

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held remotely via Zoom on Tuesday 9 February 2021 at 6.00 pm**

EARTH DAY 2021

1. Purpose of Report

- 1.1. For discussion and decision.

2. Recommendation

- 2.1. Committee is asked to consider a live online event for Earth Day on Thursday 22 April 2021.

3. Background

- 3.1. After a Notice of Motion to Council from Cllr Josephine Leibrandt, the first Earth Day was organised for 2020. Unfortunately, due to Covid-19 this event had to be cancelled.
- 3.2. The concept behind the event was to hold an Earth Day Fair with local businesses, schools, youth groups, wildlife organisations and voluntary groups being asked to come along and share their relevant knowledge, activities and services.
- 3.3. Officers feel that rather than cancelling the event for a second year, there is potential to host the event live online, holding a range of activities/workshops including craft workshops and information sessions such as how to build bug/bird houses.
- 3.4. Officers would invite youth and school groups to participate in the workshops via online timeslots. Members of the public would also be able to participate.
- 3.5. Interested parties would each be given a specific timeslot to ensure a covid-19-safe environment and to ensure smooth changeovers. The proposal is for the event to be held at Malvern Cube, government restrictions permitting.

4. Financial Implications

- 4.1. The budget for Earth Day was agreed as £500 for 2021.
- 4.2. Costs for hosting the event online would be as follows:
- Vimeo £70 per month, invoiced annually, no limit on attendance or
 - Zoom £112 per month, invoiced annually, 500 attendance only
- 4.3. There would be a further cost for the craft sessions.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

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HEALTH AND WELLBEING FAIR 2021

1. Purpose of Report

- 1.1. For discussion and decision.

2. Recommendations

- 2.1. The Committee is recommended to consider a live online Health & Wellbeing event Fair for 2021.

3. Background

- 3.1. Full Council agreed in August 2020 that they wished to hold a Health and Wellbeing Fair on Saturday 2 May 2021 from 11.00 am – 6.00 pm in Rosebank Gardens.
- 3.2. Malvern is currently subject to government restrictions as part of the third national lockdown and it is unlikely that rules will be relaxed enough for the Health and Wellbeing Fair to take place in its usual format.
- 3.3. Holding a live online event will provide the Council with the opportunity of still being able to host the Health and Wellbeing event. Two rooms within a single venue would allow a range of demonstrations, workshops and exhibitor talks to be screened continuously during the day.
- 3.4. Malvern Cube have agreed to the use of their rooms as long as government guidelines are adhered to and that the trustees are happy to facilitate the event.
- 3.5. Officers will be contacting previous exhibitors to see if they would be interested in participating in this year's event.
- 3.6. Exhibitors will be given a timeslot to ensure that a limited number of people are on site and in a controlled covid-19 secure environment. With this in mind exhibitor places will be limited, so that appropriate measures can be carried out in between the specified timeslots.
- 3.7. In previous years, exhibitors have been charged a stallholder fee, Officers feel that in the current climate that the fee is waived, so that the Town Council are supporting the businesses that have struggled over the last 12 months and are continuing to do so.

4. Financial Implications

- 4.1. The budget for the Health and Wellbeing Fair 2021 was agreed as £1,200
- 4.2. Officers are in discussions with Malvern Cube as to costs of the hire of the venue.
- 4.3. Vimeo live event host £70 monthly, invoiced annually, unlimited viewers.
- 4.4. Zoom live event host £93.33 monthly, invoiced annually, 500 viewers only.

5. **Legal Implications**

5.1. None pertaining to this report.

End.

Linda Blake
Town Clerk

Authors of Report:
Lyndsey Davies and Clare Lawrence

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HEART OF ENGLAND IN BLOOM 2021

1. Purpose of Report

- 1.1. For discussion and decision.

2. Recommendations

- 2.1. The Committee is recommended to agree entering the Heart of England Campaign Town category.
- 2.2. The Committee is recommended to consider reforming the Malvern in Bloom steering committee remotely via zoom meetings.

3. Background

- 3.1. In 2020 the Heart of England in Bloom Campaign was cancelled due to the Covid-19 Pandemic. The campaign organisers have made the decision to run the campaign in 2021, but not in its usual format.
- 3.2. The competition this year will not involve any form of judges' visit and will be judged by submission of the portfolio. This will include all of the previous judging criteria, for example Horticulture, Environment and Community.
- 3.3. By submitting a portfolio the Town can focus on the areas that it wishes to showcase. The Town will be assessed by a judge that has already visited the area, so a route of the areas highlighted does not need to be included and there will be no need to co-ordinate a minibus tour.
- 3.4. The campaign organisers have confirmed that specific marking on funding and sponsorship will be judged leniently, as this has been one of the areas affected by the pandemic. There has also been an indication that the judges will be interested to hear of works that have taken place through the pandemic.
- 3.5. The portfolio will need to be submitted in August, the usual submission of this is at the end of June.
- 3.6. In previous years Malvern Hills District Council have printed a bound portfolio. Officers are awaiting confirmation of whether this will be the case for 2021, if not there will be a small printing cost to produce the portfolio.

