



# **MALVERN TOWN COUNCIL**

## **OPERATIONS AND PLANNING COMMITTEE**

### **REPORTS**

**For meeting to be held on Wednesday 28 May 2025 at 6.00 PM  
in the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link**

# MALVERN TOWN COUNCIL

Town Clerk  
Community Hub  
Victoria Park Road  
Malvern Link  
WR14 2JY



21 May 2025

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
01684 566667

## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To Members of the Operations and Planning Committee (Quorum 5):

Cllr David Mead (Chair), Cllrs Sean Austin, Caroline Bovey, Anne Cherry, Emma Green, Josephine Leibrandt, Julie MacLusky, Nathan Wanklin, 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 Park View Community Room, Victoria Park Road, Malvern Link, WR14 2JY on Wednesday 28 May, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

A handwritten signature in blue ink, appearing to read 'L. Blake'.

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

No.	Agenda Item
1.	<b>Election of Chair</b> To elect a Chair of the Operations and Planning Committee for 2025/26
2.	<b>Election of Vice-Chair</b> To elect a Vice-Chair of the Operations and Planning Committee for 2025/26
3.	<b>Apologies for Absence</b>
4.	<b>Declarations of Interest</b>
5.	<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>➤ 30 April 2025 (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>	
6.	<b>Update and Review of Performing Right Society (PRS) charges for 2025/26</b> <ul style="list-style-type: none"><li>➤ Report OC01/25 to follow</li></ul>
7.	<b>Christmas Light Switch On – Update for 2025 and five year timetable of dates</b> Report OC02/25 to follow
8.	<b>Town Council Events</b> <ul style="list-style-type: none"><li>➤ Verbal update</li></ul>

<b>9.</b>	<b>Permission to repair/refurbish the grave of The Marquis of Ely in Great Malvern Cemetery</b> ➤ Report OC03/25 to follow
<b>10.</b>	<b>Review of process and timetable for Allotment Charges</b> ➤ Report OC04/25 to follow
<b>11.</b>	<b>Works at Adam Lee</b> ➤ Report OC05/25 to follow
<b>12.</b>	<b>Refurbishment of Victoria Park Play Area</b> ➤ Report OC06/25
<b>13.</b>	<b>Work Programme and Operations Update</b> ➤ Report OC07/25 to follow
<b>14.</b>	<b>Environmental Matters</b> ➤ Report OC08/25 to follow
<b>15.</b>	<b>Planning Consultations</b> ➤ Report OC9/25 to follow
<b>16.</b>	<b>Calendar of Meetings</b> ➤ Committee discussion
<b>17.</b>	<b>Date and Time of Next Meeting</b> ➤ Wednesday 9 July 2025 at 6pm

**MINUTES OF A MEETING OF  
THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL**

**held in the Park View Meeting Room, Community Hub, Victoria Park**

**Wednesday 30 April 2025 at 6.00pm**

**Councillors**

**Present**

D Mead (Chair)  
S Austin  
J MacLusky (6.03pm)  
A Cherry  
J Leibrandt

**Absent**

Caroline Bovey (apologies)  
Jude Green (apologies)  
David Watkins (apologies)

**Also in attendance**

L Blake - Town Clerk  
C Porter – Operations Manager  
J Winkworth – Minute Clerk  
Cllr Marilyn Birks, Mayor  
Cllr Clive Hooper (from 6.05pm)

**75. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Cllrs Caroline Bovey, Jude Green and David Watkins

**76. DECLARATIONS OF INTEREST**

Cllr Austin declared a personal interest in Agenda Item 4.

Cllr MacLusky arrived at 6.03pm

Cllr Hooper arrived at 6.05pm

**77. 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 Chair:

- Operations and Planning Committee meeting 12 March 2025

**PUBLIC PARTICIPATION**

None.

**78. COMMEMORATION FOR NICK HOUGHTON**

Report OC01/25 was received and accepted.

The Committee **RECOMMENDED** to Full Council that a bronze plaque be placed on the stone plinth adjacent to the MALVERN sign at Rose Bank Gardens as a commemoration to Nick Houghton. The bronze plaque will contain the following wording which has been agreed by the family.

**In Memory of Nick Houghton**  
**5 February 1965 – 10 December 2024**  
**Mayor of Malvern 2021 – 2023**  
**Architect of The Malvern Sign**  
**In Rose Bank Gardens**

**79. CLEARANCE WORKS IN GREAT MALVERN CEMETERY**

Report OC02/25 was received and noted.

