

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 28 May 2025 at 6.00pm**

Councillors

Present

D Mead (Chair)
A Cherry (Vice Chair)
S Austin
C Bovey
J Leibrandt
D Watkins

Absent

E Green (apologies)
J MacLusky (apologies)

Also in attendance

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

1. ELECTION OF CHAIR

Cllr David Mead was elected Chair of Operations and Planning Committee for 2025/26.

2. ELECTION OF VICE CHAIR

Cllr Anne Cherry was elected Vice-Chair of Operations and Planning Committee for 2025/26.

3. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors Julie MacLusky and Emma Green.

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 Chair:

- Operations and Planning Committee meeting 30 April 2025

PUBLIC PARTICIPATION

None.

6. UPDATE AND REVIEW OF PERFORMING RIGHT SOCIETY (PRS) CHARGES FOR 2025/26

Report OC01/25 was received and accepted.

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The Committee **AGREED** to note the increase in PRS charges for this financial year 2025/26 and for future years, and the impact this would have on current and future budgets. It was further noted that the charges would be subject to an annual inflationary increase.

Committee were also asked to consider the Performing Rights Society fees for Exercise to Music within the Community Hub Building, and whether these should be passed onto the hirer of the exercise to music class.

It was **RECOMMENDED** that Malvern Town Council should absorb the PRS fees for exercise to music classes until March 2026. Room hire charges would then be increased for those that require a PRS Music licence from April 2026 and this increase would be included as part of the overall review room hire charges.

7. **CHRISTMAS LIGHT SWITCH ON – UPDATE FOR 2025 AND FIVE YEAR TIMETABLE OF DATES**

Report OC02/25 was received and noted.

The Committee were asked to approve the Christmas Light Switch On dates for 2025 to 2029.

The Committee **RECOMMENDED** the schedule of dates for the five-year period 2025 to 2029 as listed below:

- Saturday 22 November 2025, Great Malvern and Friday 28 November 2025, Malvern Link
- Saturday 21 November 2026, Great Malvern and Friday 27 November 2026, Malvern Link
- Saturday 20 November 2027, Great Malvern and Friday 26 November 2027, Malvern Link
- Saturday 25 November 2028, Great Malvern and Friday 1 December 2028, Malvern Link
- Saturday 24 November 2029, Great Malvern and Friday 30 November 2029, Malvern Link

The Committee were asked to note the update on arrangements for the Christmas Light Switch On Event in November 2025 and to agree the inclusion of two stage shows aimed at families on Saturday 22 November 2025 at the Coach House Theatre.

The Committee **AGREED** the schedule of activities for the event and asked Officers to include within the ticket allocation for stage shows at the Coach House Theatre, discretionary tickets for disadvantaged families. Officers were asked to investigate the best way to disseminate these tickets by liaising with the Coach House Theatre and Cube Youth.

8. **TOWN COUNCIL EVENTS**

Officers updated the committee on events planned for the coming months which included VJ Day on 15 August and Mayor's Bonanza on 23 August.

9. **PERMISSION TO REPAIR/REFURBISH THE GRAVE OF THE MARQUIS OF ELY IN GREAT MALVERN CEMETERY**

Report OC03/25 was received and accepted.

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Committee **AGREED** that the repair/refurbishment of the memorial for The Marquis of Ely in Great Malvern Cemetery be carried out by the Friends of Malvern Cemeteries with the stonemason being Steve Allard & Son Stonemasons.

10. **REVIEW OF PROCESS AND TIMETABLE FOR ALLOTMENT CHARGES**

Report 04/25 was received and accepted.

Committee were asked to consider and review the current process for the invoicing and collection of allotment rent and to make any suggestions as necessary.

It was **RECOMMENDED** that the invoicing period should change from 15 calendar days to 15 working days, giving allotments holders longer to pay their invoices. Non-payment after this will result in a £25 late payment charge, after which final payment terms before a tenancy is then terminated would be increased from 10 days to 10 working days.

The Committee asked the Town Clerk to continue to investigate methods of payment.

11. **WORKS AT ADAM LEE**

Report OC05/25 received and accepted.

It was **NOTED** that drainage and hard standing would be installed on land at Adam Lee which surrounds the Bike Pump Track.

12. **REFURBISHMENT OF VICTORIA PARK PLAY AREA**

Report OC06/25 received and accepted.

The Committee **NOTED** that Officers had submitted An Expression of Interest Form for the Community Facility Legacy Grant Scheme in respect of the refurbishment of Victoria Park Play Area.

Committee **RECOMMENDED** to carry out a public consultation on new play area equipment for Victoria Park in order to assess user needs and requirements as well as to provide evidence of support for this project.

13. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC07/25 was received and accepted.

The work programme has been compiled for 2025/2026. The toddler play area at Victoria Park will be finished by Friday 30 May. Junior fitness equipment is being installed adjacent to the adult fitness equipment at Victoria Park. There has been a good response to tenders submitted for the skatepark and the deadline for tenders is 9 June. Summer bedding will be arriving week beginning 2 June and hanging baskets will arrive in the week of 9 June.

14. **ENVIRONMENTAL MATTERS**

Report OC08/25 was received and accepted.

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

Cllr Birks, raised a concern about the use of a particular chemical on the brambles in Great Malvern Cemetery. This had been reported at a previous Operations and Planning Committee and agreed, following the excessive growth in brambles which the friends of Cemeteries had not been able to manage successfully. The use of herbicide was a one-off occurrence to deal with the overgrowth of brambles at Great Malvern Cemetery, which moving forward will be easier to manage.

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15. PLANNING CONSULTATIONS

Report OC09/25 was received and accepted.

Cllr A Cherry left the meeting at 7.10pm

Cllr J Leibrandt raised concerns as follows from residents.

Planning Application: M/24/01731/FUL, Location: 61 Abbey Road

A new application, but for a previously discussed application had been submitted. This included the same main details but at a lower elevation within the development. The residents of 18 – 20 College Road would like points previously raised to be addressed as the developer has not satisfied the issues raised initially. It was **AGREED** that the Town Council would send a letter of objection to this application reiterating the concerns raised previously and particularly the drainage issue.

Cllr D Mead updated the committee on the development at 41 Geraldine Road. The development of 16 houses is going ahead and the residents are concerned about the trees within this area, particularly the root protection zone. This is where the roots are protected within a certain area, so that building works cannot be carried out.

16. CALENDAR OF MEETINGS

Cllr D Mead raised this as a point of discussion, to extend the time between the meetings, however after discussion with the committee, it was **AGREED** to maintain the frequency of the meetings as detailed in the current calendar

17. 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 9 July 2025 at 6.00 pm. Apologies were given in advance of this meeting by the Town Clerk.

The meeting finished at 7.30pm.

.....(Chairman)