



# **MALVERN TOWN COUNCIL**

## **OPERATIONS AND PLANNING COMMITTEE**

### **REPORTS**

**For meeting to be held on Wednesday 17 July 2024 at 6.00 PM  
In the Council Chamber, Belle Vue Terrace, Malvern**

Please note agenda item 10 has been withdrawn as supporting information has not been received.

# MALVERN TOWN COUNCIL

Town Clerk  
28-30 Belle Vue Terrace  
Malvern  
Worcs  
WR14 4PZ  
Tel: 01684 566667



10 July 2024

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
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## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To Members of the Operations and Planning Committee

Cllrs Sean Austin, Caroline Bovey, Anne Cherry, Jude Green, Josephine Leibrandt, Julie MacLusky, Freya Matthews-Jones, David Mead, 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 17 July 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>Election of Chair</b><br>To elect a Chair of the Operations and Planning Committee for 2024/25   |
| 2.   | <b>Election of Vice-Chair</b><br>To elect a Vice-Chair of the Operations and Planning Committee for 2024/25   |
| 3.   | <b>Apologies for Absence</b><br>To receive and note apologies for absence   |
| 4.   | <b>Declarations of Interest</b><br>To receive declarations of disclosable pecuniary interests and other disclosable interests   |
| 5.   | <b>Minutes of Previous Meeting</b><br>To receive and confirm as a correct record the Minutes of the previous Operations and Planning Committee meeting:<br>➤ 8 May 2024 (previously circulated) |
| <b>Public Participation</b><br><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>Permission to repair/refurbish the grave of Private Charles Paul Ernest Giraudeau in Great Malvern Cemetery</b><br>➤ Report OC01/24 to follow  |

|            |  |
|------------|--|
| <b>7.</b>  | <b>Use of Great Malvern Cemetery Chapel</b><br>➤ Report OC02/24 to follow  |
| <b>8.</b>  | <b>Assessment of suitable Town Council sites in relation to mowing/wilding</b><br>➤ Report OC03/24 to follow                   |
| <b>9.</b>  | <b>Herbicide usage 2023</b><br>➤ Report OC04/24 to follow  |
| <b>10.</b> | <b>Permission to repair/refurbish the grave of The Marquess of Ely in Great Malvern Cemetery</b><br>➤ Report OC05/24 to follow |
| <b>11.</b> | <b>Lease of land at Queen Elizabeth Road to Malvern Ramblers Cricket Club</b><br>➤ Report OC06/24 to follow                    |
| <b>12.</b> | <b>Lease of café at Victoria Park</b><br>➤ Report OC07/24 to follow  |
| <b>13.</b> | <b>Town Council Events</b><br>➤ Verbal update  |
| <b>14.</b> | <b>Work Programme and Operations Update</b><br>➤ Report OC08/24 to follow  |
| <b>15.</b> | <b>Environmental Matters</b><br>➤ Report OC09/24 to follow   |
| <b>16.</b> | <b>Planning Consultations</b><br>➤ Report OC10/24 to follow  |
| <b>17.</b> | <b>Date and Time of Next Meeting</b><br>➤ Wednesday 11 September 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 8 May 2024 at 6.00 pm

### Councillors

#### Present

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

### Absent

J Leibrandt (apologies)  
D Mead (apologies)  
S Meager

### Also in attendance

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

*In the absence of the Chair, Cllr David Mead, Vice-chair Cllr Freya Matthews-Jones chaired the meeting.*

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors Josephine Leibrandt and David Mead.

#### 2. DECLARATIONS OF INTEREST

None.

#### 3. 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 13 March 2024.

#### 4. PUBLIC PARTICIPATION

None.

#### 5. MUSIC IN THE PARK 2024

Report OC01/24 and the schedule of bands were received and noted.

This year's Music in the Park will start on Sunday 12 May, and the programme has been publicised on social media, the Town Council website, newsletter and noticeboards.

#### 6. BUDGET FOR ARMED FORCES DAY EVENT

Report OC02/24 was received and accepted.

The Town Clerk explained that feedback from event participants was that they wished for the Armed Forces Day event to be bigger than in previous years, and

## UNADOPTED

officers suggested that extra activities such as workshops and demonstrations could be held.

