



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Tuesday 17 September 2024 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



12 September 2024

townclerk@malvern-tc.org.uk
01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Operations and Planning Committee (Quorum 6):

Cllr David Mead (Chair), Cllrs Sean Austin, Caroline Bovey, Anne Cherry, Jude Green, Josephine Leibrandt, Julie MacLusky, Freya Matthews-Jones, 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 Park View Community Room, Victoria Park Road, Malvern Link, WR14 2JY on Tuesday 17 September 2024, commencing at 6.00pm 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.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Operations and Planning Committee meeting: ➤ 17 July 2024 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Community Hub Works ➤ Verbal Update
5.	Additional CCTV Camera at Victoria Park ➤ Report OC01/24 to follow
6.	Bike Shelter at Victoria Park ➤ Report OC02/24 to follow

7.	EV Charging Point for Community Car Scheme at Victoria Park ➤ Report OC03/24 to follow
8.	Review of Charges for Town Council Operational Services 2025/26 ➤ Report OC04/24 to follow
9.	Asset Refurbishment/Renewal Budget 2025/26 ➤ Report OC05/24 to follow
10.	Christmas Lights Switch-On Budget ➤ Report OC06/24 to follow
11.	Town Council Events ➤ Verbal update
12.	Powick RAF Association ➤ Report OC07/24 to follow
13.	Work Programme and Operations Update ➤ Report OC08/24 to follow
14.	Environmental Matters ➤ Report OC09/24 to follow
15.	Planning Consultations ➤ Report OC10/24 to follow
16.	Date and Time of Next Meeting ➤ Wednesday 23 October 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 17 July 2024 at 6.00 pm

Councillors

Present

S Austin
A Cherry
J Green
J Leibrandt (from 6.05pm)
F Matthews-Jones
D Mead

Absent

C Bovey
S Meager
J MacLusky
D Watkins (apologies)

Also in attendance

L Blake - Town Clerk
C Porter – Operations Manager
L Wall – Minute Clerk
Cllr Marilyn Birks, Mayor
Cllr Clive Hooper

The meeting started at 6.05pm.

1. ELECTION OF CHAIR

Cllr David Mead was elected Chair of Operations and Planning Committee for 2024/25.

2. ELECTION OF VICE-CHAIR

Cllr Freya Matthews-Jones was elected Vice-chair of Operations and Planning Committee for 2024/25.

3. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillor David Watkins.

4. DECLARATIONS OF INTEREST

None.

5. 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 8 May 2024.

6. PUBLIC PARTICIPATION

None.

7. PERMISSION TO REPAIR/REFURBISH THE GRAVE OF PRIVATE CHARLES PAUL ERNEST GIRAUDEAU IN GREAT MALVERN CEMETERY

Report OC01/24 was received and accepted.

All required paperwork had been received and the repairs to the grave would be carried out at no cost to the Town Council.

UNADOPTED

It was **AGREED** to grant permission for the repair/refurbishment of the grave of Private Charles Paul Ernest Giraudeau in Great Malvern Cemetery, with the works being co-ordinated and carried out by three local veterans.

8. **USE OF GREAT MALVERN CEMETERY CHAPEL**

Report OC02/24 was received and accepted.

Committee discussed ways in which the chapel could be used in addition to funeral services, whilst acknowledging some restrictions: usage would have to be during the hours that the cemetery gates were open, there were no toilet facilities, and the chairs in the chapel do not stack so space could be limited. Suggestions included choir practice, recitals, concerts, poetry readings and U3A events.

It was **AGREED** that the chapel would be promoted for funeral services first to see if there was an increase in bookings, and some photographs of the interior would be included on the Town Council website

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

Report OC03/24 was received and noted.

Committee found it helpful to see how sites were chosen for wilding and noted that there were some areas more suited to wilding than others, and that consideration had to be given to the usage of each area.

The Chair thanked the Operations Team for their maintenance of these sites.

Cllr Hooper left the meeting at 6.25pm

10. **HERBICIDE USAGE 2023**

Report OC04/24 was received and noted

Committee members were pleased to see that usage of herbicide was kept to a minimum and that controlled droplet applicators were used.