The Operations Manager informed the committee that Malvern Town Council will now take back the maintenance of Plot 4 in Great Malvern Cemetery from Malvern Civic Society to ensure its long-term maintenance and that vegetation remains under control.

**80. REQUEST FOR BENCH IN VICTORIA PARK**

Report OC03/25 was received and noted.

The committee was **RECOMMENDED** to approve the purchase of a new eight-foot anti-vandal Eastgate bench as requested by the dog walkers of Victoria Park.

The Town Clerk informed the committee of the dog walkers request and their willingness to 'crowd fund' for an additional plaque in memory of any dogs that have passed away. Following a discussion, it was **AGREED** to approve the purchase of a new eight-foot anti-vandal Eastgate bench and site it within Victoria Park to enable the dog walking group to enjoy the park in a greater extent.

**81. VJ DAY EVENT**

Report OC04/25 was received and accepted.

The Committee **RECOMMENDED** to purchase and erect a new flagpole within the vicinity of Victoria Park and to hold an official opening event on 15 August 2025, with refreshments in the Community Room afterwards.

It was further **RECOMMENDED** to agree a flag raising ceremony to pay tribute to the veterans from World War II, as part of the official opening of the flagpole on 15 August 2025.

**82. TOWN COUNCIL EVENTS**

The Town Clerk gave an update on the fantastic events that are being planned by the Events team.

Mayor's Peaks Challenge

The preparations for the Mayor's Peaks Challenge are being finalised in readiness for the event. There are approximately 60 walkers taking part in the long route and 35 walkers taking part in the short route. Members of staff will be marking the route the day before the event and there will be a full programme of activities and music in Priory Park during the day.

VE Day Celebrations

This event will take place on 10<sup>th</sup> May both outside at Victoria Park and in the Park View Meeting Room. There are local veterans taking part in the event along with cadet groups. There will be music, displays, presentations and children's activities throughout the day.



### Bands in the Park

There is a full programme of music available during the 'Bands in the Park' season from 11 May 2025. Volunteers are still required and dates will be included on the weekly memo.

#### **83. REVIEW OF INVENTORY OF LAND AND ASSETS**

Report OC05/25 received and accepted.

The Operations Manager discussed the two reports during the meeting which contained a list of all land and assets at Great Malvern Cemetery, all Council owned buildings, machinery, benches, bins and bus shelters.

It was **RECOMMENDED** to review and note the inventory of land and assets as presented to Operations and Planning Committee.

#### **84. PUMP TRACK AT ADAM LEE**

The Operations Manager gave a verbal update with regards to the Adam Lee Pump Track. The contractors are on site and the works have commenced with a possible finish date towards the end of May. The Town Clerk noted that a letter has been sent to Evie Richards, a local professional cyclist, to see if she would be available to open the pump track during June or July.

#### **85. SKATEPARK AT VICTORIA PARK**

The Town Clerk gave a verbal update with regards to the progress on the Skatepark at Victoria Park. This project is currently out to tender with a deadline of 2 June 2025.

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

Report OC06/25 was received and accepted.

The work programme has been compiled for 2025/2026. The toddler play area was completed and opened in time for the Easter holidays. The spring bedding plants are being cleared due to effects of bad weather sooner than planned.

#### **87. ENVIRONMENTAL MATTERS**

Report OC07/25 was received and accepted.

There were no environmental matters to be considered or investigated.

#### **88. PLANNING CONSULTATIONS**

Report OC08/25 was received and accepted.

The Chair informed the committee on the progress of a build of the new homes past St James playing field which will hopefully have the first occupants in November and be completed by March 2026.

41 Geraldine Road – once tree preservation order and root protection plans are sorted, matters should progress on. There will be a build of 16 properties, although no social housing included within this build.

Cllr Hooper raised planning application M/25/00389/FUL at The Gatehouse, Ranelagh Road, Malvern – the site of an old convent with listed buildings and whether this would be an over intensive development. The Chair suggested that the Link ward Councillors have a look at the proposal and make any comments to the District Councillor for Link to bring forward to the Planning committee – attendance would be required at the meeting to address any objections.

Cllr Birks left the meeting at 6.54pm.

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

The Chair thanked everyone for their attendance and input, and it was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 29 May 2025 at 6.00 pm.

The meeting finished at 6.55pm.

