



# **MALVERN TOWN COUNCIL**

## **OPERATIONS AND PLANNING COMMITTEE**

### **REPORTS**

**For meeting to be held on Wednesday 30 April 2025 at 6.00 PM  
in the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link**

# MALVERN TOWN COUNCIL

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



23 April 2025

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

## MEETING OPEN TO MEMBERS OF THE PUBLIC

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

Cllr David Mead (Chair), Cllrs Sean Austin, Caroline Bovey, Anne Cherry, Jude Green, Josephine Leibrandt, Julie MacLusky, David Watkins

### All other Members of the Town Council for information only

You are hereby invited to attend a meeting of the Operations and Planning Committee to be held in the Park View Community Room, Victoria Park Road, Malvern Link, WR14 2JY on Wednesday 30 April, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to be 'Charles Porter'.

**Charles Porter**  
**Operations Manager**

No.	Agenda Item
1.	<b>Apologies for Absence</b> To receive and note apologies for absence
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Operations and Planning Committee meeting: <ul style="list-style-type: none"><li>➤ 12 March 2025 (previously circulated)</li></ul>
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	<b>Commemoration for Nick Houghton</b> <ul style="list-style-type: none"><li>➤ Report OC01/25 to follow</li></ul>
5.	<b>Clearance works in Great Malvern Cemetery</b> <ul style="list-style-type: none"><li>➤ Report OC02/25 to follow</li></ul>
6.	<b>Request for a bench in Victoria Park</b> <ul style="list-style-type: none"><li>➤ Report OC03/25 to follow</li></ul>
7.	<b>VJ Day Event</b> <ul style="list-style-type: none"><li>➤ Report OC04/25 to follow</li></ul>

<b>8.</b>	<b>Town Council Events</b> ➤ Verbal update
<b>9.</b>	<b>Review of Inventory of Land and Assets</b> ➤ Report OC05/25
<b>10.</b>	<b>Pump Track at Adam Lee</b> ➤ Verbal update
<b>11.</b>	<b>Skatepark at Victoria Park</b> ➤ Verbal update
<b>12.</b>	<b>Work Programme and Operations Update</b> ➤ Report OC06/25 to follow
<b>13.</b>	<b>Environmental Matters</b> ➤ Report OC07/25 to follow
<b>14.</b>	<b>Planning Consultations</b> ➤ Report OC08/25 to follow
<b>15.</b>	<b>Date and Time of Next Meeting</b> ➤ Wednesday 29 May 2025 at 6pm

**UNADOPTED**

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

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

**Wednesday 12 March 2025 at 6.00pm**

**Councillors**

**Present**

D Mead (Chair)  
S Austin  
C Bovey  
A Cherry  
J Green  
J Leibrandt  
J MacLusky (from 6.02pm)  
D Watkins

**Absent**

**Also in attendance**

L Blake - Town Clerk  
C Porter – Operations Manager  
J Winkworth – Minute Clerk  
Cllr Marilyn Birks, Mayor

**61. APOLOGIES FOR ABSENCE**

None received.

**62. DECLARATIONS OF INTEREST**

Cllr Austin declared a personal interest in Agenda Item 5.

Cllr MacLusky arrived at 6.02pm

**63. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and these were signed by the Chair:

- Operations and Planning Committee meeting 29 January 2025

**PUBLIC PARTICIPATION**

None.

**64. ELECTION OF VICE-CHAIR**

Cllr Anne Cherry was elected Vice-Chair of Operations and Planning Committee.

**65. COMMEMORATION FOR NICK HOUGHTON**

Report OC01/24 was received and accepted.

The Chair asked the Committee for their thoughts on a fitting tribute for Nick. The following ideas were offered:

- Naming of the Community Hub
- Sign or Plaque to be situated by the MALVERN sign in Rose Bank Gardens
- Honour his work with Guide Dogs with a statue in Victoria Park

After discussion, Committee **AGREED** that the preferred option would be to erect a sign/plaque by the MALVERN sign in Rosebank Gardens.

## UNADOPTED

It was **AGREED** that the Town Clerk, Operations Manager and Chair of Operations and Planning would meet to consider suitable wording for the plaque and a possible design for how the plaque would be mounted. This would then be brought to the next meeting of Committee before a recommendation was submitted to Full Council.