11. **PERMISSION TO REPAIR/REFURBISH THE GRAVE OF THE MARQUESS OF ELY IN GREAT MALVERN CEMETERY**

The required supporting documentation had not been received and therefore this item had been withdrawn from the agenda.

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

Report OC06/24 was received and accepted.

Members noted that the Malvern Ramblers Cricket Club maintained the land and building on the site to a very good standard and had invested substantial funds.

Committee was in favour of renewing the lease but felt that it should be more in line with other leases and that there should be some mechanism for increasing the rent if required.

It was **RECOMMENDED** to grant a lease for land at Queen Elizabeth Road to Malvern Ramblers Cricket Club as follows:

- The yearly rent should be increased to £840
- Thereafter, there should be a biennial rent review and increase of the RPI average over two years, but any increase would be capped at 5%.
- The lease should be for thirty years but with a break clause at 15 years.

UNADOPTED

13. LEASE OF CAFÉ AT VICTORIA PARK

Report OC07/24 was received and accepted.

The Town Clerk explained that the tenant of the new café had asked if she could apply for a licence to sell alcohol from the café premises.

Some members raised concerns over the close proximity of the play area to the café whilst others did not think it would not pose a problem.

It was **RECOMMENDED** that the tenant of the café at Victoria Park be allowed to apply for a licence to serve alcohol, on the condition that if there was an increase in anti-social behaviour as a result of the café serving alcohol, the Town Council reserved the right for permission to be withdrawn.

14. TOWN COUNCIL EVENTS

The Town Clerk reported that the main event coming up was the Mayor's Bonanza, to be held in Victoria Park on Sunday 25 August. Funds raised would go to one of the Mayor's charities, Heartstart Malvern. A ribbon cutting ceremony would start the day at 11.30am, with Mayors from other councils being invited. This would be followed by the main event opening at 12pm. There will be a sports theme, and many activities taking place.

Malvern in Bloom judging would take place on Friday 19 July, and a new route would finish at the Community Hub in Victoria Park. The Operations Team had been working very hard to make the town look its best in preparation.

It was also noted that the hanging baskets were looking particularly good this year and some great feedback had been received.

15. WORK PROGRAMME AND OPERATIONS UPDATE

Report OC08/24 was received and accepted.

The Operations Manager presented the work programme, noting that the unseasonable weather had made operations a little more difficult, but that jobs had progressed.

Adam Lee pump track project has been delayed due to planning requiring the Council to commission ecology reports. If the weather was suitable, it was hoped that work could commence in the autumn, otherwise it would be early next year.

16. ENVIRONMENTAL MATTERS

Report OC09/24 was received and accepted.

There were no environmental matters raised.

17. PLANNING CONSULTATIONS

Report OC10/24 was noted.

There were no planning matters raised.

18. DATE AND TIME OF NEXT MEETING

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 11 September 2024 at 6.00 pm.

The meeting finished at 7.05 pm.

.....(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
to be held on Tuesday 17 September 2024 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

ADDITIONAL CCTV CAMERA AT VICTORIA PARK

1. Purpose of Report

- 1.1. For recommendation to Full Council.

2. Recommendation

- 2.1. Committee is asked to agree to the installation of an additional CCTV camera at Victoria Park to cover the entranceway foyer area.

3. Background

- 3.1. In April 2024, Full Council resolved to install CCTV on the new community hub at Victoria Park.
- 3.2. During the build of the new community hub, power points were incorporated specifically to run CCTV. Five cameras were subsequently installed to monitor all sides of the building and the surrounding areas.
- 3.3. The cameras record on a thirty-day loop and Town Council staff have access to the system to look back at any incidents that occur. A large display screen has also been located in the entranceway foyer which displays the live feed from all of the cameras.
- 3.4. The Town Council's CCTV policy is on the website and appropriate signage is displayed throughout the building.
- 3.5. With the public toilet in the entranceway now being regularly used throughout the day, officers are suggesting that an additional camera should be installed to cover the entranceway area. Its live feed would also be displayed on the monitor in the foyer as a deterrent to anti-social behaviour.
- 3.6. It should be noted that whilst the public toilet is inside the community hub, it is away from both the Town Council offices and café, and therefore it is not possible to constantly monitor this area. A number of minor vandalism incidents have occurred.