The current budget for Armed Forces Day is £500 but an additional budget of £600 would be required for the extra activities and the purchase of hand waving flags.

It was **AGREED** to increase the budget for the Armed Forces Day event on Saturday 29 June 2024 to £1,100.

### 7. **OTHER TOWN COUNCIL EVENTS**

The Town Clerk updated committee on other Town Council events.

- The Events and Communications Officer job vacancy has now been filled.
- The Mayor's Peaks Challenge held on 4 May was very successful with around 130 people taking part. The finish was in Priory Park where there was entertainment, refreshments and a raffle, and this had been very well attended by members of the public, not just those who had participated in the walk. It was expected that a good amount would be raised for St Richard's Hospice once all monies were collected. The Town Clerk thanked staff who had worked hard in preparation and on the day.
- There would be an early morning service at 6.30am on 6 June in Great Malvern library grounds, to commemorate the 80th anniversary of the D-Day landings.
- Preparations for the Christmas event had started, and this year would be slightly different with no market in the Priory grounds, but there would be plenty going on including Santa's grotto, and entertainment in front of the library, as well as performances in the Coach House Theatre and possibly the Theatre of Small Convenience.

### 8. **TENDER FOR DIGGER CONTRACT**

Report OC03/24 was received and accepted.

The Operations Manager explained that the current three-year contract was finishing, and it was important to ensure that there was a reliable digger available for grave digging in the cemetery at all times.

Three prices had been sought for a new contract and were presented in the report.

It was **AGREED** to award a three-year contract to Company A (Ledbury Plant Hire).

### 9. **PERMISSION TO REPAIR THE MEMORIAL OF ADMIRAL J F G GRANT IN GREAT MALVERN CEMETERY**

Report OC04/24 was received and accepted.

It was **AGREED** that permission is granted for reinstatement works to the memorial of Admiral J F G Grant in Great Malvern Cemetery. The works will be co-ordinated by the Friends of Malverns Cemeteries with the stonemason being Steve Allard and Sons.

### 10. **CEMETERY LEAFLET FROM MALVERN CIVIC SOCIETY**

Report OC05/24 was received and accepted.

The Town Clerk explained that the leaflet produced by the Friends of Malverns Cemeteries had not yet been approved by the Civic Society and that the Town Council's logo had been used without permission.

Members were asked to consider the leaflet and whether they wished to respond in any way.

## UNADOPTED

A discussion followed, during which the following points were made:

- The title 'A Pleasure Garden' was inappropriate for a cemetery
- There were factual inaccuracies regarding the history of the cemetery
- There were factual inaccuracies regarding the wildlife
- The presentation and format did not make for easy reading
- There was no indication that permission had been sought to use photographic images and the cartoon image

It was **AGREED** that the Town Clerk would contact the Chair of Malvern Civic Society to outline the Council's concerns and that the Town Council did not wish to be associated with this publication.

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

Report OC06/24 was received and accepted.

The Operations Manager presented the work programme, noting that it was the start of a new council year.

- Landscaping had been taking place around the new building at Victoria Park. The Town Clerk informed committee that the work of the Operations Team had resulted in significant savings on the landscaping element of this project.
- Wildflower planting was due to take place in areas surrounding the new building.
- Football posts would be removed next week after the end of the season and any pitch repairs made.
- Spring bedding, which had not fared well due to the wet weather, would be removed soon and replaced with summer bedding.
- Preparations were starting for Malvern in Bloom, which this year would comprise of a shorter route because of the extra works associated with the new community hub.
- The new tractor was expected to arrive the following week.

Cllr Anne Cherry asked the Operations Manager to pass on her thanks to the Operations Team for their hard work.

### 12. **ENVIRONMENTAL MATTERS**

Report OC07/23 was received and accepted.

There were four recommendations in the report, and these were taken individually.

#### 1) Environmental Policy

It was **RECOMMENDED** to adopt the Environmental Policy as reviewed and amended by the Environmental Policy Task and Finish Group at its meeting held on 24 January 2024.

#### 2) Town Council's Environmental Achievements

It was **RECOMMENDED** to accept the updated Town Council's Environmental Achievements for 2023.

#### 3) Additional methods of publicising the Town Council's performance and achievements

Currently, social media is used to inform the public of the Town Council's environmental activities and achievements. However, it was **AGREED** that the Council could be more pro-active in this respect and issue more information to keep the public updated.