4. Financial Implications

- 4.1. The Heart of England in Bloom Campaign is free to enter for 2021.
- 4.2. The overall budget for Malvern in Bloom in 2021 is £8,500 to include all plants, equipment and competition expenses. Costs should be well within budget.

5. Legal Implications

- 5.1. None pertaining to this report.

**AGENDA ITEM 6
REPORT OC03/21**

End.

Linda Blake
Town Clerk

Author of Report:
Lyndsey Davies

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OTHER TOWN COUNCIL EVENTS 2021

1. Purpose of Report

1.1. For consideration and discussion.

2. Recommendation

2.1. Committee is asked to consider the Town Council's events programme for 2021 and to note Officers' comments in 3.5 below.

3. Background

3.1. Unfortunately, the Covid-19 pandemic resulted in the cancellation of nearly all of the Town Council's events in 2020.

3.2. Council agreed in August 2020 that a return to a normal summer of events should take place as far as possible in 2021.

3.3. Since that time, two further national lockdowns have taken place and it has become clear that a return to normality will take far longer than expected and any form of government "roadmap" for that process is currently unknown.

3.4. Officers must now start to plan for Town Council events during the summer of 2021 and whilst it is hoped that many events will be held, consideration must be given to balance the desire to provide events for the residents of Malvern and the challenging reality of the current situation where the Town Council must demonstrate its responsibilities for the safety and wellbeing of members of the public, employees and contractors/suppliers.

3.5. Officers are therefore suggesting a balanced approach between caution and actively returning to normality, and the table below reviews Town Council events with the emphasis being on holding them later in the summer and thus avoiding the possibility of cancelling events.

Event name	Scheduled date	Officers' comments	Proposed dates
Armed Forces Day	27 June 2021	It seems unlikely at the present time that a large event with cadet groups and military organisations in attendance will be possible. However, Officers are suggesting that a military style Bands in the Park could be held with a small emphasis on the Armed Forces.	27 June 2021
Bands in the Park	May to September	Whilst it is recognised that Bands in the Park is an important and	July and August 2021

	2021	<p>very popular event in the annual council events calendar, there are uncertainties relating to how social distancing regulations will be relaxed and whether brass bands will be ready and/or willing to perform this summer.</p> <p>Officers are therefore suggesting a prudent strategy is employed and that a programme of bands is planned for July and August only when it is more likely that an outdoor music concert will pass the risk assessment process.</p>	
Alternative Bands in the Park	July to August 2021	Officers are suggesting that a shorter programme of Alternative Bands in the Park is run after the Bands in the Park programme has finished. This avoids the need to have to staff and marshals for two events on a single weekend. It is likely that increased presence will be required to marshal these events to comply with health and safety requirements.	September 2021
The Mayor's Bonanza	1 August 2021	Due to the popularity of this event, Officers are suggesting that it is delayed until the last Sunday in August and slightly scaled down from its normal size. This gives the most possible time for the relaxation of lockdown/ distancing restrictions.	29 August 2021
The Mayor's Peaks Challenge	1 May 2021	<p>It is not going to be possible to hold this event in its usual format due to the need to transport walkers to the start point. Options available are:</p> <ol style="list-style-type: none"> 1. Hold the event much later in the year 2. Cancel the event for 2021 3. Hold the event to coincide with a Bands in the Park performance and with an altered route starting and finishing in Rosebank Gardens. 	TBC

4. Financial Implications

- 4.1. The Town Council has agreed a generous budget of £58,325 for events in 2021.

5. Legal Implications

- 5.1. The Town Council must consider government legislation and guidelines relating to coronavirus at all times.
- 5.2. Malvern Town Council has a duty of care to its staff, its suppliers, councillors, volunteers and members of the public. All events must be full risk-assessed to ensure risks are kept low.
- 5.3. Malvern Hills District Council own Priory Park and therefore events held in the park are subject to permission being granted by them.

End

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Town Clerk

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PURCHASE OF TREES FOR REWILDING

1. Purpose of Report

- 1.1. For discussion and decision.

2. Recommendation

- 2.1. The Operations and Planning Committee is asked to agree a budget of £1,300 for the purchase of trees for rewilding.

