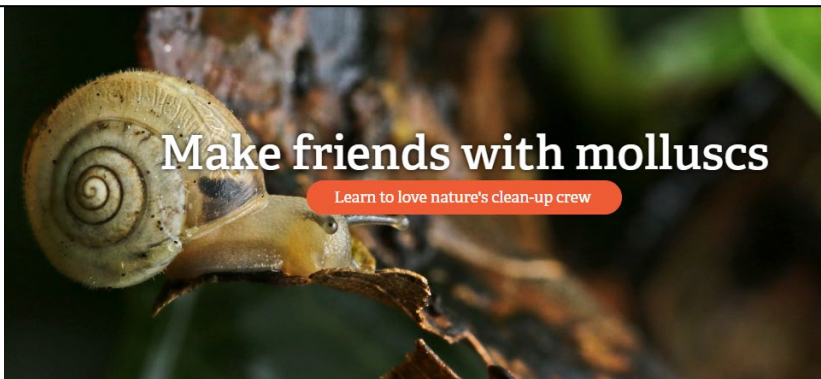


**Bumblebees** are large, furry, and charismatic four-winged insects that belong to an order called the *Hymenoptera*, which also includes sawflies, ants, and wasps. They are well-known for their meandering, ‘bumbling’ flight, and their distinctive buzz – which is where their Latin name *Bombus* (meaning ‘booming’) originates.

Unlike the honeybee, bumblebees do not make honey, as they do not need to store food for winter. Instead, the season’s new queens hibernate and emerge to found their own nests in



**The common pipistrelle** is one of the commonest British bats, weighing around 5 grams (same as a 20p piece). A single pipistrelle can eat thousands of tiny insects in just one night! They are the species you are most likely to see around your garden.





The Cemetery is owned by the Malvern Town Council and half of it is a working cemetery; the other older half is no longer used and the Society is working with the Council to develop it into a historical and ecological resource for the community.

The Society has monthly working parties to clear the brambles and other vegetation that is clogging access to the graves.

Many of the grave stones and monuments are deteriorating with the passage of time and the Society has started a programme of restoring them and raising funds for their preservation.



Many of them are significant examples of Victorian grave art and we are in touch with Historic England to have them listed.

We are working with local groups such as the RSPB and the Worcestershire Wildlife Trust to document the flora and fauna.



**We are keen to involve other groups and particularly schools in this work as it enhances an appreciation of PLACE as well as being of considerable educational value.**









**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 8 May 2024  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**ENVIRONMENTAL MATTERS**

**1. Purpose of Report**

- 1.1. For approval and discussion as appropriate.

**2. Recommendation**

- 2.1. Operations and Planning Committee is asked to consider the Environmental Policy as reviewed and amended by the Environmental Policy Review Task and Finish Group at its meeting held on 24 January 2024, and recommend its adoption by Full Council.
- 2.2. Operations and Planning Committee is asked to note and review the Town Council's achievements for 2023, against the current Environmental Policy.
- 2.3. Operations and Planning Committee is asked to consider if any additional methods of publicising the Town Council's performance and achievements are required.
- 2.4. 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 October 2023, Committee agreed to set up a task and finish group to review the environmental policy and to report back with any recommendations. recommendations from this group are attached at Appendix A.
- 3.5. The task and finish group also made some comments relating to the Council's environmental achievements, these need to be considered and updated by Committee, attached at Appendix B
- 3.6. The Council currently provide environmental achievements on the Town Council website, in the quarterly newsletter and on social media as they occur.

**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



## MALVERN TOWN COUNCIL

# ENVIRONMENTAL POLICY

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Reviewed by:	Environmental Policy Review Task and Finish Group – 24 January 2024 Operations and Planning Committee - 8 May 2024
Adopted:	Full Council -
Next review due:	January 2025

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**MALVERN TOWN COUNCIL****ENVIRONMENTAL POLICY****1. Introduction**

- 1.1. Malvern Town Council (hereafter referred to as 'The Council') recognises that the day-to-day operations of the council can impact both directly and indirectly on the environment and will work to protect and improve the environment, through good management and by adopting best practice.
- 1.2. The Council is committed to providing a quality service in a manner that ensures a safe and healthy workplace for all employees and minimizes the potential impact on the environment. The Council will operate responsibly and in compliance with all relevant environmental legislation, regulations and approved codes of practice, and will strive to use best practice at all times.