4. Financial Implications

- 4.1. The cost to fit and commission an additional progressive scan camera is £300.
- 4.2. There is no specific budget allocation to cover this cost.

5. Legal Implications

- 5.1. If CCTV cameras are installed, then the correct signage must be in place.
- 5.2. The additional camera must be location in a position to respect an individual's privacy.



End
Linda Blake
Town Clerk

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BIKE SHELTER AT VICTORIA PARK

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Committee is asked to consider and agree to the installation of a bike shelter at Victoria Park.

3. Background

3.1. Now that the building of the community hub has been completed, and it is beginning to be used on a regular basis, officers have been able to ascertain the best place to install a bike shelter for use by those travelling to Victoria Park and the hub by bicycle. (See Appendix A for style of shelter and location.)

3.2. The installation of a bike shelter was one of the conditions of the planning permission being granted.

3.3. Officers feel that the most suitable place for the bike shelter is on the far right-hand side of the car park as you approach the building. This area is currently a designated disabled parking space, however there are three other disabled parking spaces in the area, which is deemed sufficient. (See Appendix B.)

3.4. If the bike shelter is placed in this area it will also be covered by the CCTV cameras, thereby providing further security for cyclists.

4. Financial Implications

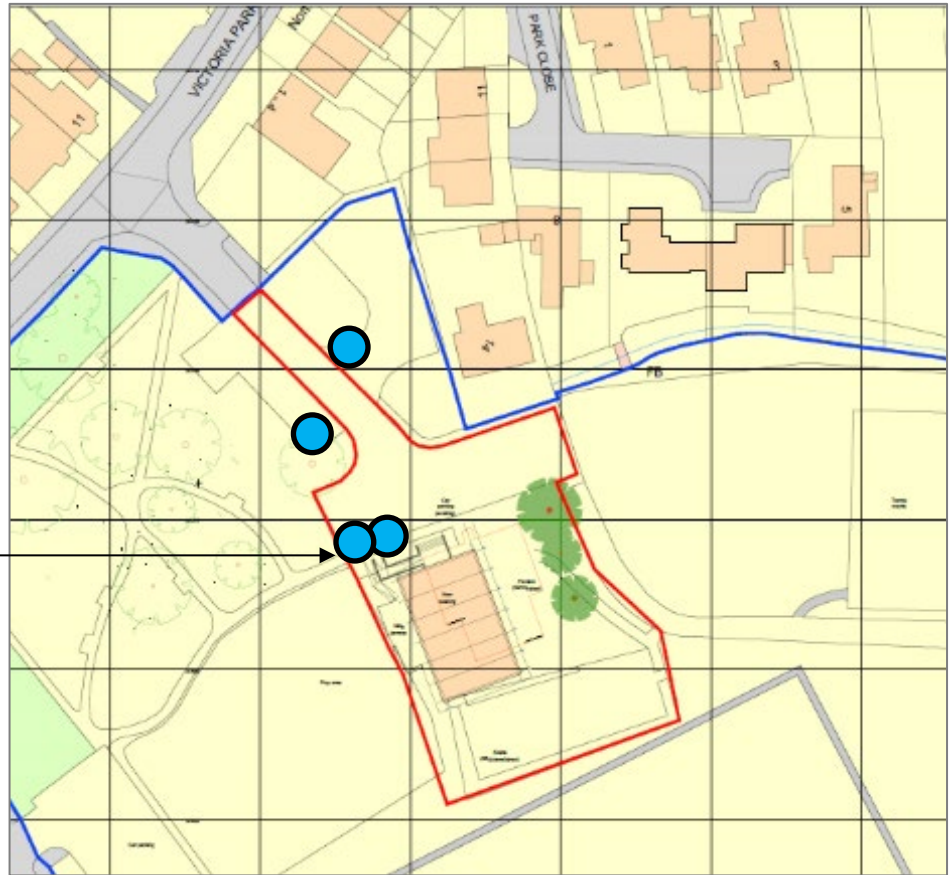
4.1. The cost to supply and install the bike shelter will be in the region of £1,500.