.....(Chairman)

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
to be held on Wednesday 28 May 2025 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**UPDATE AND REVIEW OF PERFORMING RIGHTS SOCIETY (PRS)  
CHARGES 2025/26**

**1. Purpose of Report**

- 1.1. For discussion and decision.

**2. Recommendations**

- 2.1. Committee are asked to note the increase in PRS Charges for 2025 and in future years, and the impact this will have on current and future year's budgets.
- 2.2. Committee are asked to consider the Performing Rights Society fees for Exercise to Music with the Community Hub Building, and whether these should be passed onto the hirer of the exercise to music class.

**3. Background**

**Performing Rights Society Licence for Events**

- 3.1. Malvern Town Council are required to licence any music performance that the Council organise, including all events from The Mayor's Peaks Challenge to Christmas Light Switch On events.
- 3.2. For the past 16 years, the Town Council have had an account manager within the Performing Rights Society Government Department, and paid the quoted amount on an annual basis, along with any additional events added onto our account. Due to a change in staffing this year within the department, it has transpired that the Town Council have always been on the incorrect Performing Rights Society tariff.
- 3.3. Officers have been liaising with the Performing Rights Society regarding this error. As a result, the fees will now be subsequently higher, but the Town Council are not liable for the incorrect tariff fees from previous years.
- 3.4. In most fees quoted by the Performing Rights Society, there are two fees to consider, the reason for this is that there are two societies for which the copyright needs to be paid, both PPL and PRS. PPL is for the mechanical recordings (producers/labels) of the songs themselves and PRS is for the compositions, lyrics and writers.
- 3.5. It is also worth noting that the fees quoted by the Performing Rights Society are charged firstly on the capacity of the venue and secondly on the expected number of attendees at the event. So, if you have an indoor ticketed venue this is easier to calculate and will be more accurate, however the vast majority of the Town Council events are in outdoor public green spaces, so an estimate has been provided to the Performing Right Society.
- 3.6. The Performing Rights Society do send personnel from the society to an event or several events throughout the year and the Town Council are provided with the information prior to their attendance. For this year it has been set for 25 May 2025 in Priory Park as their attendance date. This is not definite, and they will only attend



if there is an officer from the Performing Rights Society available. Feedback from the officer is then given afterwards.

- 3.7. The table below shows the amount charged in 2024, the fees charged for 2025 and the resulting increases the Council now faces.

<b>Events</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>Increase</b>
Mayor's Peaks Challenge	£29.78	£129.59	£99.81
Music in the Park	£205.08	£1,299.60	£1,094.52
Armed Forces Day/VE Day	£27.52	£172.91	£145.39
Mayor's Bonanza	£166.54	£172.91	£6.37
Christmas Light Switch On	£185.00	£482.63	£297.63

Please note that due to the inclement weather for the Christmas Light Switch On, in 2024, the majority of the music booked for the event was cancelled, and this was credited against the event for this year 2025, so the fee charged for the Christmas event on Saturday 22 November 2025 is £287.95, this covers two sites, Belle Vue Island BBC Stage Hereford and Worcester and Great Malvern Library.

It is also worth noting that additional events such as Civic Services and Charity Concerts will incur an additional charge and can be added onto the current licenced account.

- 3.8. As can be seen from the table above there are increases across all of the events which will impact expenditure against budget for this year due to the unforeseen nature of this increase.

#### **Performing Rights Society Exercise to Music Licence Fees**

- 3.9. The Community Hub since opening, is very popular with family celebrations, including anniversaries, birthday parties, wakes etc, if music is played at these events, they are not charged a licence fee as they are termed exempt. The same can be said for baby/toddler groups playing nursery rhymes, and we also have a number of other groups holding workshops that are also exempt from a music licence and include a vast range of music.
- 3.10. As explained in 3.4 there are two charges, and this also applies to the exercise to music licence as well.
- 3.11. Officers have been informed by the Performing Rights Society that it is the venues responsibility to licence the music that goes on within the premises.
- 3.12. The fees quoted for 70 exercise to music sessions for the current exercise to music classes held in the Community Hub Room are based on fitness and dance which includes chair aerobics, pilates and hula hooping sessions. This works out as £2.27 per session, totalling £158.90. Council need to decide if this fee should be absorbed in the charging structure of £15 per hour or passed onto the hirer and whether this may affect the numbers of bookings.

- 3.13. Please note that we have also had enquiries for yoga classes and additional pilates classes, that have not yet been confirmed.

