



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 29 November 2023 at 6.00 PM
In the Council Chamber, Belle Vue Terrace, Malvern**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
WR14 4PZ



23 November 2023

townclerk@malvern-tc.org.uk
Tel: 01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

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

Cllrs David Mead (Chair), Freya Matthews-Jones (Vice-chair), Sean Austin, Caroline Bovey, Anne Cherry, Jude Green, Josephine Leibrandt, Lou Lowton, Simon Meager, David Watkins

All other Members of the Town Council for information only

You are hereby invited to attend a meeting of the Operations and Planning Committee to be held in The Council Chamber, Belle Vue Terrace, Malvern on Wednesday 29 November 2023, 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. J. 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: ➤ 18 October 2023 (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. | Suggestions for Music in the Park 2024 ➤ Report OC01/23 to follow |
| 5. | Ukraine Independence Event ➤ Report OC02/23 to follow |
| 6. | Bedding Tender 2024/25 ➤ Report OC03/23 to follow |

| | |
|------------|---|
| 7. | Victoria Park Skateboard Park Refurbishment and Consultation ➤ Report OC04/23 to follow |
| 8. | Land at Adam Lee ➤ Verbal report |
| 9. | Lease of Dukes Meadow Pavilion ➤ Report OC05/23 to follow |
| 10. | Works Programme and Operations Update ➤ Report OC06/23 to follow |
| 11. | Environmental Matters ➤ Report OC07/23 to follow |
| 12. | Planning Consultations ➤ Report OC08/23 to follow |
| 13. | Date and Time of Next Meeting ➤ Wednesday 24 January 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 18 October 2023 at 6.00 pm

Councillors

Present

D Mead (Chair)
F Matthews-Jones (Vice-chair)
C Bovey
A Cherry
J Green
L Lowton (from 6.05pm)
S Austin
D Watkins

Absent

J Leibrandt (apologies)
S Meager (apologies)

Also in attendance

C Porter – Deputy Town Clerk/
Operations Manager
L Wall – Minute Clerk
A member of the public

37. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillor Josephine Leibrandt and Councillor Simon Meager.

38. DECLARATIONS OF INTEREST

None.

39. 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 September 2023

40. PUBLIC PARTICIPATION

A member of the public attended the meeting to answer any questions councillors may have on planning application M/23/01227/HP, Flat 6, St Andrews House, 38 Graham Road, Malvern, which falls in Great Malvern ward.

No comments had arisen prior to the meeting, and members of the committee had no questions or comments.

41. SUGGESTIONS FOR MUSIC IN THE PARK 2024

Report OC01/23 was received and accepted.

Following a request made by committee at the previous meeting, officers had researched steel bands and three choirs and rated them out of 5. However, members felt that they would need more information on how the bands had been rated before making a decision and it was therefore **AGREED** to defer this item until the next meeting.

42. UKRAINE INDEPENDENCE EVENT

Report OC02/23 was received and accepted.

UNADOPTED

Members discussed the proposed format of an event to celebrate Independence Day of Ukraine and raised the following points:

- The anticipated cost and effort required was high for an event lasting 2 ½ hours
- The event should be extended to around six hours and incorporate other groups from Malvern to make it more cost effective and inclusive
- Town Council staff would have to work overtime; could the event be put on by the Ukraine community without the Town Council's support to save this?
- This event did not fall within the Town Council's remit
- If this event was supported, it could mean lots of other communities asking for similar Town Council support which would not be possible
- The event would show the Town Council's support for a displaced nation

It was **AGREED** that officers should approach the group to find out the following information:

1. Are they working with any other groups?
2. Have they asked any other organisations for financial support?
3. Could they provide more information about the event they want to run?
4. Would they consider it being a longer event?

Once the information had been received, it would be presented to the Operations and Planning Committee for consideration.