5. Legal Implications

5.1. The supply and installation of a bike shelter was one of the conditions of planning permission being granted for the new community hub.

End
Linda Blake
Town Clerk

Suggested
location for new
bike rack



Proposed location of bike racks and existing disabled parking spaces



Example bike shelter

**AGENDA ITEM 6
REPORT OC02/24
APPENDIX B**



**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
to be held on Tuesday 17 September 2024 at 6pm
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EV CHARGING POINT 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 Malvern Hills Car Club to locate an EV charging point in the car park at Victoria Park, adjacent to Pickersleigh Avenue.

3. Background

- 3.1. Officers have been approached by representatives of Malvern Hills Car Club Community Car Share, who would like to use a car parking space at Victoria Park as a charging point for one of their cars.
- 3.2. The car share has eighteen cars and 210 households as members. One petrol car is currently parked in the cul-de-sac off Victoria Park and the club has plans to replace it with an electric vehicle later in the year.
- 3.3. All cars have to be located at a fixed point and with electric vehicles, a charger must also be available.
- 3.4. The request is for a dedicated parking space at the far end of the car park adjacent to Pickersleigh Avenue. This space is immediately next to a car club member's property and the charging point would be supplied from their house and through a hatch point in the fence.



- 3.5. Should the Town Council agree to this, there would be no cost, as the car club would be responsible for installation and for insurance of the charging point.

3.6. Whilst Malvern Town Council cannot designate a spot just for car club use, it is likely that this scheme would result in the loss of one public parking space as it would mostly be in use by the community car club.

4. Financial Implications

4.1. All costs to be covered by Malvern Hills Car Club.

5. Legal Implications

5.1. All insurance and risk to be the responsibility of Malvern Hills Car Club.

End
Linda Blake
Town Clerk

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REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONS SERVICES 2024/25

1. Purpose of Report

1.1. For recommendation to Council.

2. Recommendation

2.1. Committee is asked to review the level of charges on operational services, consider officer suggestions and to make recommendations for charges for the 2025/26 year.

3. Background

3.1. The annual budget is decided by Full Council in December every year. As part of this, the charges for the Town Council's operational services must be agreed to finalise income projections.

Cemetery

3.2. The budget for 2024/25 estimated that Great Malvern Cemetery would generate £74,000 of income, this being the largest income stream other than the precept.

3.3. Officers have reviewed the current cemetery charges against those from other areas and have found them to be on the low end of the scale.

3.4. Increases in the cemetery charges during the previous two years have been:

2024/25 – 6.7%

2023/24 – 4%

However, bearing in mind that charges are comparatively low and that the costs for maintaining Great Malvern Cemetery are increasing every year, officers are suggesting that an increase of in the region of 11% should be considered.

3.5. This would result in the following increase in charges:

	2024/25	2025/26
Purchase of a grave space	£560	£620
Purchase of cremated remains space	£224	£248
Interment to single depth	£394	£437
Interment of cremated remains	£224	£248

All other cemetery charges would be increased by the same agreed percentage and rounded down.

Allotments

- 3.6. Income from allotment rental has been budgeted at £6,456 for 2024/25.
- 3.7. Increases in the previous two years have been:
2024/25 – increase from £36 to £40
2023/24 – no increase
- 3.8. A review of allotment charges in the Worcestershire area shows that although other councils are increasing their charges, Malvern Town Council's charges are overall currently in line with them. Following last year's increase of £4, officers are suggesting that an increase of £1 per 125 square metre plot be considered.