**2. Aims of this policy****Malvern Town Council will:**

- 2.1. measure the Council's carbon footprint each year to assess the environmental effects of the Council's activities and strive to continually reduce its carbon emissions. An annual report will be made to Full Council to demonstrate the progress in complying with the environmental policy.
- 2.2. uphold the Council's declaration of a climate emergency and consider the environmental impact of the Council's operations by taking action to reduce carbon emissions and greenhouse gases where practical.
- 2.3. integrate environmental concerns and impacts into all decision making and activities.
- 2.4. seek to protect and, where possible, enhance the quality of the natural environment of Malvern and its open spaces.
- 2.5. promote the efficient use of materials and resources throughout the Council, re-use or recycle where possible and seek to minimise waste, including water, electricity, raw materials and other resources.
- 2.6. use electronic/paperless means of communication wherever possible in all Town Council operations.
- 2.7. purchase recyclable, recycled and environmentally responsible products and materials when available and economically suitable.

- 2.8. ensure sustainable procurement where possible and require suppliers to provide environmental assessments of their environmental activities where requested.
- 2.9. , educate and inform all employees and councillors about environmental issues that may affect their work and encourage employees, councillors, contractors and members of the public to support and promote the Town Council's Environmental Policy.
- 2.10. use local contractors whenever possible and viable, to support the local economy and reduce the impact on the environment.
- 2.11. supply all tendering contractors with the current environmental policy to inform them of the Council's commitment.
- 2.12. work with and support other agencies, projects and the wider community to promote best practice in environmental management and encourage the same in the community; support and initiate projects which contribute towards meeting environmental objectives across the wider community.
- 2.13. avoid unnecessary use of hazardous products and materials and seek suitable substitution or alternative solutions. The Council will take all reasonable steps to ensure human health and the protection of the environment when such materials are used to include transport, storage, use and disposal.
- 2.14. where required by legislation or where health, safety or environmental hazards may occur, develop and maintain appropriate emergency responses.
- 2.15. continue to investigate and procure technology for greater overall efficiency, to include machinery and tools with low emissions, IT equipment, vehicles, buildings and any other areas the Council is responsible for.
- 2.16. to consider and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.
- 2.17. to continue to manage and rewild suitable areas of Town Council-owned land with appropriate planting and design – including trees, permanent planting, insect friendly planting, wetland areas, ponds, waterways/streams, wildlife corridors, hedgerows and continue to replace trees with a two-for-one policy to support biodiversity.
- 2.18. to use wherever possible, green energy suppliers for Town Council contracts.
- 2.19. respond positively to new initiatives regarding combatting climate change and incorporate these into day to day operations where practical.
- 2.20. continue to investigate alternatives of pesticides/herbicides on all Town Council land.

- 2.21. not permit the release of balloons or sky lanterns on its land.
- 2.22. be peat-free in its horticultural activities.
- 2.23. promote and support the use of public transport, cycling and walking, and support initiatives to improve sustainable transport options.
- 2.24. This policy will be reviewed on an annual basis by the Operations and Planning Committee.

**AGENDA ITEM 11**  
**APPENDIX B**

	From Environmental Policy 1-25 as adopted by Full Council on 3 November 2022	Environmental activities for past twelve months noted by OAP committee 25 January 2023	Notes from Task and Finish Group 24 January 2024 for update to achievements 2023
1.	measure the Council's carbon footprint each year to assess the environmental effects of the Council's activities and strive to continually reduce its carbon emissions. An annual report will be made to Full Council to demonstrate the progress in complying with the environmental policy.	Carbon footprint scopes 1 and 2 were calculated in late 2021/early 2022 to be presented at 3 March meeting of Environmental Panel. This will be presented to the March meeting of Operations and Planning Committee.	
2.	uphold the Council's declaration of a climate emergency and consider the environmental impact of the Council's operations by taking action to reduce carbon emissions and greenhouse gases where practical.	An electric strimmer was purchased and trialled for suitability with a view to converting other hand tools to electric.  Electric replacement vehicle to be purchased for diesel vehicle.	90% of hand tools are now electric.  Electric vehicle has been purchased and is used for bin collections.
3.	integrate environmental concerns and impacts into all decision making and activities.	Ongoing.	This is a regular item on the Operations and Planning Committee agenda.
4.	seek to protect and, where possible, enhance the quality of the natural environment of Malvern and its open spaces.	Woodland plantation autumn 2021 at Greenfield Road and Yates Hay Road. Establishment of fruit orchard at Greenfield Road autumn 2022.	Grant for King's Orchard at Greenfield Road, for community use.