**UNADOPTED**

It was further **AGREED** that Cllr Lou Lowton would draft a press release about the Town Council’s environmental performance and achievements, to be sent to officers for their comments and then consideration by the Operations and Planning Committee at its next meeting.

4) Any other environmental matters

Following review of the Town Council’s environmental policy and environmental achievements, members discussed and **AGREED** the following aims and actions for the next twelve months:

- i. To request that Policy and Resources Committee consider environmental concerns and impacts when deciding large grant applications.
- ii. To look at the feasibility of installing more electric vehicle charging points at the new community hub than the required single charging point.
- iii. To provide an assessment of suitable Town Council sites in relation to mowing/wilding for consideration at a future meeting of this committee.
- iv. To report to Operations and Planning Committee on herbicides usage as a quantity for 2023

**13. PLANNING CONSULTATIONS**

Report OC06/23 was noted.

**M/23/00716/CU Storage land at (OS 7822 4778) Howsell Road, Malvern**

Cllr Watkins reported that he had met with other Link councillors Anne Cherry and Jude Green regarding this planning application, but felt that rather than submitting a comment at this time, it would be better left to the district councillors for this ward.

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

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 29 May 2024 at 6.00 pm.

The meeting finished at 7.10 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 17 July 2024  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**PERMISSION TO REPAIR/REFURBISH THE GRAVE OF  
PRIVATE CHARLES PAUL ERNEST GIRAUDEAU  
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 the repair/refurbishment of the grave of Private Charles Paul Ernest Giraudeau in Great Malvern Cemetery. These works to be co-ordinated and carried out by three local veterans.

**3. Background**

3.1. Officers have been approached by three local veterans who wish to carry out repair and refurbishment works to the grave of Private Charles Paul Ernest Giraudeau. In 2021, the same group successfully restored the grave of Captain Alan Charles Loraine Bate, also in Great Malvern Cemetery.

3.2. 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 such works can be considered and approved.

3.3. Committee is asked to consider the application form and supporting information as attached at Appendix A to this report 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. All costs will be covered by the three veterans at private expense and no cost to Malvern Town Council.

**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



# Malvern Town Council Great Malvern Cemetery



## Application for Permission to Repair / Reinstate / Refurbish a Memorial in Great Malvern Cemetery

Name of Stonemason..*No stonemason required. Intention is to replace the sword, to clean and weed the grave* .....

Address.. *N/A*.....

NAMM / BRAMM accreditation number...*N/A*.....

Grave Number... *Area 1. Plot 4266, Number 5104 (see attached map)* .....

Names of those interred in grave...*Private Charles Paul Ernest Giraudeau* .....

Name and Address of current grave owner..*Not known. Interred by his mother. Research in the UK and France has failed to trace relations or relatives*.....

Size and details of existing headstone .. *The plot is some 93cms wide by 207cms long. It has stone edging around grass. There is a large Portland stone gravestone 190cms high and 55-75cms wide. A (once bronze) sword is missing from the front. There is also a brass wreath on the front and inscriptions front and back.*

Full details of works proposed

1. *Install a resin sword (see picture of an example) to replace the sword already removed.*
2. *Weed the plot and replace the grass with a membrane and gravel, contained by the edging.*
3. *Sympathetically clean:*
  - a. *Edging and the memorial stone*
  - b. *Brass wreath*
  - c. *Lettering*

Methodology of works to be undertaken including details of how grave and surrounding area will be managed and preserved

*The following are proposed to be completed by three local veterans, at private expense (at no cost to the Malvern Town Council) by December 2024. The same veterans will, subsequent to the work being completed, undertake to cut the gras alogside the grave, to keep the grave clean and weed free.*

Please confirm that you have enclosed the following

Picture of current memorial





Clear illustration of proposed new memorial / repairs with sizes

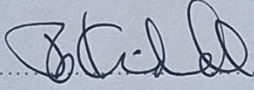
Proof of grave ownership / reasonable attempts to locate grave owner

See attached sheet.

