



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Thursday 24 July 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



18 July 2025

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, Emma Green, Josephine Leibrandt, Julie MacLusky, Nathan Wanklin, 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 Thursday 24 July, 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
2.	Declarations of Interest
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Operations and Planning Committee meeting: <ul style="list-style-type: none">➤ 28 May 2025 (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.	Mayor's Bonanza <ul style="list-style-type: none">➤ Report OC01/25 to follow
5.	VJ Day 80th Anniversary Commemorations 2025 <ul style="list-style-type: none">➤ Report OC02/25 to follow
6.	Charity Fundraising at the Christmas Light Switch On 2025 <ul style="list-style-type: none">➤ Report OC03/25 to follow
7.	Renewal of Self-management Tenancy Agreement at Monksfield Lane Allotments <ul style="list-style-type: none">➤ Report OC04/25 to follow
8.	Car Park Line Marking in Victoria Park <ul style="list-style-type: none">➤ Report OC05/25 to follow

9.	Signage for the Community Hub ➤ Committee discussion
10.	Skatepark at Victoria Park ➤ Verbal update
11.	Work Programme and Operations Update ➤ OC06/25 to follow
12.	Environmental Matters ➤ OC07/25 to follow
13.	Planning Consultations ➤ OC08/25 to follow
14.	Date and Time of Next Meeting ➤ Wednesday 20 August 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 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.

UNADOPTED

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.

UNADOPTED

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.

UNADOPTED

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)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
to be held on Thursday 24 July 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

MAYOR'S BONANZA UPDATE

1. Purpose of Report

- 1.1. For noting.

2. Recommendations

- 2.1. Committee is asked to note the update on arrangements for the Mayor's Bonanza charity event on Saturday 23 August in aid of Malvern Special Families.

3. Background

- 3.1. Officers at the Town Council are working with Malvern Special Families to put on a "Family Fun Day" themed Mayor's Bonanza on Saturday 23 August 2025 from 11:30 until 5pm with the official opening of the event at 12 noon by the Mayor.
- 3.2. The event will be held at Victoria Park, Malvern Link outside the Community Hub building.
- 3.3. Publicity will be produced and managed by Town Council Staff with the aim to get maximum coverage in the weeks leading up to the event.
- 3.4. The afternoon will have a mixture of paid for and free activities in the park including a climbing wall, Zorb circuit, inflatable slide dart board and football shootout game along with mini golf. There will also be a toddler inflatable centre with ball pit and small slide as well as a selection of fete stalls where all children can win a prize as well as face painting with glitter tattoos (temporary) and glitter hair.
- 3.5. Throughout the afternoon we will have live entertainment from two bands, Candy and the Sounds and The Institutions. I-Sing Choir will also be performing as well as local dance groups.
- 3.6. Town Council staff are organising small sports day style activities in the afternoon where children can get involved in egg and spoon races, sack races and throwing events etc. There will also be a small competition for the best child in fancy dress to encourage families to get involved, with a prize for the winner – this will be free of charge to enter and will have a parade mid-afternoon.
- 3.7. We are also hoping to run small workshop sessions throughout the event varying from dance to arts and crafts. All these activities will be free of charge.
- 3.8. A selection of local food vendors will be on site to provide refreshments with Bilberry Café (the café onsite) providing tea, coffee, cake and ice creams.
- 3.9. Malvern Special Families will be in attendance and will be running a Teddy Bear Tombola as well as providing information on the important work which they do.
- 3.10. Town Councillors will be asked to "volunteer" during the afternoon with help being required on fete stalls and selling tickets for activities.

4. Financial Implications

4.1. The budget for the Mayor's Bonanza is £6,300.

5. Legal Implications

5.1. The following licences are applied for to be able to hold the Mayor's Bonanza Event:

- Performing Rights Licences for entertainment area.
- Street collection licence for Mayor's charity.
- Additional insurance fees due to inflatables
- Alcohol license for mobile bar

End
Linda Blake
Town Clerk

Author of Report:
Amy Bromage
Events and Communications Officer

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

**to be held on Thursday 24 July 2025
in the Park View Community Room, Malvern, at 6.00 pm**

VJ DAY 80TH ANNIVERSARY COMMEMORATIONS 2025

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is asked to agree the following to commemorate the 80th anniversary of VJ Day
- i) A flag raising ceremony followed by a reception and music entertainment on Friday 15 August 2025
 - ii) An expansion to the Music in the Park Event being held on Sunday 17 August 2025, with additional music and speakers connected to VJ Day events both worldwide and in Malvern