3. Background

- 3.1. It was **AGREED** at the Operations meeting 2 Sept 2020 that MTC would plant trees in the Greenfields Road and Yates Hay Road areas.
- 3.2. Due to the Covid-19 Pandemic, the nurseries were closed until the end of January with limited stock available.
- 3.3. The nurseries are now open and Officers have sourced tree packs which are a mixture of native woodland trees, these packs also include tree guards.
- 3.4. Officers have opted for larger trees to be planted so establishment of the tree can be faster.

4. Financial Implications

- 4.1. No budget has been set for the tree planting.

5. Legal Implications

- 5.1. None pertaining to this report.

End

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STATION ROAD GARDENS LIGHTING

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Malvern Town Council agreed a budget of £3,000 for the upgrade of lighting at Station Road Gardens.

3. Background

3.1. In 2013, Malvern Town Council reinstated and refurbished the lighting columns and luminaires at Station Road Gardens at an approximate expense of £36,000.

3.2. These lights are now due for a major service and upgrade and Officers feel that it would be sensible to carry out works in conjunction with Network Rail's planned works this summer.

3.3. Network Rail have brought forward the schedule of works for Great Malvern Station to upgrade the platform, steel work and lighting to be carried in the summer of 2021.

3.4. Network Rail owns several lighting columns and luminaires as well as luminaires that are attached to the station building.

3.5. This work is of a highly specialised nature and thus the Town Council's regular heritage lighting contractor has been asked to provide a quote for the works at Great Malvern Station.

3.6. The work required will be to service and upgrade eight Elgar electric gas light Grosvenor lanterns, the cost of which will be between £2,500 and £3,000 depending on the number of parts needing replacement.

4. Financial Implications

4.1. Officers have sought quote for the works and a budget of £3,000 is being asked for.

5. Legal Implications

5.1. None pertaining to this report.

End

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PLANNING CONSULTATIONS

1. Purpose of Report

1.1. For comment as necessary.

2. Recommendation

2.1. The Committee is recommended to note and comment on:

- i. Specific planning applications raised by Ward members, Officers or requested by members of the public.
- ii. Any major planning applications currently being considered.
- iii. Any 'live' planning applications as circulated on the weekly planning lists and on the planning application log attached at Appendix A.

2.2. The Committee is recommended to nominate a Councillor to speak on behalf of the Town Council at MHDC's Southern Area Planning Committee 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. The following applications have been raised by ward members:

[20/01905/FUL](#) Northcot, Como Road, Malvern, WR14 2TH Demolition of existing dwelling, and erection of 7 new residential apartments, and associated access, car parking and landscaping.

[20/00660/FUL](#) Land at (OS 7832 4674) Pickersleigh Grove, Malvern Pickersleigh Application for the proposed development of 21 dwellings, including open space and associated infrastructure - Notification of planning appeal ref APP/J1860/W/20/3258806.

3.3. There are no major planning applications currently being consulted on.

3.4. 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.

3.5. Members are asked to look at details of any planning applications for discussion before the meeting to allow an expeditious decision-making process.

3.6. 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.

3.7. 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 10
APPENDIX A**

Application number	Location	Ward	Description of works	Applicant	Comment deadline
20/01905/FUL	Northcot, Como Road, Malvern, WR14 2TH	Priory	Demolition of existing dwelling, and erection of 7 new residential apartments, and associated access, car parking and landscaping	Mr Jonathan Roe	09/02/2021 (comments allowed to be submitted on 10/2/21)
20/02042/FUL	33 Highfield Road, Malvern, WR14 1HR	Link	Construction of detached dwelling.	Derek Styles	11/02/2021
21/00054/HP	Orchard House, Mayfield Road, Malvern, WR13 5AE	Pickersleigh	Erection of single storey extension	Mr & Mrs R & L Brown	18/02/2021
21/00068/FUL	Land at (OS 7750 4497) Wells Road, Malvern	Priory and Wells wards	Construction of 2No. dwellings and associated vehicular access	Mr Wood	19/02/2021
20/00660/FUL	Land at (OS 7832 4674) Pickersleigh Grove, Malvern	Pickersleigh	Application for the proposed development of 21 dwellings, including open space and associated infrastructure - Notification of planning appeal ref APP/J1860/W/20/3258806.	Mr Mike Baggett	All representations to be received by 3 March 2021
20/01948/HP	Copper Beeches, 73 Albert Road South, Malvern, WR14 3DX	Priory	Replacement of garage with new garage and car port	Mr Steve Morris	19/02/2021
21/00093/HP	75 Lower Howsell Road, Malvern, WR14 1DN	Link	Two storey side extension, small two storey front bay, and reroofing and extension of garage, and integrated porch	Ms Fox & Mr Murphy	23/02/2021