*I cannot confirm that I am the legal grave owner nor have I enclosed signed paperwork to confirm that I act on their behalf. However, a degree of research has been done into the Griaudeau family but no living relative has been identified. The following have been contacted to trace Charles and his family and to see if there are any regulations regarding French military graves.*

- 1. The French Defence Attache, London
- 2. The French War Graves Charity "Le Souvenir Francais"
- 3. Veterans' Department (Direction de la memoire, de la culture et des archives, DCMA))
- 4. The British Commonwealth War Graves Commission, Area Director, French Area

*In the light of these actions, I am therefore feel authorised to give permission for the repairs and or reinstatement of the grave and indemnify Malvern Town Council from any costs or damage which may result from this work and any future costs to repair or maintain this memorial.*

Applicant's Signature.....

Applicant's Name ....Tim Kidwell.....

Date.....27<sup>th</sup> April 2024.....

I confirm as the Stonemason that this memorial will be installed according to NAMM Recommended Code of Working Practice in a safe and secure manner.

Stonemason  
Signature.....N/A.....

Date.....N/A.....

**Please note that all applications to repair / reinstate / refurbish graves in Great Malvern Cemetery which are dated pre-1950 will be submitted to the next scheduled meeting of the Town Council's Operations and Planning Committee.**

Permission Granted by Malvern Town Council on.....

Sign off by Town Clerk.....

Date.....

## **GRAVE OF PRIVATE CHARLES PAUL ERNEST GIRAUDEAU**

Reference:

- A. Great Malvern Cemetery Rules and Regulations 2014

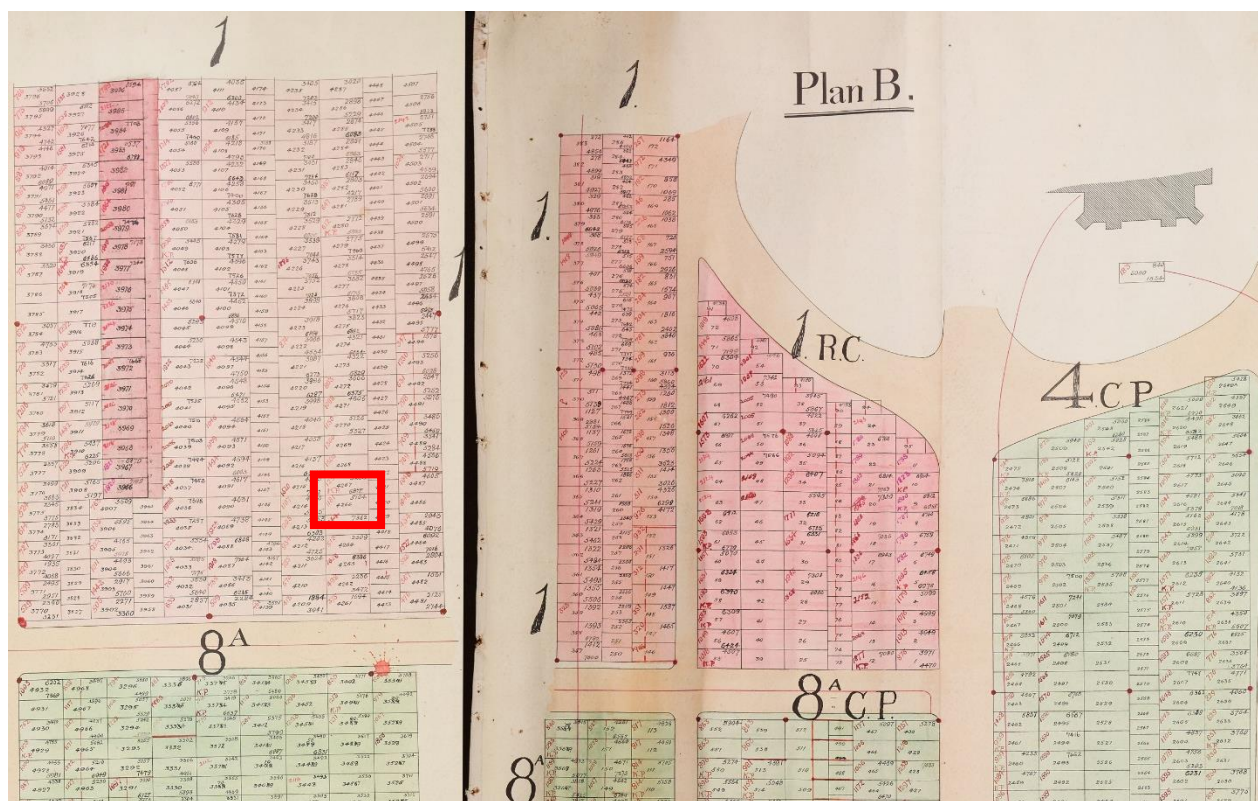
This note seeks the approval and support of the Malvern Town Council for a group of Malvern veterans to restore the grave of Private Charles Giraudeau, 159th Regiment, Alpine Infantry, French Army who died in Malvern 29<sup>th</sup> March 1919 and is buried in Great Malvern Cemetery. It will be recalled that, in 2021, the same group successfully restored the grave of Captain Alan Charles Lorraine Bate, Royal Garrison Artillery