Sports pitches

- 3.9. Income from pitch fees and changing room hire is estimated at £1,014 for 2024/25.
- 3.10. Increases in sports pitch costs in the previous two years have been:
2024/25 – 4.5%
2023/24 – 4%
- 3.11. Malvern Town Council's sports pitch hire charges are not out of line with other charges in the county. Officers feel, however, that the difference between senior and junior charges is not representative of the overhead costs incurred by the Council and that with the majority of the income relating to junior teams that this gap should be addressed.
- 3.12. Officers are suggesting that an increase of 4.5% should be applied to senior pitch charges, with a higher increase perhaps to be considered for junior pitch charges.
- 3.13. Current sports charges are as follows:
- | | |
|--|------|
| Hire of senior football pitch (season) | £280 |
| Hire of junior football pitch (season) | £127 |
| Hire of changing rooms senior (season) | £276 |
| Hire of changing rooms junior (season) | £110 |
- 3.14. Committee members are now asked to consider the level of operational charges for the period 1 April 2025 to 31 March 2026.

4. Financial Implications

- 4.1. The level of charges will influence income projections for 2025/26 and will be included within the Town Council's budget for the 2025/26 financial year.

5. Legal Implications

- 5.1. The Town Council has a statutory duty to provide allotments where there is a demand for them, under the Smallholdings and Allotments Act 1908.
- 5.2. The Town Council acts as the Burial Authority in Malvern on behalf of the District Council.
- 5.3. Sporting facilities are provided under the powers of a Town Council covered by the Public Health Act 1875, Local Government Act 1972 and Open Spaces Act 1906.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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ASSET REFURBISHMENT/REPLACEMENT BUDGET 2025/26

1. Purpose of Report

- 1.1. For review and decision.

2. Recommendation

- 2.1. To consider and agree the Operational Projects listed at Appendix A and make recommendations for inclusion in the Council's 2025/26 budget.

3. Background

- 3.1. Every year, officers review and evaluate Town Council assets in order to make recommendations for operational projects to be included in the next budget year. This is done as part of a larger plan to ensure assets are refurbished on a rolling programme of works and new projects actioned where necessary.
- 3.2. Appendix A contains a series of projects as proposed by officers for the Council to carry out in the next financial year.
- 3.3. The Operations and Planning Committee is asked to agree the programme of project works to be carried out in 2025/26 or to make alternative suggestions if appropriate. Following approval by this committee, the programme will be incorporated into the Council's budget via the Policy and Resources Committee.
- 3.4. Committee will note that an emphasis has been placed on the provision of funding for new play area equipment at Victoria Park. External funding will also be sought for this as appropriate, but these funding streams are limited,

4. Financial Implications

- 4.1. If all projects are agreed, project expenditure will be £70,000.

5. Legal Implications

- 5.1. Malvern Town Council is a local precept authority and may issue a precept for each financial year before 1 March in the preceding financial year.
- 5.2. It is important for Council to prepare accurate budgets in order to ensure that they will receive monies during the year which are necessary for the proper carrying out of the Council's functions.

End
Linda Blake
Town Clerk

**AGENDA ITEM 9
REPORT OC05/24
APPENDIX A**

NAME OF PROJECT	DETAILS	ANTICIPATED COSTS	PRIORITY
Victoria Park play area	Replace small climbing unit that was removed for safety reasons with a toddler play equipment area adjacent to the café patio.	£20,000	High
Victoria Park play area	Victoria Park play area was last refurbished in 2009 at a cost of £85,000. Fourteen years later and as a play area which is very well used, plans need to be made for the purchase of new equipment in 2026/27. Given that these costs could be in the region of £150,000, officers feel it would be prudent to begin allocating some funds in this financial year.	£40,000	High
General	Replacement noticeboards/signage	£4,000	Medium
General	Refurbishment of cemetery lodge – replacement toilet, some carpeting, and general decoration.	£6,000	Medium
Total		£70,000	

**A REPORT OF THE TOWN CLERK TO
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CHRISTMAS LIGHTS SWITCH-ON BUDGET

1. Purpose of Report

1.1. For decision.

2. Recommendations

2.1. Committee is asked to approve an additional £2,000 for the Christmas Lights Switch-On Event on Saturday 23 November 2024.

3. Background

3.1. The Christmas Lights Switch-On Event has evolved over the years and has in recent times been an event held on a Saturday, jointly managed by MHDC and MTC but with the Town Council in a more prominent organisational role.