**4. Financial Implication**

- 4.1. The increase has significantly impacted on the Music in the Park budget set at £7,350.00, it is expected that this will be over budget by approximately £500.
- 4.2. The fees for the exercise classes can either be passed onto those booking the room for the classes or absorbed by the Town Council with both options having a possible effect on revenue received.

**5. Legal Implications**

- 5.1. It is important to note that if we do not licence events/activities correctly the implication of an officer inspecting our Community Hub venue or event could result in a £1,000 fine.

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  
to be held on Wednesday 28 May 2025 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**CHRISTMAS LIGHTS SWITCH-ON UPDATE FOR 2025  
AND FIVE-YEAR TIMETABLE OF DATES**

**1. Purpose of Report**

- 1.1. For noting and decision.

**2. Recommendations**

- 2.1. Committee is asked to note the update on arrangements for the Christmas Light Switch On Event in November 2025 and to agree the inclusion of two stage shows aimed at families on Saturday 22 November 2025 at the Coach House Theatre.
- 2.2. Committee is asked to approve the Christmas Light Switch On dates for 2025 to 2029.

**3. Background**

**Christmas Lights Switch on Update for 2025**

- 3.1. Officers of the Town Council working in conjunction with the Christmas Committee have been putting arrangements in place for the Christmas Light Switch On Event on Saturday 22 November 2025.
- 3.2. The theme for this year is “Winter Wonderland”, this having been chosen by the traders in Great Malvern, Malvern Link, Link Top, and Barnards Green via an online voting system.
- 3.3. Publicity will be produced and managed by Town Council Staff with the aim to get maximum coverage in the weeks leading up the event.
- 3.4. As in previous years, there will be three main venues for activities throughout the town with the following already confirmed

Venue	Activity	Organisation
<b>Belle Vue Island BBC Hereford &amp; Worcester Stage</b>	Choir	St James Girls School Juniors
	Choir	i-sing
	Choir, Soloists & Dance Performances	Stagecoach Theatre
	Soloist with Guitar	Enne Artist
	Pianist	Local student from The Chase High School

<b>Great Malvern Library Graham Road</b>	Christmas Grotto	Organised by MTC Staff and stewarded by volunteers
	Choir	Malvern Rock Choir
	Stewarding for Christmas Grotto & Dance Performances	Amelia K Academy
	Art & Craft Workshop	Girl Guiding Association
<b>Bottom of Church Street by Iceland</b>	Start of the Parade	Dance in Motion BaixaBeat Drum Band

- 3.5. There will be additional activities at each of these three sites, and these will be booked as the year progresses. In addition to these activities the Town Council will be organising mini markets in Abbey Road and also within Great Malvern Library.
- 3.6. Boffy Arts Markets will be hosting a separate Arts and Crafts Market within the grounds of Malvern Priory.
- 3.7. Great Malvern Priory Church will be holding a welcome day with refreshments and entertainment throughout the day. The Town Council will be funding performances from two bands who will play within the Priory.
- 3.8. The Christmas Lights Switch-On will take place at the same time as in 2024 with lights being switched on at 5.30pm and a parade from the bottom of Church Street to Belle Vue Island preceding this.
- 3.9. For the 2024 Christmas event, Malvern Town Council worked with the Coach House Theatre and Circus school – School of Larks to put on two shows and workshops for families to the theme of ‘Circus.’ A nominal fee was set at £5.00 per family comprising of up to 5 people, so two adults and three children. These shows proved to be popular, with bookings being taken both ahead of the event and on the day itself.
- 3.10. Coach House Theatres very kindly provided the venue free of charge and even housed market stalls and provided a venue for circus acts that had been booked, who were unable to perform outside due to the inclement weather.
- 3.11. Officers have been liaising with the Coach House Theatre for 2025, to build on the success of 2024 and once again hold performances in the theatre aimed at families as part of the Christmas Light Switch On event. The fee charged is proposed to remain at £5.00, to provide an affordable activity for families at what is an expensive time of year.
- 3.12. The Coach House Theatre has proposed the following:
- Stage Show – A Surprise for Farmer Christmas
  - Running Time – 45 min approx. and a 15-minute workshop
  - Presented by – The Swan Amateur Theatre Company
  - Supported by – Malvern Theatre Players