## Grave Details

Map LOCATION: Area 1. Plot 4266, 5104



The plot is some 93cms wide by 207cms long. It has stone edging around grass. There is a large Portland stone gravestone 190cms high and 55-75cms wide. A (once bronze) sword is missing from the front. There is also a brass wreath on the front and inscriptions front and back.

*PRO PATRIA*

*A la memoire bien aimee, De mon fils, Charles Giraudeau, 1898 - 1919*

It is not an official French war grave, but rather a private burial. Therefore, it is the responsibility of the family rather than the French The French War Graves Charity "Le Souvenir Francais". It is not listed by the CWGC because although France was an ally, only the casualties of Commonwealth soldiers are recorded.

## Background Story

Charles was the only son of Madame Giraudeau. During the War, she was a member of staff at Clarendon School for Girls in Cowleigh Road, North Malvern.

Giraudeau was evacuated to Malvern for convalescence suffering from gas poisoning. He was probably accommodated at a small Red Cross auxiliary hospital, the old Malvern Hospital, off Newtown Road. However, beds were also made available at the then new Community Hospital at Lansdowne Crescent.

The Malvern News reported on Giraudeau's funeral on 12th April 1919: The first part of the service was conducted at Holly Mount Church by Revd C F Percy, of the YMCA Birmingham. The

coffin was borne by 6 returning POWs and was covered in the French flag, on which was placed a white satin cushion with the blue cap and decorations of the deceased.

A French friend of the deceased writes: *“Here by the hills of Malvern under the delicate branches of the silver birch lies a grave where the flowers have hardly faded. It is that of a young hero of liberty, who tasted the joy of his country’s victory and then gave his life as the result of his share in the gift. Of the famous 159th Regiment of the Alpine Infantry, which but its feat of arms won the lanyard of the Croix de Guerre, Charles Giraudeau was surely the youngest and at dawn on the 29th March he gently laid down his head to rest, like a tired child in his mother’s arms. They dressed him again in the sky blue uniform and laid on his coffin the flag of his country and on a cushion of whitest satin his blue cap and decorations. Six English soldiers bore him to his grave. He lies in foreign soil, but in a country well beloved.”*

### **Proposal**

The following are proposed to be completed at private expense (at no cost to the Malvern Town Council) by December 2024.

1. Install a resin sword (see picture) to replace the sword already removed.



2. Weed the plot and replace the grass with a membrane and gravel, contained by the edging.
3. Sympathetically clean:
  - a. Edging and the memorial stone
  - b. Brass wreath
  - c. Lettering

A small re-dedication service is proposed once the work is complete.

### **Information**

A degree of research has been done into the Griaudeau family but no living relative has been identified. The following have been contacted to trace Charles and his family and to see if there are any regulations regarding French military graves.

1. The French Defence Attache, London
2. The French War Graves Charity “Le Souvenir Francais”
3. Veterans’ Department (Direction de la mémoire, de la culture et des archives, DCMA))
4. The British Commonwealth War Graves Commission, Area Director, French Area

This reply has been received from the French Ministry of the Armed Forces:

*For the grave in question, it does not fall under the responsibility/conservation of the Ministry of the Armed Forces, the body having been returned to the family and is undoubtedly placed under the regime of local law. As a result, we are unable to issue a maintenance authorization or oppose this action.*

There does not, therefore, appear to be any further consultation necessary.

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 17 July 2024  
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**USE OF GREAT MALVERN CEMETERY CHAPEL**

**1. Purpose of Report**

- 1.1. For committee discussion.