3.2. The Christmas Festival has been very well supported by community groups, traders, music groups, and local youth organisations in previous years and most have agreed to take part again in 2024:

- St Richard's Hospice, Malvern Link – providing Christmas trees for the Christmas grotto.
- Dance in Motion & Amelia K Academy – assisting with the Christmas grotto, performances and parade.
- Girlguiding Association – provision of art and craft workshop.
- Community choirs – i-sing and Malvern Rock Choir.
- Church junior choirs.
- School choirs/bands.

3.3. This year the Christmas Lights Switch-On Event is being entirely organised by Malvern Town Council, with a grant being provided by Malvern Hills District Council, which will cover the security on the day, and circus performances and workshops at The Coach House Theatre. The theme for the event is 'The Circus'.

3.4. Due to clashes with an event in Malvern Priory, the arts and crafts market held in the Priory grounds is now being held a week later. The Town Council has therefore taken steps to organise a smaller market with some stalls on Abbey Road and some at the library.

3.5. An advertisement was put out for local traders to take part in this market and this has received a very positive response from local traders in Barnards Green, Malvern Link and Great Malvern, some of which are included below:

- Austin & Co
- Barnards Green Post Office
- Three Bears Bakery
- Hillbilly's Street Kitchen

- Malvern Sweets
- Thornridge Interiors

3.6. The Christmas Committee, which co-ordinates the switch-on event, has suggested some additional entertainment areas this year to include:

- Outside Connells Estate Agents, Church Street
- The Glebe, Priory Church Grounds
- Coach House Theatre

These additional areas are the result of requests from traders and to try and provide “spots” of entertainment throughout the town.

3.7. The Christmas Lights Switch-On Event and parade will take place as usual with the lights being switched on at 5.30pm.

3.8. To carry out a successful Christmas Festival event and to ensure that all entertainment areas are fully programmed in terms of activities, music and performers, officers are requesting an additional budget.

4. Financial Implications

4.1. The budget for the Christmas Lights Switch-on event in 2024 was set at £6,050.

4.2. An additional £2,000 is now require to cover all costs now associated with this event.

4.3. These costs could be reduced to £1,000 if the cost for the toys in the grotto is covered by the entrance fee, but this would reduce the amount that goes to charity.

4.4. Event related costs are generally on the rise and for a large event of this nature, licences and extra insurance incur costs.

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.
- Street collection licence.
- 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

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POWICK RAF ASSOCIATION – BATTLE OF BRITAIN ANNIVERSARY

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Committee should consider and agreed to a proposal from the RAF Association Worcester and District Branch for an event to commemorate the 85th anniversary of the Battle of Britain in 1940.

2.2. This event to be held as part of the regular Bands in the Park programme on Sunday 14 September 2025.

3. Background

3.1. Officers from the Town Council have been approached by the RAF Association Worcester and District Branch who would like to support an afternoon of military-style music as part of the council's Music in the Park programme to commemorate the 85th anniversary of the Battle of Britain in 1940.

3.2. The Battle of Britain was a major air campaign that began in the summer of 1940 to prepare for an invasion of England. The German Luftwaffe bombed British industrial plants, air force bases, and cities, including London and Coventry. The British resisted fiercely, and the battle ended in the spring of 1941 with a clear defeat for the Luftwaffe.

3.3. The Battle of Britain was, and still is, the largest air battle the world has ever seen. It was spread over four months from 10 July 1940 until 31 October 1940.

3.4. The Battle of Britain is remembered annually on 15 September. 2025 marks the 85th anniversary and officers are suggesting that this event could be held on Sunday 14 September as the closest Sunday to this annual remembrance day.

3.5. The proposal is that a brass band would be selected which would offer a programme of well-known and popular tunes featuring the themes of RAF films such as Dam Busters, 633 Squadron, Battle of Britain theme, Magnificent Men in their Flying Machines, the RAF March and other suitable tunes.

3.6. This could be a joint event with the Town Council providing a band as part of the summer programme of music concerts and the RAF Association having a stall and applying for a flypast.