- Number of Performances – Two and approx. timings would be 11am and 2pm.
  - Hosted by – The Coach House Theatre
- 3.13. Each session will comprise a 45 minute performance and a 15 minute workshop with 65 seats available for each session. Tickets will be sold via the Town Council website, and a seating plan will be provided in advance of the shows; this accommodates flat floor space and access for up to five wheelchairs and five companions.
- 3.14. All the organisations named in 3.12. above will provide their services free of charge, however there will be some minor costs (royalties) which MTC would be liable to cover in exchange for the free performances and workshops.
- 3.15. The Swan Amateur Theatre Company – STAC would provide poster artwork for the Town Council to print, as part of the Christmas publicity.
- 3.16. Whilst many of the activities will take place indoors, it should be noted that this is largely an outdoor event and thus weather dependent. High winds, heavy rain or snowfall will have an impact and may lead to parts of the event needing to be modified or even cancelled. Officers are mindful of the need to consider alternative locations for some of the outdoor activities and stalls and both Lyttleton Well and the District Council's chamber on Avenue Road will be approached as a backup for inclement weather.

**Christmas Lights Switch On Five Year Timetable of Dates**

- 3.17. At the Christmas Committee meeting on 11 March 2025, it was agreed that dates should be set for the switching on of Christmas lights over the next five years. This allows all organisations involved to plan their events accordingly and to give clarity to the two areas of Malvern hosting switch on events.
- 3.18. 2024 was the last year of the previously agreed five-year schedule. Many traders feel that four clear trading Saturdays should be allowed between the switch on event and Christmas, and this has been followed as far as possible within the time needed to instal the Christmas Lights after Remembrance Sunday. It should also be noted that Malvern Link hold their switch on event, the weekend after Great Malvern and they also like to have several weeks between this event and Christmas to allow for a good amount of Christmas trade with lights illuminated.
- 3.19. The dates proposed for the next five years, starting from 2025 includes Great Malvern and Malvern Link Christmas event dates which are as follows:
- Saturday 22 November 2025, Great Malvern and Friday 28 November 2025, Malvern Link
  - Saturday 21 November 2026, Great Malvern and Friday 27 November 2026, Malvern Link
  - Saturday 20 November 2027, Great Malvern and Friday 26 November 2027, Malvern Link
  - Saturday 25 November 2028, Great Malvern and Friday 1 December 2028, Malvern Link
  - Saturday 24 November 2029, Great Malvern and Friday 30 November 2029, Malvern Link

**4. Financial Implications**

- 4.1. The budget for the Christmas Lights Switch-on event for 2025 is set at £6,050.
- 4.2. Malvern Hills District Council have agreed to provide a grant of £2,000 towards the Christmas Light Switch On event.
- 4.3. The royalty costs for the theatre performances and workshops 'A Surprise for Farmer Christmas' are yet to be confirmed.
- 4.4. Please note that the above budget pays for licences and additional insurance in the region of £950.00. These are mandatory because the event exceeds 2,000 attendees.

**5. Legal Implications**

- 5.1. The following licences are applied for to be able to hold the Christmas Lights Switch-On Event:
  - Licence to hold activities/music on Malvern Hills District Council's Belle Vue Island.
  - Performing Rights Licences for all entertainment areas.
  - Road closure licence from Malvern Hills District Council and Worcestershire County Council, which has been applied for and subsequently granted.
  - Street collection licence for Mayor's charity.
  - Additional insurance fees, as the event attracts over 2,000 attendees.

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  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 28 May 2025 at 6.00 pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**PERMISSION TO REPAIR THE GRAVE OF THE MARQUIS OF ELY  
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 repair works to the grave / memorial of The Marquis of Ely 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 agreed a form "Application for grave repair and maintenance in Great Malvern Cemetery" in order that works can be considered and approved.
- 3.3. The Civic Society and more specifically Friends of Malvern Cemeteries have a plan to repair and refurbish a small number of monuments of significance within the cemetery and Brian Iles, a member of FoMC has now submitted an application in line with Council requirements for repairs to the grave / memorial of The Marquis of Ely (attached at Appendix A).
- 3.4. In May 2024, Committee granted permission for reinstatement works to the memorial of Admiral J F G Grant in Great Malvern Cemetery and it is hoped that works to these two memorials can be carried out at the same time.
- 3.5. Committee is asked to consider the documentation as submitted and if agreed, the application will be signed off by the Town Clerk as approval for works to take place.