**AGENDA ITEM 11**  
**APPENDIX B**

	From Environmental Policy 1-25 as adopted by Full Council on 3 November 2022	Environmental activities for past twelve months noted by OAP committee 25 January 2023	Notes from Task and Finish Group 24 January 2024 for update to achievements 2023
5.	promote the efficient use of materials and resources throughout the Council, re-use or recycle where possible and seek to minimise waste, including water, electricity, raw materials and other resources.	Ongoing.	Roses taken out from Rose Bank Gardens were given to the public. Rainwater tank installed at cemetery. Toners recycled. Recycled paper.
6.	use electronic/paperless means of communication wherever possible in all Town Council operations.	Council reviewed dispatch methods in February 2020. Council dispatches are by electronic means only, but paper copies of certain large documents such as quarterly accounts, budget paperwork and grants scheme papers are made available to those on the relevant committee, on request.	Delete 'Council reviewed dispatch methods in February 2020'
7.	purchase recyclable, recycled and environmentally responsible products and materials when available and economically suitable.	Office: stationery is from recycled sources where possible. Operations: 50% reduction in weed killing chemicals achieved.	
8.	ensure sustainable procurement where possible and require suppliers to provide environmental assessments of their environmental activities where appropriate.	Ongoing.	Environmental policies included with larger tenders.

**AGENDA ITEM 11**  
**APPENDIX B**

	From Environmental Policy 1-25 as adopted by Full Council on 3 November 2022	Environmental activities for past twelve months noted by OAP committee 25 January 2023	Notes from Task and Finish Group 24 January 2024 for update to achievements 2023
9.	train, educate and inform all employees and councillors about environmental issues that may affect their work and encourage employees, councillors, contractors and members of the public to support and promote the Town Council's Environmental Policy.	Ongoing.	Ongoing within the council culture.
10.	use local contractors whenever possible and viable, to support the local economy and reduce the impact on the environment.	Ongoing.	Use local contractors for bedding plants.
11.	supply all tendering contractors with the current environmental policy to inform them of the Council's commitment.	Ongoing.	
12.	work with and support other agencies, projects and the wider community to promote best practice in environmental management and encourage the same in the community; support and initiate projects which contribute towards meeting national environmental objectives across the wider community.	Currently working with Malvern Forest. Met with Liz Etheridge, Wetlands for All project officer at Wychavon District Council to discuss suitable areas for rewilding and possible wetlands schemes in the future.  Partnership working with MHDC to install recycling bins outside schools in the town.	Bike 2 Work scheme. Five recycling bins installed.

**AGENDA ITEM 11**  
**APPENDIX B**

	From Environmental Policy 1-25 as adopted by Full Council on 3 November 2022	Environmental activities for past twelve months noted by OAP committee 25 January 2023	Notes from Task and Finish Group 24 January 2024 for update to achievements 2023
13.	avoid unnecessary use of hazardous products and materials and seek suitable substitution or alternative solutions. The Council will take all reasonable steps to ensure human health and the protection of the environment when such materials are used to include transport, storage, use and disposal.	Ongoing.	Diesel safely stored and used. No hazardous materials currently used. Environmentally friendly cleaning products used.
14.	where required by legislation or where health, safety or environmental hazards may occur, develop and maintain appropriate emergency responses.	Ongoing.	Spill kits readily available.
15.	continue to investigate technology for greater overall efficiency, to include machinery, IT equipment, vehicles, buildings and any other areas the Council is responsible for.	Purchase of electric hand tools and agreement to purchase electric vehicle in 2023/24 budget.	New building has PV panels and air source heat pump. Electric vehicle has been purchased and is used for bin collections.
16.	to consider and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.	LED light bulbs used.	Ongoing.

**AGENDA ITEM 11**  
**APPENDIX B**

	From Environmental Policy 1-25 as adopted by Full Council on 3 November 2022	Environmental activities for past twelve months noted by OAP committee 25 January 2023	Notes from Task and Finish Group 24 January 2024 for update to achievements 2023
17.	to continue to manage and rewild suitable areas of Town Council-owned land with appropriate planting and design – including trees, permanent planting, insect friendly planting, wetland areas, ponds, waterways/streams, wildlife corridors, hedgerows and continue to replace trees with a two-for-one policy to support biodiversity.	Planting schemes that were 20% perennial and 80% biannual, now reversed.  Any new planting areas are considered for perennial planting potential.  Plants chosen for drought resistance.  Hanging baskets have water reservoir to reduce evaporation.	
18.	to use wherever possible, green energy suppliers for Town Council contracts.	Use Octopus for electricity and gas supply in many buildings.	No gas in new building.
19.	respond positively to new initiatives regarding combatting climate change and incorporate these into day-to-day operations where practical.	Ongoing.	
20.	develop and implement a plan to minimise usage and consider further alternatives of pesticides/herbicides on all Town Council land.	Usage of herbicides reduced by 50% with better use of timing in spraying weeds, alternatives have been considered but a suitable one has yet to be found.  Pesticides not used by MTC.	Minimal amounts of herbicide and pesticide are used.