4. Financial Implications

4.1. Costs will be contained in the Music in the Park budget for 2025/26.

5. Legal Implications

5.1. Permission to hire Priory Park bandstand and park is sought for the season from May to September annually from Malvern Hills District Council.

AGENDA ITEM 12
REPORT OC07/24

- 5.2. A Performing Rights Society Licence is required for the afternoon as there will be live performances from sheet/covers music performed. Officers will ensure the appropriate licences are put in place.
- 5.3. The RAF Association would ensure that all appropriate aviation licences were put in place in time for the event, please note application deadline is 31st October 2024.

End
Linda Blake
Town Clerk

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

**A REPORT OF THE TOWN CLERK TO
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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
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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 15
APPENDIX A**

Application number	Location	Ward	Description of works	Applicant	Comment deadline
M/24/00904/HP	13 Hayslan Green, Malvern	Great Malvern	Full height extension to rear of dwelling with insertion of roof lights to existing roof	Mr & Mrs Manuschka	18/09/2024
M/24/01041/FUL	Malvern Social Education Centre, 41 Geraldine Road, Malvern	Barnards Green	Demolition of existing buildings and the erection of 16 dwellings, plus landscaping and associated works	Cameron Homes Ltd	18/09/2024
M/24/01144/FUL	W M Morrison Supermarkets plc, Roman Way, Malvern	link	Creation of charging zone, erection of EV chargers, erection of canopy, jet wash bays, sub-station enclosure, LV panel, meter cabinet, plant room and associated works	Motor Fuel Group Ltd	19/09/2024
M/24/01203/FUL	The Malvern Theatres, Grange Road, Malvern, WR14 3HB	Great Malvern	Part demolition, refurbishment and extension of Malvern Theatres building to form a new studio theatre, workshop space, lift, entrance, back of house accommodation with ancillary office floorspace, an external amphitheatre and all associated works.	Jason Yarwood	19/09/2024
M/22/00043/OUT	Land at (OS 7938 4954) Newland Grange, Stocks Lane, Newland	Link	Outline planning application for the erection of up to 92 dwellings (including 40% affordable housing) alongside a new access road, landscaping, drainage and other associated works (all matters reserved except for access) ADDITIONAL INFORMATION RECEIVED:	Beechcroft Lane Ltd	Comments on additional information only by 11/09/24
M/23/01654/FUL	Land adjoining The Cotford Hotel, Graham Road, Malvern	Great Malvern	Erection of one self-build dwelling, with associated access and landscaping	Mr & Mrs C Morgan	Planning appeal lodged, written representations by 04/10/24
M/24/01088/HP	7 Albert Park Road, Malvern, WR14 1HL	Link	Replacement windows and doors, removal of chimney, installation of 2 dormers to front roof slope, part rendering and cladding of elevations, landscaping, canopy roofs to rear elevation, installation of solar panels and changes to boundaries.	Mr Andrew Thompson	23/09/2024
M/24/01067/FUL	8 Somers Road, Malvern, WR14 1HJ	Link	Construction of two new semi-detached dwellings, together with an eco-cabin for holiday let visitor accommodation, and associated landscaping works.	Mr & Mrs Edward Elgar	24/09/2024

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M/24/01159/HP	Hedgeways, Thirlstane Road, Malvern	Barnards Green	Erection of a two-storey rear extension and conversion of part of a garage to an office	Andrew Palmer	25/09/2024
M/23/01284/FUL	The Sports Pavilion, 27 Greenhill Drive, Malvern, WR14 2BW		Installation of 2.4m high mesh security fencing and gates around the clubhouse NOTIFICATION OF PLANNING APPEAL	Appellant name Nicholas Hayes-Wilson	Written representatives by 10 October 2024
M/24/01163/FUL	Land at (OS 7811 4585) Tibberton Road, Malvern	Great Malvern	Erection of a detached dwellinghouse	Malvern St James	03/10/2024
M/24/00851/HP	Bath Villa, 345 Worcester Road, Malvern	Link	Installation of driveway, extension of dropped kerb, opening of entrance and erection of wall	Adam Evans	03/10/2024