**4. Financial Implications**

- 4.1. The quotation for refurbishment works from Steve Allard and Sons is for £1,770 plus VAT. 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





## Application for Grave Repair and Maintenance in Great Malvern Cemetery

### APPENDIX A

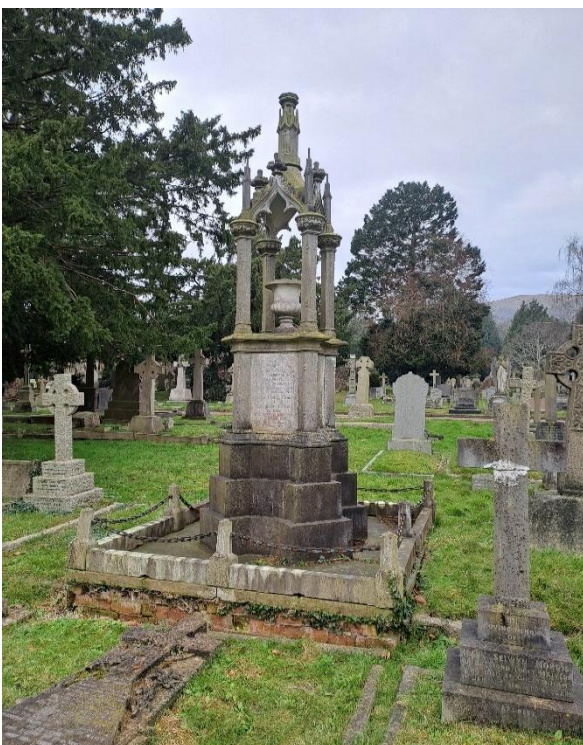
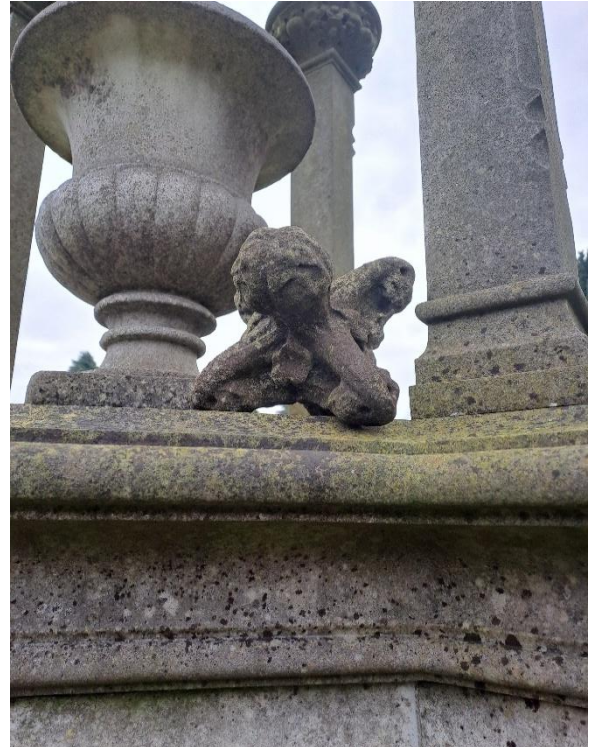


Grave Number	4CP 2611 and 4CP 2612	
Primary name commemorated / Grave owner	<b>Marquess of Ely</b>	Date of burial 28/12/1925
Other occupants	Marchioness of Ely	
<u>Biography / Notability</u> The Fifth Marquis of Ely was born on 6 Mar 1851, married on 21 Nov 1895 to Margaret Emma Clark (d. 1 Aug 1931, first daughter of F.A. Clark, of Lynton Court, Sussex, and Gracefield Park, Buckingham).  The fifth Marquis died childless in 1925 and was succeeded by his first cousin George the sixth Marquis, the latter's only surviving son. George, the seventh Marquis, was High Sheriff of County Fermanagh.		
<u>Description of Works</u> Replace stone finial to top of monument Reset chained kerbs to base Repoint joints to memorial		
<u>Description and estimate of work</u>  Quote received from Steve Allard quote: £1770 + VAT.		
Descendants? Name & contact	The Ely family have been contacted and have expressed no objections to the proposed restoration of their ancestor's grave.	Ref permission dated 2025
Representative from MCS	Brian Iles	Date 7 May 2025
For Malvern Town Council Name & sign		Date



## Application for Grave Repair and Maintenance in Great Malvern Cemetery

### APPENDIX A



**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 28 May 2025 at 6.00pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REVIEW OF PROCESS AND TIMETABLE FOR ALLOTMENT CHARGES**

**1. Purpose of Report**

- 1.1. For review.