**2. Recommendation**

- 2.1. Committee is asked to consider the use of Great Malvern Cemetery Chapel and make any recommendations as deemed necessary.

**3. Background**

- 3.1. During a visit to Great Malvern Cemetery, the Chair of Operations and Planning Committee for 2023/24 along with the Town Clerk and Operations Manager, viewed the cemetery chapel in Great Malvern Cemetery.
- 3.2. The chapel at Great Malvern Cemetery is available to hire for funeral services and seats fifty people. The use of this chapel has been in decline over recent years and in the last financial year 2023/24 was only used seventeen times.
- 3.3. Committee is asked to consider whether it wishes to encourage use of the chapel both for funerals and other small events whilst noting the restrictions of a building within a working cemetery and which is locked to the public outside of daylight hours.

**4. Financial Implications**

- 4.1. The current charge to hire the cemetery chapel for a funeral service is £80, or £160 for a non-resident.
- 4.2. Dependent on use of the chapel, investment may be needed to improve the facilities.

**5. Legal Implications**

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

End  
Linda Blake  
Town Clerk



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**ASSESSMENT OF SUITABLE TOWN COUNCIL SITES IN RELATION TO  
MOWING/WILDING**

**1. Purpose of Report**

1.1. For noting.

**2. Recommendation**

2.1. Committee is recommended to note and consider the assessment of suitable Town Council sites in relation to mowing/wilding.

**3. Background**

3.1. At its meeting held on 8 May 2024, Operations and Planning Committee agreed four environmental aims and actions for the next twelve months.

3.2. Aim iii was to provide an assessment of suitable Town Council sites in relation to mowing/wilding

3.3. The Council owns and maintains approximately 70 acres of land throughout Malvern Town. Approximately 15% is in the wilding programme, 10% of which is laid down to woodland and fruit tree planting, whilst the remaining 85% is made up of play areas, green and open spaces and the cemetery.

3.4. When assessing the suitability of a site in relation to mowing or wilding, the key principle is to look at its usage. Each area of land is mowed in accordance with how often it is used and what facilities it provides, but with general rules applying:

- All areas are mowed around the edge to reduce any weeds or brambles build-up against the neighbouring fences, and to deter the proliferation of vermin.
- Where grass is left to grow longer, paths are mown through it to allow dog walking and the clearing up of dog excrement.
- All play areas are kept mown and weed-free. Very small amounts of herbicide are used to kill vegetation under fence lines of the play areas. This lengthens the life of the fence, and reduces the need to strim which can leave tiny bits of strimmer cord in the fall profile.

3.5. Victoria Park is a busy destination park used by many people for a variety of activities and therefore the grass areas are mowed regularly to facilitate these.

3.6. Dukes Meadow and Lower Howsell are green and open spaces that are marked out for football and often rounders. The grass here is mowed regularly, again to facilitate these activities.

3.7. Rose Bank Gardens, Station Road Gardens, Lansdowne Crescent, and the Library are all mowed regularly in keeping with the activities and usage that happen in these areas.

- 3.8. Areas that are at present left to grow in the summer are Greenfields Road, Yates Hay Road, Adam Lee and the old section in the back of the cemetery. Leaving these areas to grow longer and wild have proved to be popular to the public. Generally, these areas are cut back in the autumn, after seed has fallen.
- 3.9. Malvern Town Council has in the past left other areas to go wild, with mixed reactions from the public. Michael's Crescent, for example, met with much local objection as children were unable to play football in the long grass and neighbours were worried about vermin. The area was therefore returned to regular mowing.
- 3.10. Officers have no changes to put forward currently to the mowing/wilding mix, but will continue to monitor sites throughout the year and make recommendations as required.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. None pertaining to this report.

End  
Charles Porter  
Operations Manager

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**HERBICIDE USAGE 2023**

**1. Purpose of Report**

1.1. For noting

**2. Recommendation**

2.1. Committee is recommended to note the amount of herbicide used in 2023 when carrying out Town Council operations.

**3. Background**

3.1. At its meeting held on 8 May 2024, Operations and Planning Committee agreed four environmental aims and actions for the next twelve months.