43. **OTHER TOWN COUNCIL EVENTS**

The Operations Manager gave a verbal update on other Town Council events as follows:

- The town recently won a Gold award in the Heart of England in Bloom awards.
- Planning permission had been received for the building at Victoria Park.
- Arrangements for the Christmas festival were ongoing with MHDC having agreed to provide extra security.
- Hanging baskets had been taken down and bedding plants put into troughs and planters.
- There would be an Armistice Day cross laying service at the Priory on Saturday 11 November at 10.40am and a Remembrance service at the Priory on Sunday 12 November at 10am. Stewards were required for manning road closures.

44. **REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONAL SERVICES 2024/25**

Report OC04/23 was received.

Members of the committee were asked to consider the fees charged for operational services in the three areas of the cemetery, allotments and sports pitches.

Members noted that some charges had not risen at all in the past four years, and felt it was important to increase them now so that a much larger increase did not become necessary in the future.

It was proposed therefore that a 6.7% increase be applied to all operational charges for the year 2024/25, with resulting figures being rounded down to the nearest pound.

A vote was taken but the proposal fell.

UNADOPTED

Discussion resumed and the Operations Manager explained that costs associated with operational services had increased again over the past year.

It was agreed that it was not necessary to apply the same percentage increase to all areas, and each of the three operational services should be looked at individually.

Great Malvern Cemetery

It was **RECOMMENDED** that a 6.7% increase be applied to all cemetery charges for the year 2024/25, with resulting figures being rounded down to the nearest pound.

Allotments

It was **RECOMMENDED** that the allotment charge for a 125 square metre plot be increased from £36 to £40.

Sports pitches

It was **RECOMMENDED** that a 4.5% increase be applied to all sports charges for the year 2024/25, with resulting figures being rounded down to the nearest pound.

45. **OPERATIONAL PROJECTS – BUDGET 2024/25**

Report OC05/23 was received and accepted.

It was **RECOMMENDED** that the following operations projects be included in the Council's budget for 2024/25:

| NAME OF PROJECT | DETAILS | ANTICIPATED COSTS |
|-------------------------|---|-------------------|
| Victoria Park play area | With the new community hub building scheduled to be installed in 2024, there is a need to make adjustments to the current play area to facilitate the location of this building. Relocate zip wire, remove swing set, remove toddler climbing frame, remove hedgerows and old fence. | £20,000 |
| 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 2025/26. Given that these costs could be in the region of £200,000, officers feel it would be prudent to begin allocating some funds in this financial year. | £40,000 |
| Adam Lee | New EA compliant swing set, new EA compliant roundabout to expand and improve play facilities at Adam Lee. | £20,000 |
| Adam Lee | Works to install new gateway entrance to Adam Lee and replacement fencing. | £6,000 |
| General | Bus shelter repairs | £3,000 |
| General | New bins | £3,000 |
| Total | | £92,000 |

UNADOPTED

46. **VEHICLE/MACHINERY REPLACEMENT SCHEDULE FOR 2024/25**

Report OC06/23 was received and noted.

The Operations Manager explained to members that each year an amount is put into the vehicle/machinery replacement fund to build up a reserve for the purchase of council vehicles and machinery. This helps to eliminate the need for large funds to be raised in one year when there is a high-cost purchase to be made.

It was **RECOMMENDED** that the following proposal be included in the Council's Vehicle/Machinery Replacement Budget for 2024/25:

| Machine | Cost |
|---------------------|---------|
| Replacement tractor | £15,000 |

47. **REFURBISHMENT OF JAMAICA CRESCENT PLAY AREA**

Report OC04/23 was noted.

The Operations Manager explained that eight companies had been approached to quote on the refurbishment of Jamaica Crescent play area. Four had declined to tender as the project was considered too small.

The four tenders received were all very close on price but Company B was recommended as it included an extra piece of equipment instead of refurbishing an existing piece.

It was **AGREED** to award the contract to refurbish Jamaica Crescent play area to Company B at a cost of £19,900.