**2. Recommendation**

- 2.1. Committee are asked to consider and review the current process for the invoicing and collection of allotment rent and to make any suggestions as necessary.

**3. Background**

- 3.1. The process and procedure for the invoicing of allotment rent was last changed in 2021/2022 when a 10% discount was removed and payment terms were set at 15 days, ahead of a late payment fee being incurred.
- 3.2. There have been subsequent reviews of this procedure as part of the annual audit process, but no further changes have been felt necessary.
- 3.3. The current process for invoicing allotment holders is as follows:
- Invoices are issued on 14 January in each year for a period 9 months in arrears (April-December) and 3 months in advance (January-March).
  - Allotment holders are given 15 days to pay their invoices, after which a late payment fee is charged.
  - If all monies are subsequently not received in a further 10 days, then the tenancy is terminated and the plot re-let.
- 3.4. Officers of the Council send invoices out by post ahead of 14 January and an email reminder is also sent to those with email addresses at this time. Further reminders are made by email and telephone before any late payment fee is imposed.
- 3.5. All allotment holders are asked to pay a £40 deposit when they take up their plot, this amount can be used to offset any unpaid invoices or to pay for any clearance works should the plot be left in a poor condition.
- 3.6. Options currently available for payment are:
- Cash at the Community Hub
  - Cheque
  - By Bank Transfer

There are currently 137 allotment holders over two sites so invoicing more than once a year would involve a considerable amount of Officer time. In most years, there are only one or two allotment holders who either receive a late payment fee or have their tenancy terminated.



- 3.7 Committee are asked to consider the procedure and timescales for invoicing and whether this provides a user friendly and accessible process.

**4. Financial Implications**

- 4.1. Annual allotment income is just under £6,000.
- 4.2. Staff time to manage and administer allotments along with maintenance costs exceeds the amount received in income and overhead costs mean this is a subsidised service. The net cost of allotments to the Town Council was approximately £17,500.

**5. Legal Implications**

- 5.1. Modern allotments are regulated under the Allotments Acts 1908-1950.
- 5.2. An Allotment Tenancy is a legal agreement between the Council and the allotment holder. This includes a clause relating to the payment of annual rent.

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 28 May 2025 at 6.00pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**WORKS AT ADAM LEE**

**1. Purpose of Report**

- 1.1. For noting.

**2. Recommendation**

- 2.1. To install drainage and hard standing at Adam Lee Bike Pump Track.

**3. Background**

- 3.1. The Bike Pump Track at Adam Lee has now been completed. During the construction of the bike pump track, soakaway stations have been put in for drainage purposes.
- 3.2. The three soakaways run into an overflow soakaway. Owing to how wet the surrounding ground can get during the winter months, Officers feel it would be best to install a two-part drainage system to help reduce excess water at the Eastern end of the new bike pump track and also a new drain at the Eastern end of the green and open space area itself.
- 3.3. Installation of these two drains will help to keep the land drier during the winter months and therefore more useable for local residents.
- 3.4. Now that the bike pump track itself has been in use, it is noticeable that the North end of the pump track is where riders culminate when not riding the track.
- 3.5. This area will now be stoned as to avoid riders dragging mud, grass etc. onto the track itself thereby causing slippery areas on the track.

**4. Financial Implications**

- 4.1. Drainage will be in the region of £1,500 and stoning the area will be in the region of £600.

**5. Legal Implications**

- 5.1. None specifically pertaining to this report.

End

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 28 May 2025 at 6.00pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REFURBISHMENT OF VICTORIA PARK PLAY AREA**

**1. Purpose of Report**

- 1.1. For noting and decision.

**2. Recommendation**

- 2.1. Committee are asked to note that Officers have submitted An Expression of Interest Form for the Community Facility Legacy Grant Scheme in respect of the refurbishment of Victoria Park Play Area.
- 2.2. Committee are asked to approve a public consultation on new play area equipment for Victoria Park in order to assess user needs and requirements as well as to provide evidence of support for this project.