3.2. Aim iv was to report to Operations and Planning Committee on herbicides usage as a quantity for 2023. The amounts have now ben calculated and are as follows:

- 8 litres of Dual (glyphosate plus sulfosulfuron)
- 6 litres of Hilite (glyphosate)

3.3. All chemicals are put through a controlled droplet applicator (CDA). This ensures that the minimum amount of chemical is used for the maximum effect.

3.4. Areas sprayed are: fence lines to reduce strimming, permeable car park areas, and footpath edges such as at Victoria Park and Rose Bank Gardens.

**4. Financial Implications**

4.1. The amount spent on herbicide in the period 1 January 2023 until 31 December 2023 was £481.75.

**5. Legal Implications**

5.1. Operations Team members hold a PA6 licence to apply the herbicide.

End  
Charles Porter  
Operations Manager

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**LEASE OF LAND AT QUEEN ELIZABETH ROAD TO MALVERN RAMBLERS  
CRICKET CLUB**

**1. Purpose of Report**

- 1.1. For recommendation to Council.

**2. Recommendation**

- 2.1. Committee is asked to recommend that Full Council grant a lease for land at Queen Elizabeth Road to Malvern Ramblers Cricket Club for a period of a further thirty years.
- 2.2. An annual rental will also need to be set.

**3. Background**

- 3.1. A thirty-year lease on land at Queen Elizabeth Road was granted to Malvern Ramblers Cricket Club in October 1997. The lease was granted by Malvern Hills District Council and then transferred to Malvern Town Council when the land was also transferred.
- 3.2. Malvern Ramblers Cricket Club have approached the Town Clerk to request a new thirty-year lease under the same terms.
- 3.3. The cricket club are responsible for the maintenance and upkeep of the land and building on the site and under the terms of the lease can only use the land as a private playing field or cricket ground.
- 3.4. The club have taken good care of this asset and invested substantial funds to improve and upkeep this land.
- 3.5. Subject to council approval, officers will instruct the Town Council's solicitors to draw up a new lease and to advise on any amendments necessary bearing in mind legal changes / requirements.

**4. Financial Implications**

- 4.1. Each party would be asked to bear its own legal costs in drawing up the new lease. This is likely to be in the region of £600.
- 4.2. Current rental income from this land is £800 per annum. It should be noted that no costs are incurred by the Town Council.

**5. Legal Implications**

- 5.1. The Town Council is the legal and registered owner of the land at Queen Elizabeth Road.

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 17 July 2024  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**LEASE OF CAFÉ AT VICTORIA PARK**

**1. Purpose of Report**

- 1.1. For recommendation to Full Council.

**2. Recommendation**

- 2.1. Committee is asked to consider the request from the tenant of the new café at Victoria Park to be able to apply for a licence and sell alcohol.

**3. Background**

- 3.1. The Council agreed in May 2024 to award the tender for the operation of the café at Victoria Park to Candy Harris.
- 3.2. A draft lease has been prepared by the Town Council's solicitor and it is hoped that this can be finalised and signed as soon as possible, ahead of an opening date later in the summer.
- 3.3. The sale of alcohol was not included in either the tender specification or the outline terms of the lease and Ms Harris has now written to the Town Clerk to ask if Malvern Town Council would consider allowing her to apply for an alcohol licence to serve alcohol from the café. Her request references serving wine with lunches and Pimms in the summer.
- 3.4. Permission to grant a new licence to serve alcohol from the Community Hub building would need to be granted by Worcestershire Regulatory Services. It would be the responsibility of the tenant to apply for and obtain this licence.
- 3.5. As landowner and landlord, however the permission to sell alcohol and any restrictions on this can be further controlled by the Town Council subject to the overriding licence permission being granted.
- 3.6. Malvern Town Council can choose whether to grant permission, impose restrictions as they deem necessary, or to only allow temporary event notices for alcohol to be sold.

**4. Financial Implications**

- 4.1. Any costs incurred to obtain a licence and fulfil any conditions imposed would need to be covered by the tenant of the café.

**5. Legal Implications**

- 5.1. The Licensing Act 2003 governs premises' licences and is required if alcohol is to be sold from a venue.