It was **NOTED** that any plaque/sign should have longevity, be kept in place at least for the lifetime of Nick's family and be kept in good condition.

### 66. **REVIEW OF CHARGES FOR PARK VIEW COMMUNITY ROOM**

Report OC02/24 was received and accepted.

The Committee were asked to review the current charges for the Park View Community Room and to consider if any dispensations or discounts should be included in the fee structure.

Following further discussion, it was **RECOMMENDED** that:

- the current charges should remain in place with a further review to take place in six months
- every year the Mayor's charity or charities should be given free use of the room
- a morning or afternoon should be set aside each week when Town Councillors would be able to book the room for relevant Town Council business

### 67. **MUSIC IN THE PARK PROGRAMME 2025/26**

Report OC03/24 was received and accepted.

The Committee were asked to consider quotations received for the addition of an extra steel band, gospel choir or a calypso band for the afternoon concerts taking place during the summer months.

Following a discussion it was **AGREED** that a Calypso band would be added to the programme and that Lyndsey Davies, Operations and Office Co-ordinator would be given delegations to choose accordingly.

### 68. **VE DAY CELEBRATIONS**

Report OC04/24 was received and noted.

The Committee **RECOMMENDED** that an event to celebrate the 80<sup>th</sup> Anniversary of VE Day should be held on Saturday 10 May at Victoria Park.

Cllr Austin asked if there would be any memorial to mark VJ Day, and the Town Clerk agreed to discuss this with fellow officers and report back to a future meeting.

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

The Town Clerk informed the committee that full Planning Permission had been granted, and all Planning considerations are now fully approved. The Council is waiting for the Contractor to be in touch with a start date.

### 70. **SKATEPARK AT VICTORIA PARK**

The Town Clerk informed the committee that a meeting is due to take place tomorrow to agree the tender process (Thursday 13 March) and that there would be more information to report in due course.

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

Report OC05/24 was received and accepted.



## UNADOPTED

The Operations Manager informed the committee that there has been no change since last month. Work has continued and the 'new years' work programme will commence in April.

The Chair asked for the committee's thanks to be passed onto the Operations Team for their continued work.

### 72. **ENVIRONMENTAL MATTERS**

Report OC06/24 was received and accepted.

There were no Environmental matters to report.

### 73. **PLANNING CONSULTATIONS**

Report OC07/24 was received and accepted.

There were no specific matters raised.

The Town Clerk updated the committee on M/24/01731/FUL, 61 Abbey Road which was discussed at last month's meeting – objections were received by MHDC and the planning application was refused.

### 74. **DATE AND TIME OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 30 April 2025 at 6.00 pm.

The meeting finished at 7.02 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 30 April 2025 at 6.00pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**COMMEMORATION FOR NICK HOUGHTON**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Committee are asked to recommend to Full Council that a bronze plaque be placed on the stone plinth adjacent to the MALVERN sign at Rose Bank Gardens as a commemoration to Nick Houghton.
- 2.2. The wording to be included on the bronze plaque will be confirmed at the meeting and has been agreed with Nick's family.

**3. Background**

- 3.1. Nick Houghton died aged 59 on 10 December 2024. His death was sudden, saddening and his loss felt by many.
- 3.2. At the time of his death, Nick Houghton was a Town Councillor having been elected to the Town Council in 2019. He also served as Mayor of Malvern for two years from May 2021 to May 2023.
- 3.3. Following a Notice of Motion submitted to Full Council, it was resolved that Cllr Nick Houghton should be remembered in some significant way and the decision on how best for Nick to be remembered and honoured should be sent to Operations and Planning Committee for discussion and then for presentation to Full Council at a later date.
- 3.4. At the last meeting of this committee, it was agreed that the preferred option would be to erect a sign/plaque by the Malvern sign in Rosebank Gardens and that the Town Clerk, Operations Manager and Chair of Operations and Planning would meet to consider suitable wording for the plaque and a possible design for how the plaque would be mounted. This would then be brought to the next meeting of Committee before a recommendation was submitted to Full Council.
- 3.5. Officers have met with Cllr Sean Austin to agree the proposed site as shown below and Cllr Austin has communicated that the family are in agreement as well.



- 3.6. The stone plinth will be cleaned up and the plaque will be a durable, high quality brass plaque in keeping with the other plaques in the vicinity of the Malvern Sign.
- 4. **Financial Implications**
  - 4.1. The plaque will be approximately £500.
- 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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**CLEARANCE WORKS IN GREAT MALVERN CEMETERY**

**1. Purpose of Report**

- 1.1. For noting.

