

**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 30 April 2025 at 6.00pm**

**Councillors**

**Present**

D Mead (Chair)  
S Austin  
J MacLusky (6.03pm)  
A Cherry  
J Leibrandt

**Absent**

Caroline Bovey (apologies)  
Jude Green (apologies)  
David Watkins (apologies)

**Also in attendance**

L Blake - Town Clerk  
C Porter – Operations Manager  
J Winkworth – Minute Clerk  
Cllr Marilyn Birks, Mayor  
Cllr Clive Hooper (from 6.05pm)

**75. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Cllrs Caroline Bovey, Jude Green and David Watkins

**76. DECLARATIONS OF INTEREST**

Cllr Austin declared a personal interest in Agenda Item 4.

Cllr MacLusky arrived at 6.03pm

Cllr Hooper arrived at 6.05pm

**77. 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 12 March 2025

**PUBLIC PARTICIPATION**

None.

**78. COMMEMORATION FOR NICK HOUGHTON**

Report OC01/25 was received and accepted.

The Committee **RECOMMENDED** 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. The bronze plaque will contain the following wording which has been agreed by the family.

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In Memory of Nick Houghton  
5 February 1965 – 10 December 2024  
Mayor of Malvern 2021 – 2023  
Architect of The Malvern Sign  
In Rose Bank Gardens

### 79. **CLEARANCE WORKS IN GREAT MALVERN CEMETERY**

Report OC02/25 was received and noted.

The Operations Manager informed the committee that Malvern Town Council will now take back the maintenance of Plot 4 in Great Malvern Cemetery from Malvern Civic Society to ensure its long-term maintenance and that vegetation remains under control.

### 80. **REQUEST FOR BENCH IN VICTORIA PARK**

Report OC03/25 was received and noted.

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

The Town Clerk informed the committee of the dog walkers request and their willingness to 'crowd fund' for an additional plaque in memory of any dogs that have passed away. Following a discussion, it was **AGREED** to approve the purchase of a new eight-foot anti-vandal Eastgate bench and site it within Victoria Park to enable the dog walking group to enjoy the park in a greater extent.

### 81. **VJ DAY EVENT**

Report OC04/25 was received and accepted.

The Committee **RECOMMENDED** 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.

It was further **RECOMMENDED** to agree 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.

### 82. **TOWN COUNCIL EVENTS**

The Town Clerk gave an update on the fantastic events that are being planned by the Events team.

#### Mayor's Peaks Challenge

The preparations for the Mayor's Peaks Challenge are being finalised in readiness for the event. There are approximately 60 walkers taking part in the long route and 35 walkers taking part in the short route. Members of staff will be marking the route the day before the event and there will be a full programme of activities and music in Priory Park during the day.

#### VE Day Celebrations

This event will take place on 10<sup>th</sup> May both outside at Victoria Park and in the Park View Meeting Room. There are local veterans taking part in the event along with cadet groups. There will be music, displays, presentations and children's activities throughout the day.

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### Bands in the Park

There is a full programme of music available during the 'Bands in the Park' season from 11 May 2025. Volunteers are still required and dates will be included on the weekly memo.

#### **83. REVIEW OF INVENTORY OF LAND AND ASSETS**

Report OC05/25 received and accepted.

The Operations Manager discussed the two reports during the meeting which contained a list of all land and assets at Great Malvern Cemetery, all Council owned buildings, machinery, benches, bins and bus shelters.

It was **RECOMMENDED** to review and note the inventory of land and assets as presented to Operations and Planning Committee.

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

The Operations Manager gave a verbal update with regards to the Adam Lee Pump Track. The contractors are on site and the works have commenced with a possible finish date towards the end of May. The Town Clerk noted that a letter has been sent to Evie Richards, a local professional cyclist, to see if she would be available to open the pump track during June or July.

#### **85. SKATEPARK AT VICTORIA PARK**

The Town Clerk gave a verbal update with regards to the progress on the Skatepark at Victoria Park. This project is currently out to tender with a deadline of 2 June 2025.

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

Report OC06/25 was received and accepted.

The work programme has been compiled for 2025/2026. The toddler play area was completed and opened in time for the Easter holidays. The spring bedding plants are being cleared due to effects of bad weather sooner than planned.

#### **87. ENVIRONMENTAL MATTERS**

Report OC07/25 was received and accepted.

There were no environmental matters to be considered or investigated.

#### **88. PLANNING CONSULTATIONS**

Report OC08/25 was received and accepted.

The Chair informed the committee on the progress of a build of the new homes past St James playing field which will hopefully have the first occupants in November and be completed by March 2026.

41 Geraldine Road – once tree preservation order and root protection plans are sorted, matters should progress on. There will be a build of 16 properties, although no social housing included within this build.

Cllr Hooper raised planning application M/25/00389/FUL at The Gatehouse, Ranelagh Road, Malvern – the site of an old convent with listed buildings and whether this would be an over intensive development. The Chair suggested that the Link ward Councillors have a look at the proposal and make any comments to the District Councillor for Link to bring forward to the Planning committee – attendance would be required at the meeting to address any objections.

Cllr Birks left the meeting at 6.54pm.

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

The Chair thanked everyone for their attendance and input, and it was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 29 May 2025 at 6.00 pm.

The meeting finished at 6.55pm.

.....(Chairman)

DRAFT