48. **WORK PROGRAMME AND OPERATIONS UPDATE**

The Operations Manager presented the work programme, noting that the pump track at Adam Lee was progressing – the design of the track was being finalised, and clarification sought on whether planning permission was required as it may be allowed under permitted development. It was hoped that works could start at the end of March 2024, with completion approximately three weeks later. If possible, this will coincide with works to the play area.

49. **ENVIRONMENTAL MATTERS – INCLUDING ENVIRONMENTAL POLICY TASK AND FINISH GROUP**

Report OC08/23 was received and noted.

It was **AGREED** that a task and finish group be set up to review the environmental policy and environmental achievements and to report back with any recommendations. Membership would be as follows:

- Cllr Lou Lowton
- Cllr Sean Austin
- Cllr Josephine Leibrandt
- Cllr Freya Matthews-Jones

No further environmental matters were raised.

50. **PLANNING CONSULTATIONS**

Report OC09/23 was noted.

Cllr Mead updated members on the following:

UNADOPTED

- 41 Geraldine Road, Malvern - pre-application advice had recently been sought for a proposal of eighteen houses, a third of which would be affordable homes, but no social housing was included.
- Works at the site of former Barracks Stores, Qinetiq, had been halted for twelve weeks whilst various site issues were sorted out. Planned traffic calming measures required before the first dwelling was occupied had not been started, and an enforcement notice had been served regarding unfinished roads and pathways.

No other planning matters were raised.

51. DATE OF NEXT MEETING

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 29 November 2023 at 6.00 pm.

The meeting finished at 7.10 pm.

.....(Chairman)

DRAFT

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

**to be held on Wednesday 29 November 2023
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

SUGGESTIONS FOR MUSIC IN THE PARK 2024

1. Purpose of Report

1.1. For discussion and decision.

2. Recommendation

2.1. Committee is recommended to consider band and choir quotations for the addition of a steel band and gospel choir to the Music in the Park concert programme for 2024.

3. Background

3.1. Following the Operations and Planning Committee meeting held on 13 September 2023, Officers were asked to research steel bands and gospel choirs and the feasibility of them performing at the Town Council's Sunday afternoon concerts throughout the summer months.

3.2. The following table shows quotations received from steel bands.

| BAND | NUMBER IN BAND | FEE | OFFICER RATING OUT OF 5 |
|-------------|-----------------------|------------|--------------------------------|
| Band A | 3 band members | £800 | 4 |
| Band B | 4 band members | £850 | 4 |
| Band C | 3 band members | £500 | 5 |

3.3. The following table shows quotations received from gospel choirs.

| CHOIR | NUMBER IN CHOIR | FEE | OFFICER RATING OUT OF 5 |
|--------------|-------------------------|------------|--------------------------------|
| Choir A | 100 – 200 choir members | £900 | 5 |
| Choir B | 50 – 150 choir members | £400 | 4 |
| Choir C | 100 – 150 choir members | £350 | 5 |

3.4. Committee should note that all of the gospel choirs that officers spoke to stated that two hours of gospel singing would be difficult on the vocal chords and may be a little repetitive. Choir B suggested that they perform 45 minutes of gospel and then 45

minutes of contemporary. Both Choirs B and C said they were happy to perform two 45-minute sessions but would require 20-25 minutes break in between.

- 3.5. It should also be noted that given the large number of choir members, not all would fit on the bandstand, but they would be happy to have some in the bandstand and the remainder to one side. An issue would arise in wet weather however, as the choir numbers would have to be restricted by available space in the bandstand.
- 3.6. With an 18-week programme of bands in the park during the summer, there is competition between bands for places. If committee agrees to a steel band and a gospel choir forming part of the 2024 programme, the number of brass bands and/or other music genres will need to be reduced.

4. Financial Implications

- 4.1. All fees would be contained within the Music in the Park budget for 2024/25.

5. Legal Implications

- 5.1. A PRS licence would need to be obtained and hire forms for using Priory Park completed, along with risk assessments and site maps submitted to Malvern Hills District Council.