**3. Background**

- 3.1. The last major refurbishment of Victoria Park was completed in 2009 at a cost of £85,000.
- 3.2. Since then, a number of minor repairs have taken place along with some replacement parts. A new 'whirlybird' and 'dragon' were installed in 2018, followed by a new swing set in 2020.
- 3.3. Most recently replacement toddler swings were purchased in June 2024 and works have taken place to install new toddler equipment in the area immediately adjacent to the patio outside Bilberry Café.
- 3.4. It has been recognised for some years that the older play area equipment at Victoria Park is starting to show signs of wear and is beginning to come to the end of its life and the Town Council needs to plan for its replacement.
- 3.5. As a large capital project with costs of approximately £200,000 this represents 23% of the Council's current precept and therefore funding will either need to be set aside over a number of years or external grant funding sought.
- 3.6. Initial plans to earmark funds were delayed by expenditure on the Community Hub and associated landscaping, but the budget for 2025/26 includes an allocation of £40,000 to be into reserves for the new play area.
- 3.7. The Community Facility Legacy Grant Scheme was launched by Malvern Hills District Council in April 2025 and is available for the Town Council to apply for a grant of up to £100,000 to improve or adapt a new or existing public open space or community facility. Officers have submitted an initial expression of interest form for funding towards the refurbishment of Victoria Park Play Area.
- 3.8. If approval is given after the first stage, progression to a full application could happen in September 2025, with works needing to commence before the end of March 2026.

- 3.9. Officers are recommending that Summer 2025 would be a good time to canvas public opinion on what play area equipment and facilities are needed/wanted at Victoria Park. Public opinion and support are a key part of any grant application but are also equally important when the Town Council are intending to spend large amounts on public facilities.
- 3.10. Public Consultation could include questionnaires, drop in events as well as targeting specific groups within Malvern. Feedback would need to be analysed and could then be used to support the tender specification along with any grant applications.

**4. Financial Implications**

- 4.1. The cost of a public consultation would mainly be overhead costs of staff time and printing.

**5. Legal Implications**

- 5.1. None specifically pertaining to this report.

End

Linda Blake  
Town Clerk



[illegible]

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 28 May 2025 at 6.00pm  
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**ENVIRONMENTAL MATTERS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Councillors are invited to raise any environmental matters which they would like considered/further investigated.

**3. Background**

- 3.1. 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.
- 3.2. 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.
- 3.3. 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

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
to be held on Wednesday 28 May 2025 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**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 15**  
**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="#"><u>M/25/00382/ADV</u></a>	The Co-operative Food, 162 Worcester Road, Malvern, WR14 1AA	Link	Digital display screen positioned inside the store advertising deals, produce etc.	Ms Abbie Bannerman	31/05/2025
<a href="#"><u>M/25/00684/HP</u></a>	38 Russell Drive, Malvern, WR14 2LE	Link	Erection of single storey rear extension, single storey porch, single storey garage and remodelling of external space to provide additional parking (Variation of condition 2 Ref. M/24/00823/HP).	Mrs Louise Christie	31/05/2025
<a href="#"><u>M/25/00518/FUL</u></a>	Malvernbury, 61 Abbey Road, Malvern	Great Malvern	Proposed three-storey residential building containing six, two-bedroom flats with appropriate parking.	Mr J Hill	14/06/2025
<a href="#"><u>M/25/00677/HP</u></a>	16 Arosa Drive, Malvern, WR14 3JP	Barnards Green	Erection of double garage/workshop	Mr T Turner	05/06/2025
<a href="#"><u>M/25/00714/HP</u></a>	2 Homestead Cottages, Halfkey Road, Malvern, WR14 1UL	West	Convert double Garage into granny Annexe	Mr Mark Penny	05/06/2025
<a href="#"><u>M/25/00749/HP</u></a>	51 Frederick Road, Malvern, WR14 1RS	Link and Upper Howsell	Proposed single storey rear extension	Nicola Rowberry	06/06/2025
<a href="#"><u>M/25/00732/LB</u></a>	36 Belle Vue Terrace, Malvern, WR14 4PZ	Great Malvern	Internal staff toilet (retrospective)	Mr A Wilkinson	20/06/2025
<a href="#"><u>M/25/00752/HP</u></a>	56 Broadlands Drive, Malvern, WR14 1PW	West	Resurfacing of an existing driveway area (approximately 40sqm) with an impermeable concrete surface, as well as subsequent drainage works. Rebuilding of a masonry boundary party wall	Mr Robert Webber	11/06/2025
<a href="#"><u>M/25/00559/CLE</u></a>	Land At (Os 7955 4708), North End Lane, Madresfield	Pickersleigh	Certificate of lawfulness for i. The existing use of land for Class B8 storage and distribution purposes and ii stationing of shipping containers on the site in with such use.	Mr Conrad Arnold	12/06/2025