3. Background

- 3.1. 2025 marks the 80th anniversary of VJ Day, or Victory over Japan Day, the end of World War II, specifically when Japan surrendered to the Allied forces, effectively ending the war in the Pacific. It is commemorated on August 15th, 1945, when Japan announced its surrender, although the formal surrender document was signed on September 2nd.
- 3.2. VJ Day also has significance within Malvern, and it was an unfortunate coincidence that the announcement of the surrender of Japan and VJ day coincided with the release to the British public of the previously secret story of radar in Malvern and its part in the victory. News of the work of the 'Malvern Boffins' broke on VJ day in 1945 and on any other day it would have been on the front pages of the world's press. All the national newspapers covered the story, but not all on the front pages.
- 3.3. The flag raising ceremony will be held at the new flagpole next to the Community Hub building from 10am – 10:15am. Dr Gilbert Greenall, Deputy Lord Lieutenant of Worcestershire and the Mayor of Malvern will say a few words followed by the official raising of the VJ Day Flag,
- 3.4. A reception will follow from 10:30am until 1pm in the Park View Community Room. This will be open for public attendees and local veterans will also be invited. Musical entertainment will run alongside talks, poems and anecdotes from those involved in the conflict. The proposed lineup is as follows:
- Dr Gilbert Greenall, DL Worcestershire
 - U3A Military History Society Members
 - MRATHS
 - Mayor of Malvern
 - The Breakfast Club Veterans

- 3.5. During the reception, information on VJ day will be displayed on the wall panels around the room, with expert knowledge from MRATHS, and the U3A Military History Society in attendance.
- 3.6. In addition to the event on Friday 15 August, officers are working on an extended Music in the Park event to be held on Sunday 17 August. Tewkesbury Town Band are scheduled to play and will be asked to play appropriate music where possible and there will be additional music, from a local choir as well as speakers covering VJ Day events both in the Pacific and within Malvern.
- 3.7. Officers would like to point out that the commemoration is not a duplication of the VE Day event but a separate commemoration for the VJ Day anniversary as requested and agreed by Operations and Planning Committee.

4. Financial Implications

- 4.1. There was no specific budget allocated for VJ Day; however, monies were remaining from VE Day, and these will be used for the musical entertainment. At the Operations and Planning Committee held on 12 March, it was agreed that £100 would be used for refreshments.

5. Legal Implications

- 5.1. A Performing Rights Society Licence is required for the afternoon as there will be live performances from sheet/cover music performed. Officers will ensure the appropriate licences are put in place.

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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MALVERN TOWN COUNCIL**

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in the Park View Community Room, Malvern, at 6.00 pm

CHARITY FUNDRAISING AT THE CHRISTMAS LIGHT SWITCH ON 2025

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is asked to consider raising monies for a number of local charities as part of the Christmas Light Switch On Event being held on Saturday 22 November 2025.
- 2.2. Four local charities will be selected by way of an online poll and questionnaire.

3. Background

- 3.1. Every year, the Mayor of Malvern selects a charity or charities for which funds will be raised over a twelve month period. In 2025/26, Cllr Birks has selected Malvern Special Families as her chosen charity.
- 3.2. Monies are raised primarily through Town Council Events such as the Mayor's Bonanza, The Mayor's Peaks Challenge and the Christmas Light Switch On Event in Great Malvern, although other events are usually held during the year in line with the nature of the charity and following discussions between the Mayor and Town Council Officers.
- 3.3. In 2024/25, two mayoral charities were selected and events over the year were split between the two charities, however this resulted in a difference in amounts raised dependent on the scale and success of each event.
- 3.4. Cllr Birks has decided to concentrate on a single charity for the current Mayoral Year, but after discussions with Town Council Officers, an idea is being presented for the Christmas Light Switch On to be used as a fund raising opportunity for four, smaller charities, based within Malvern.
- 3.5. The proposal is as follows;
- Malvern Town Councillors will each be asked to nominate a charity within Malvern who they believe to be a worthy choice as a recipient of a charity donation from monies raised at the Christmas Light Switch On Event on Saturday 22 November.
 - Those charities nominated will be asked to give a short statement on how they would benefit from this donation.
 - An online poll, alongside the statements submitted will then take place and residents of Malvern Town will be invited to vote on which charity they would like to see monies raised for.
 - The opportunity to vote will be advertised on the Town Council website, social media, noticeboards and at Town Council events throughout the summer.

- The four charities who receive the highest amount of votes will be selected to receive a share of the monies raised at the Christmas Event. They will also be invited to have a stall / information stand at the event to help raise their profile.

3.6. Although the Mayor's chosen charity, Malvern Special Families would then not benefit from fundraising at the Christmas Light Switch On 2025, Town Council Officers are planning several events during the year as alternative funding for them.

4. Financial Implications

4.1. Monies raised at the Christmas Light Switch On Event have been between £1,300 and £2,000 in past years. This can vary both as a result of weather conditions and also how active each charity has been in collections and activities on the actual day of the event.

4.2. If four charities are chosen, it is anticipated that between £400 and £500 per charity could be raised as well as the chance for the charity to raise awareness and promote their activities at this well attended event.

5. Legal Implications

5.1. The following licences are required as part of 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, which has been applied for and subsequently granted.
- Street collection licence for any chosen charities.
- Additional insurance fees, as the event attracts over 2,000 attendees.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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**RENEWAL OF SELF-MANAGEMENT TENANCY
AGREEMENT AT MONKSFIELD LANE ALLOTMENTS**

1. Purpose of Report

- 1.1. For decision.