**2. Recommendation**

- 2.1. Malvern Town Council will now take back on the maintenance of Plot 4 in Great Malvern Cemetery.

**3. Background**

- 3.1. Approximately two years ago Malvern Town Council was approached by Malvern Civic Society as they wished to hold a regular working party to maintain Plot 4 of Great Malvern Cemetery.
- 3.2. Plot 4 is in the older part of the cemetery towards the Wilton Road end and contains some notable memorials including that of Doctor Wilson of the Water Cure Fame.
- 3.3. The Civic Society have held monthly working groups to help maintain the plot with regards to vegetation removal and some cleaning of memorials.
- 3.4. Over the past twelve months the Civic Society have been unable to maintain the numbers that were needed to keep clearing the vegetation away and as a result large amounts of brambles have overridden the plot.
- 3.5. Following a meeting on 18 March with Katherine Barber and Brian Isles from Malvern Civic Society it was agreed that Malvern Town Council would now recommence the maintenance of Plot 4 to ensure its long-term maintenance, and that the vegetation remains under control.
- 3.6. Following this agreement the Operations team have cleared all the brambles and when suitable regrowth has occurred a spray will be applied to suppress the regrowth.
- 3.7. Malvern Town Council will go back to the original regime before the Civic Society took on the maintenance of strimming down the plot in the late autumn to maintain the wildflowers.

**4. Financial Implications**

- 4.1. There are no direct financial implications to this report, but there will be more staffing hours required on an annual basis.

**5. Legal Implications**

- 5.1. None.

End  
Charles Porter  
Deputy 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 30 April 2025 at 6.00pm  
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**REQUEST FOR BENCH IN VICTORIA PARK**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

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

**3. Background**

3.1. Officers have been approached by a group of dog walkers who regularly use Victoria Park with a request for a bench to be installed in the main grassed area of the park where most of the dogs are exercised.

3.2. Some of the dog walkers have mobility issues and it has been recognised that there are no benches within the park other than in the orchard area and within the play area. A new bench would provide additional seating for users of the park whilst providing a place to rest for those with mobility issues.

3.3. Officers are mindful that the location of benches away from the busier areas of the park and with limited sight lines could attract anti-social behaviour and so have suggested that a bench be placed to the eastern side of the basketball courts. The bench would be installed on a concrete pad.

3.4. Malvern Town Council occasionally has requests for benches in memory of loved ones, however, these requests are becoming less as the benches become more expensive and are now in the region of £900 for a metal low maintenance bench.

3.5. The bench type purchased by the Town Council is an anti-vandal Eastgate bench which has a cast iron framed seat featuring galvanised mild steel slats. These benches are hard wearing, longer lasting than wooden equivalents and require less ongoing maintenance.

3.6. The proposed bench would be just under eight feet in length and in Council green. The image here shows the style of the Eastgate bench, but the 8-foot version also has a central leg.

3.7. The dog walking group have also expressed a wish to fit a plaque to the bench dedicating it to the memory of the dogs of Victoria Park. This would cost approximately £200.



- 3.8. Councillors are reminded that benches will be required when the new Skatepark is constructed in the next 18 months.

**4. Financial Implications**

- 4.1. The cost of a 2400mm Eastgate anti vandal bench with delivery and materials to fit will be approximately £1,500. This does not include the cost of a plaque.
- 4.2. There is no budget for this request, and therefore expenditure would need to be taken from reserves.

**5. Legal Implications**

- 5.1. None.

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 30 April 2025  
in the Park View Community Room, Malvern, at 6.00 pm**

**Victory Over Japan Flag Raising Ceremony 2025**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Committee is asked to agree to purchase and erect a new flagpole within the vicinity of Victoria Park and to hold an official opening event on 15 August 2025, with refreshments in the Community Room afterwards.
- 2.2. Committee is asked to agree to a flag raising ceremony to pay tribute to the veterans from World War II, as part of the official opening of the flagpole on 15 August 2025.