End

Authors of Report:
Linda Blake
Town Clerk

Lyndsey Davies
Operations & Office Co-ordinator

**A REPORT OF THE TOWN CLERK TO
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UKRAINE INDEPENDENCE EVENT 2024

This item has been withdrawn due to lack of information being made available

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BEDDING TENDER 2024/25

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. To award the contract for the supply of summer bedding plants for summer 2024 (delivery June 2024) and bedding plants for spring 2025 (delivery October 2024) to Company A.

2.2. To award the contract for the supply of hanging baskets and plants for Belle Vue troughs (delivery June 2024) to Company A.

3. Background

3.1. Tenders are sought in late autumn each year for the Council's annual summer and spring bedding as well as for hanging baskets and troughs. In November 2023, officers contacted four nurseries and invited them to tender for the bedding plant contract. Of these, one declined to tender as their growing area had already been allocated to crops for spring 2024. The three other companies expressed an initial interest in submitting a tender but when officers followed up the tenders, only two were received.

| Company | Summer Bedding 2024 | Spring Bedding 2025 | Hanging Baskets & Troughs |
|---------|------------------------|------------------------|------------------------------|
| A | £1,095.00 | £952.50 | £5,110.00 |
| B | £1,100.00 | £1476.00 | Did not quote |

3.2. Despite best possible efforts being made to secure three quotes, only two tenders were received by the due date. This is being reported to committee as an exception to financial regulations where three tenders are normally sought.

3.3. Having reviewed the tenders received for both price, quality and competency, officers are suggesting that the whole tender is awarded to Company A.

4. Financial Implications

4.1. The cost of summer and spring bedding at £2,047.50 will be included in the annual budget and represents a significant saving of £1,652.50 from the 2023/24 annual budget.

4.2. The cost of hanging baskets and troughs at £5,110 will be included with the Malvern in Bloom annual budget with the overall bloom budget being increased to £7,500 for 2024/25.

5. Legal Implications

5.1. None pertaining to the report.

End

Charles Porter
Operations Manager

**A REPORT OF THE TOWN CLERK TO
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**VICTORIA PARK SKATEBOARD PARK REFURBISHMENT
AND CONSULTATION**

1. Purpose of Report

1.1. For decision.

2. Recommendation

- 2.1. Committee is asked to approve a public consultation for the future of the skateboard park in Victoria Park. This to be carried out in February/March 2024.
- 2.2. Committee is asked to note that the skateboard park will be closed as from 12 February 2024 due to commencement of onsite works for the new community hub building at Victoria Park.

3. Background

- 3.1. An order has now been placed for a new community hub building at Victoria Park.
- 3.2. It has long been accepted that this new building's footprint will encroach into the area of the current skatepark and therefore that this would provide an opportunity to refurbish and improve facilities at the same time that this facility is moved.
- 3.3. There is section 106 funding to support this project and therefore a public consultation will need to be undertaken to gain an understanding of what features local residents would like to be included in the new skateboard park and where it should be located.
- 3.4. Officers are suggesting that a public consultation could take place in February/March 2024 and this will also coincide with when the skateboard park will need to be closed for construction works.
- 3.5. When onsite building works are mobilised in mid-February, the fencing will be removed, the ramps relocated (not for use) in another area of the park, the walls will be broken down and then the area will be filled with the arisings from the installation of the footings, in order that the surrounding ground can be landscaped to give better sight lines to the building and more security.
- 3.6. There is no suitable alternative site for a temporary relocation of the existing ramps without removing and restricting other sports facilities and therefore there will be a period when no skateboard facilities are in the park.
- 3.7. A public consultation would take the format of questionnaires and public engagement events to allow residents to have an input into what should be provided and where.
- 3.8. Following the results of the public consultation, a proposal would be submitted for council approval after which tenders need to be obtained.