**AGENDA ITEM 11**  
**APPENDIX B**

	From Environmental Policy 1-25 as adopted by Full Council on 3 November 2022	Environmental activities for past twelve months noted by OAP committee 25 January 2023	Notes from Task and Finish Group 24 January 2024 for update to achievements 2023
21.	not permit the release of balloons or sky lanterns on its land.	Full Council approved new signage for MTC green spaces, which will include this clause.	Signs for MTC green spaces have been purchased and installed.
22.	be peat-free in its horticultural activities.	Bedding contractors are required to use peat-free compost, this is written into the specification.	TC is peat free.
23.	promote and support the use of public transport, cycling and walking, and support initiatives to improve sustainable transport options.	Bikes racks now installed at several locations throughout Malvern area.	Bike 2 Work scheme.
24.	procure machinery, vehicles, and tools with low emissions where possible.	See 2 and 15.	
25.	This policy will be reviewed on an annual basis by the Operations and Planning Committee.	Next review due November 2023.	

**AGENDA ITEM 11  
APPENDIX B**

	From Environmental Policy 1-25 as adopted by Full Council on 3 November 2022	Environmental activities for past twelve months noted by OAP committee 25 January 2023	Notes from Task and Finish Group 24 January 2024 for update to achievements 2023
26.	Other	<p>Photocopier toner cartridges are recycled using free post service.</p> <p>All wastepaper is recycled using bagged collection service. If paperwork contains confidential information, there is an extra service available whereby all paper is shredded.</p> <p>Stopped using single use plastic cups compatible with water fountains in 2018. All members of staff bring their own refillable water bottles to work and councillors are requested to do the same at meetings.</p> <p>Lights and heating at BVT switched off when not in use!</p> <p>Timer on boiler to activate heating only when building in use.</p> <p>Environmentally friendly alternatives investigated and sought for events.</p>	

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 8 May 2024  
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 12  
APPENDIX A**

<b>Application number</b>	<b>Location</b>	<b>Ward</b>	<b>Description of works</b>	<b>Applicant</b>	<b>Comment deadline</b>
M/23/01521/FUL	65 Bellars Lane, Malvern, WR14 2DJ	Barnards Green	Demolition of existing building and erection of one pair of semi-detached houses and a detached bungalow including separate double garage NOTIFICATION OF PLANNING APPEAL	Mr P M Brookes	Comments or modification/withdrawal of previous representations by 09/05/24
M/24/00353/HP	133 Newtown Road, Malvern, WR14 1PF	Link	Dropped kerb	Mr Alan Taylor	13/05/24
M/24/00407/RM	Homestead, Halfkey Road, Malvern, WR14 1UL	West	Reserved matters application for 1No. Dwellings, appearance, landscaping, layout and scale	Msquared Homes	13/05/24
M/24/00484/FUL	2 Hayslan Avenue, Malvern, WR14 2RF	Great Malvern	Erection of 3-bedroom dwelling to replace an existing bungalow now demolished	Miss Grace Watts & Mr William Manuschka	16/05/24
M/23/00716/CU	Storage land at (OS 7822 4778) Howsell Road, Malvern	Link	Change of use of land from redundant railway sidings to Open Storage, existing building used for office/storage to be retained and repaired REVISED INFORMATION RECEIVED, THEREFORE REGISTRATION DATE OF APPLICATION HAS BEEN RESTARTED. MINOR AMENDMENT TO RED LINE.	Charles Owen	16/05/24
M/24/00282/HP	176 Newtown Road, Malvern, WR14 1PJ	Link	Two storey side extension with basement and single rear storey rear extension based on previous application	Mr Stuart Bass	21/05/24
M/24/00516/FUL	Batsford, 9 Avenue Road, Malvern, WR14 3AR	Great Malvern	Change of use from a multi-bedroom school boarding house to a single extended residential house with associated annex	Chair of Governors Malvern St James	22/05/24

**AGENDA ITEM 12  
APPENDIX A**

M/24/00511/LB	The Council House, Avenue Road, Malvern, WR14 3AF	Great Malvern	Minor repairs and decoration of all external joinery and cast iron goods including windows, fascia's, gutters, down pipes and soil stacks. Timber splice repairs to conservatory	Jason Yarwood	22/05/24
M/24/00445/CU	Bluebell Cottage, Dragons Lane, Leigh Sinton, Malvern, WR13 5EB	West	Retrospective change of use of land from meadow/garden area to holiday accommodation consisting of 3 x wooden 2 berth pods, 1 x 2 berth Shepherd Hut and 1 x Communal shower/toilet block and kitchenette. Within the meadow area there is also a wooden gazebo	Mrs Deborah White	23/05/24