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

**3. Background**

- 3.1. In September 2019, Full Council declared a climate emergency and formed a Town Council Environmental Panel to review and update the Council's Environmental Policy.
- 3.2. At Annual Council in May 2022, it was agreed to include an item relating to environmental matters on the Operations and Planning Committee as a standing agenda item.
- 3.3. Within the standing agenda item, Officers will allow for a space to give verbal updates on ongoing projects and initiatives. There will also be the opportunity for committee members to raise any issues they feel need addressing or further investigation. If agreed, these will then be listed as a future agenda item with a report and relevant information being submitted.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. None pertaining to this report.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 17 July 2024  
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**PLANNING CONSULTATIONS**

**1. Purpose of Report**

- 1.1. For comment as necessary.

**2. Recommendation**

- 2.1. The Committee is recommended to note and comment on:
- i. Specific planning applications raised by Ward members, Officers or requested by members of the public.
  - ii. Any major planning applications currently being considered.
  - iii. Any 'live' planning applications as circulated on the weekly planning lists and on the planning application log attached at Appendix A.
- 2.2. The Committee is recommended to nominate a Councillor to speak on behalf of the Town Council at MHDC's Southern Area Planning Committee (SAPC) where relevant.

**3. Background**

- 3.1. A list of planning applications is sent to members each week. Following a change in the Council's policy dating from December 2013, members are now asked to consider both major and minor applications and comment as appropriate.
- 3.2. No applications have been raised by ward members.
- 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 16  
APPENDIX A**

| <b>Application number</b>      | <b>Location</b>                             | <b>Ward</b>    | <b>Description of works</b>   | <b>Applicant</b>                        | <b>Comment deadline</b>                            |
|--------------------------------|---|----------------|---|---|--|
| <a href="#">M/24/00828/FUL</a> | Manor Park Club, Albert Road North, Malvern | Great Malvern  | Erection of 17no floodlights to 4 tennis courts   | Steve Lewis                             | 18/07/2024   |
| <a href="#">M/24/00812/HP</a>  | 9 Mason Close Malvern WR14 2NF              | Pickersleigh   | Proposed two storey side extension and dormer loft conversion   | Ms Hughes                               | 17/07/2024   |
| <a href="#">M/24/00831/HP</a>  | 45 Pound Bank Road, Malvern                 | Barnards Green | Single storey rear extension  | Miriam Adams & David Noons              | 23/07/2024   |
| <a href="#">M/24/00864/HP</a>  | 27 Blackmore Road, Malvern                  | West           | Proposed ground floor extension (to replace existing conservatory)  | Worcester Diocesan Board of Finance Ltd | 23/07/2024   |
| <a href="#">M/24/00842/HP</a>  | Hedgeways, Thirstane Road, Malvern          | Barnards Green | Replacement of existing single glazed windows with double glazed windows, and replacement of front door   | Andrew Palmer                           | 23/07/2024   |
| <a href="#">M/24/00823/HP</a>  | 38 Russell Drive, Malvern                   | Link           | Erection of single storey rear extension, single storey porch, single storey garage and remodelling of external space to provide additional off street parking                    | Anne Smith                              | 25/07/2024   |
| <a href="#">M/24/00869/HP</a>  | 38 Arosa Drive, Malvern                     | Barnards Green | Single storey rear extension  | Stephen Harfoot                         | 25/07/2024   |
| <a href="#">M/24/00812/HP</a>  | 9 Mason Close Malvern WR14 2NF              | Link           | Proposed two storey side extension and dormer loft conversion ADDITIONAL INFORMATION RECEIVED - AMENDED DESIGN SUBMITTED TO INCORPORATE DORMER WINDOW WITHIN EXTENSION ROOF SLOPE | Ms Hughes                               | Comments on additional information only by 17 July |
| <a href="#">M/24/00856/ADV</a> | Speller Metcalfe, 1-2 Maple Road, Malvern   | Link           | Installation of external non-illuminated signage to east elevation  | Matthew Bailey                          | 24/07/2024   |
| <a href="#">M/24/00905/HP</a>  | 74 Albert Road South, Malvern               | Great Malvern  | New ancillary garden building   | Mr & Mrs Nelson                         | 29/07/2024   |
| <a href="#">M/24/00839/LB</a>  | Flat 3, Park View, 33 Abbey Road, Malvern   | Great Malvern  | Various internal alterations to whole dwelling  | Adam Poplawski                          | 02/08/2024   |