**3. Background**

- 3.1. Following the Operations Committee meeting of 12 March 2025, Officers were asked to consider marking a V-J Memorial Day.
- 3.2. Officers are suggesting marking the V-J Memorial Day by erecting a flagpole in Victoria Park, and holding a flagpole raising ceremony, from 10.30am – 11.00am, followed by refreshments in the Park View Community Room.
- 3.3. Victory in Japan Day, commonly referred to as V-J Day, is the day when Japan formally surrendered to the Allied forces, bringing World War II to an end. The surrender was announced on August 15, 1945, following the atomic bombings of Hiroshima and Nagasaki, and was formally signed on September 2, 1945, aboard the USS Missouri in Tokyo Bay. V-J Day is observed to honour the conclusion of the war in the Pacific and to remember the immense human cost of the conflict.
- 3.4. The location of the flagpole will be at the front of the Community Hub with the exact positioning to be delegated to Officers.

**4. Financial Implications**

- 4.1. The cost of purchasing a flagpole will be in the region of £300 with the installation costing a further £200.
- 4.2. The refreshments will cost in the region of £100 from a local supplier.

**5. Legal Implications**

- 5.1. None pertaining to this report.

End

Charles Porter  
Deputy Town Clerk

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

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 30 April 2025  
in the Community Hub Building, Victoria Park Road, Malvern Link, at 6.00 pm**

**REVIEW OF INVENTORY OF LAND AND ASSETS**

**1. Purpose of Report**

- 1.1. For noting.

**2. Recommendation**

- 2.1. Committee is asked to review and note the inventory of land and assets at Great Malvern Cemetery, all Council owned buildings, machinery, benches, bins and bus shelters.

**3. Background**

- 3.1. This report focuses on council owned property.
- 3.2. Please note that for security reasons, the inventory will not be issued in the public domain. Councillors only will be issued a copy ahead of the meeting. The Town Council's current Asset list is attached at Appendix A.
- 3.3. It is good practice to review inventories of land, buildings and equipment at least every three years both for insurance and operations purposes.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. Asset Registers and Inventories are required for insurance purposes, accounting purposes and must be reviewed as part of the Annual Governance and Accountability Return.

End

Charles Porter  
Deputy Town Clerk



[illegible]

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
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**ENVIRONMENTAL MATTERS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

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

**3. Background**

- 3.1. At Annual Council in May 2022, it was agreed to include an item relating to environmental matters on the Operations and Planning Committee as a standing agenda item.
- 3.2. Within the standing agenda item, Officers will allow for a space to give verbal updates on ongoing projects and initiatives. There will also be the opportunity for committee members to raise any issues they feel need addressing or further investigation. If agreed, these will then be listed as a future agenda item with a report and relevant information being submitted.
- 3.3. The Council currently provide environmental achievements on the Town Council website, in the quarterly newsletter and on social media as they occur.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. None pertaining to this report.

End

Charles Porter  
Deputy 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

Charles Porter  
Deputy Town Clerk

**AGENDA ITEM 14**  
**APPENDIX A**

<b>Application number</b>	<b>Location</b>	<b>Ward</b>	<b>Description of works</b>	<b>Applicant</b>	<b>Comment deadline</b>
<a href="#"><u>M/25/00389/FUL</u></a>	The Gatehouse, Ranelagh Road, Malvern, WR14 1BQ	Link	Erection of 2no. two-storey dwellings alongside the refurbishment and sub-division of the existing building to form 2no. dwellings	Crystalight Ltd	11/05/2025
<a href="#"><u>M/25/00547/ADV</u></a>	67 Upper Howsell Road, Malvern, WR14 1TP	Upper Howsell	Digital display screen positioned inside the store.	Ms Abbie Bannerman - CO-OP	08/05/2025
<a href="#"><u>M/25/00579/ADV</u></a>	The Co-operative Food, 86-88 Barnards Green Road, Malvern, WR14 3LY	Barnards Green	Digital display screen positioned inside the store.	Ms Abbie Bannerman	10/05/2025
<a href="#"><u>M/25/00567/FUL</u></a>	Land At (Os 7760 4943), Upper Interfields, Malvern	Upper Howsell	Change of Use of field to a dog walking park	Mrs Eva Brunson	24/05/2025
<a href="#"><u>M/25/00324/CU</u></a>	5 Whitborn End, MALVERN, WR14 2XB	Barnards Green	Change of use of existing annex to provide dual use as ancillary accommodation to the main dwelling and holiday accommodation	Mr & Mrs A Wharton	10/05/2025