4. Financial Implications

- 4.1. There are section 106 public open space contributions available for the purchase, provision, improvement and/or maintenance of Victoria Park skateboard park.
- 4.2. The Town Council's budget for 2023/24 contains £500 to be used towards a public consultation.

5. Legal Implications

- 5.1. The Town Council is the legal owner of this area of Victoria Park.
- 5.2. The Town Council has powers to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them.

End
Linda Blake
Town Clerk

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**LEASE OF DUKES MEADOW PAVILION –
MALVERN YOUTH AND JUNIOR FOOTBALL CLUB**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Committee is asked to review the decision to award a five-year, full-repairing lease on Dukes Meadow Sports Pavilion to Malvern Youth and Junior Football Club based on new circumstances arising and to make a recommendation to Full Council accordingly.

3. Background

3.1. In September 2023, Full Council agreed to grant a five-year, full-repairing lease on Dukes Meadow Sports Pavilion to Malvern Youth and Junior Football Club at a quarterly rental of £50. This was subject to the provision of a reasonable development plan that could be monitored by the Town Council.

3.2. This agreement was made following an approach by representatives from Malvern Youth and Junior Football Club for a long lease of three to five years. As part of this they wished to carry out renovations to the pavilion including:

- Moving the kitchen and installing a serving hatch
- Installing a ramp to improve accessibility
- Painting the building
- Installation of double doors with shutters

3.3. The Town Clerk wrote to Malvern Youth and Junior Football Club on 13 September, setting out the terms for the new lease, and requesting acceptance of those terms. Confirmation was received on 20 October, but there has been no development plan supplied.

3.4. Unfortunately, at the time confirmation was received the Town Council was chasing payment of outstanding invoices from 1 September, some of which remain unpaid.

3.5. Dukes Meadow pavilion has not been used by Malvern Youth and Junior Football Club since the end of October, although they continue to play from the pitches at Dukes Meadow.

4. Financial Implications

4.1. An invoice from 1 September 2023 remains outstanding.

4.2. No costs have yet been incurred to draw up a lease as solicitors have not yet been instructed.

5. Legal Implications

5.1. The councils standing orders follow the six-month rule for council decisions. However, a motion moved following a committee recommendation can allow a decision to be reversed if circumstances are appropriate.

End
Linda Blake
Town Clerk

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ENVIRONMENTAL MATTERS

1. Purpose of Report

- 1.1. For noting/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

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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 12
APPENDIX A**

| Application number | Location | Ward | Description of works | Applicant | Comment deadline |
|--------------------------------|---|----------------|--|---------------------|-------------------------|
| M/23/01417/HP | Belle View Villa, 194 Worcester Road, Malvern | Link | Extension to existing garage and change of use to habitable space. | Mrs Jahanara Ali | 29/11/2023 |
| M/23/01477/OUT | 58 Cowleigh Road, Malvern | West | Outline application for proposed new dwelling with all matters reserved except for access | Mrs Ann Collins | 30/11/2023 |
| M/23/01574/HP | 63 Britten Drive, Malvern, WR14 3LG | Barnards Green | Demolition of single-storey garage and conservatory. Construction of two-storey and single-storey side extensions (resubmission of approved M/23/00085/HP) | Ms Dawn Smith | 01/12/2023 |
| M/23/01521/FUL | 65 Bellars Lane, Malvern, WR14 2DJ | Barnards Green | Demolition of existing building and erection of one pair semi-detached houses and a detached bungalow including a separate double garage. | Mr Pm Brooks | 06/12/2023 |
| M/23/01514/FUL | Court House Nursing Home, 3-5 Court Road, Malvern | Barnards Green | Phased development to existing C2 site. Two phased demolition and construction with two new buildings with associated parking and landscaping. | Mr Raymond Mortimer | 12/12/2023 |
| M/23/01611/HP | 22 Eston Avenue, Malvern | Barnards Green | Two storey side extension, single storey rear extension, replacement porch | Mr & Mrs Hill | 12/12/2023 |