2. Recommendations

- 2.1. Committee is asked to agree a new seven-year self-management tenancy for the Monksfield Lane allotment site.

3. Background

- 3.1. Malvern Town Council purchased land for allotments at Monksfield Lane in 2010 and approximately sixty new allotment plots were created.
- 3.2. The Monksfield Lane Allotment Association was formed and in 2012 Full Council accepted their proposal to self-manage the site with an initial three-year tenancy for self-management being put in place.
- 3.3. This agreement has been subsequently reviewed in 2015 and 2020 and extended for a period of 5 years on both occasions. Self-management has been working effectively, and the active allotment association has been undertaking numerous projects to develop the site.
- 3.4. The current tenancy agreement expires in September 2025 and the Allotment Association have requested a new seven-year agreement on the same terms as the current tenancy and with the annual rent being kept at £250.
- 3.5. Two members of the Allotment Association will be required to put their names on the tenancy agreement and will be responsible as nominees of Monksfield Lane Allotment Association for its terms.
- 3.6. The new agreement will run until September 2032.

4. Financial Implications

- 4.1. The current annual rental paid by Monksfield Lane Allotment Association is £250 and the association have requested that this be kept the same for the next seven-year period.
- 4.2. There are no costs to the Town Council for the management of this site. All administration, management and collection of rent due is undertaken by the allotment association.

5. Legal Implications

- 5.1. Malvern Town Council has a statutory duty to provide allotments for the community of Malvern.
- 5.2. The new tenancy agreement, if agreed, will be signed by two representatives from Monksfield Lane Allotment Association, along with the Mayor and Deputy Mayor, forming a legally binding contract.

- 5.3. The Allotment Association issue individual agreements to plot owners. These are subject to the same terms as tenants at other sites, other than the rental which is set by the association.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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CAR PARK LINE MARKING IN VICTORIA PARK

1. Purpose of Report

- 1.1. For decision.

2. Recommendations

- 2.1. Committee is asked to recommend that the car park line markings in the car park adjacent to Pickersleigh Avenue are remarked.

3. Background

- 3.1. The Pickersleigh Avenue car park that runs alongside the basketball courts is a very well used car park.
- 3.2. Members of the public have requested that the disabled areas and the no parking areas are remarked as they are both faded and upon inspection it is clear that the disabled spaces are unidentifiable and therefore are being used by those without a blue badge.
- 3.3. A review of costs has shown that if the committee were to agree to remark the lines, it would make sense to renew all of the car parking space lines as well.
- 3.4. There are two options that have been looked at:
- i) a paint that can be over sprayed onto the faded lines and will cost in the region of £1500.00 and with heavy use will last 3 to 5 years.
 - ii) an alternative is a thermo-plastic paint that is used for road markings at a cost of around £2500.00 and with heavy use will last approximately 15 years.

4. Financial Implications

- 4.1. There are no monies set aside for these works in the 2025/26 budget therefore these will need to be taken from the contingency budget.

5. Legal Implications

- 5.1. None pertaining to this report.

End
Charles Porter
Operations Manager

	2025									2026			COMPLETION DATE
	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	
<i>Victoria Park</i>													
Toddler Play Area													04/06/25
Skatepark													
Pitch refurbishment													11/06/25
Path Lighting													
Patio work													11/07/25
<i>Dukes Meadow</i>													
Pitch refurbishment													12/06/25
<i>Lower Howsell</i>													
Pitch refurbishment													13/06/25
<i>Adam Lee - note new scheduling</i>													
Bike pump track													10/05/25
New EA compliant swing set													15/07/25
New roundabout													15/07/25
New gateway and fencing													16/07/25
New zipwire and climbing frame													15/07/25
<i>Great Malvern Cemetery</i>													
Reinstatement of memorials													
Refurb Cemetery Lodge ground floor and toilet													
<i>Various</i>													
Wetpour renewal - ongoing													
Removal of spring bedding													17/05/25
Planting of summer bedding													04/06/25
Removal of summer bedding													
Planting of spring bedding													
Hedgecutting													
Goal post dismantle/erection													
Topping up of graves													
Christmas lights (erect and dismantle)													
Malvern in Bloom													
<i>Machinery Replacement</i>													
Replacement John Deere Mower													

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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

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
<u>M/25/01069/FUL</u>	Land At (Os 7954 4651), Mayfield Road, Malvern	Pickersleigh	Retrospective application for extension to the existing storage and distribution yard, including the siting of shipping containers for storage and associated laying of crushed stone and road scalpings.	Mr Arthur & Luke Arnold	07/08/2025
<u>M/25/01070/CLE</u>	Land At (Os 7954 4651), Mayfield Road, Malvern	Pickersleigh	Certificate of Lawfulness of existing use comprising the use of land for commercial storage and distribution (Use Class B8).	Mr Arthur and Luke Arnold	05/08/2025
<u>M/25/01055/HP</u>	1 Bellars Gardens, Malvern, WR14 2UZ	Barnards Green	Proposed two storey rear extension and new front porch	Mr & Mrs A Seymour	01/08/2025