



MALVERN TOWN COUNCIL

FULL COUNCIL MEETING

REPORTS

**For meeting on Wednesday 3 September 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



28 August 2025

townclerk@malvern-tc.org.uk
01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Wednesday 3 September 2025 in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link, WR14 2JY 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 <ul style="list-style-type: none">➤ To note apologies for absence.
2.	Declarations of Interest <ul style="list-style-type: none">➤ To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	Minutes of Previous Meeting <p>To receive and confirm as a correct record the Minutes of the previous Annual Council meeting:</p> <ul style="list-style-type: none">➤ 30 July 2025
Public Participation <p><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></p>	
4.	Mayor's Announcements <ul style="list-style-type: none">➤ The Mayor to make any relevant announcements/written report
5.	Update on Town Council Operations and Activities <ul style="list-style-type: none">➤ Verbal update by the Town Clerk
6.	Reports by County and District Council Representatives in Attendance <ul style="list-style-type: none">➤ Verbal reports or written submissions as appropriate
7.	Town Council Ward Reports/Representatives on outside bodies <ul style="list-style-type: none">➤ Verbal reports or written submissions as appropriate
8.	Members Questions <ul style="list-style-type: none">➤ The Chair will invite members who have written in with questions to present them to Council

9.	Recommendations from Audit Committee The Chair of Audit Committee to present any recommendations for approval by council from the meeting held on 16 July 2025 ➤ Report CL01/25 to follow
10.	Recommendations from Operations and Planning Committee The Chair of Operations and Planning Committee to present any recommendations for approval by council from meetings held on 24 July and 20 August 2025 ➤ Report CL02/25 to follow
11.	Recommendations from Skatepark Focus Group The Chair of the Skatepark Focus Group to present any recommendations for approval by council from the meeting held on 7 August 2025 ➤ Report CL03/25 to follow
12.	Recommendations from Staffing Committee The Chair of Staffing Committee to present any recommendations for approval by council from the meeting held on 13 August 2025 ➤ Report CL04/25 to follow
13.	Update from Community Engagement Sub-Committee The Chair of the Community Engagement Sub-Committee to present any recommendations for approval by council from the meeting held on 18 August 2025 ➤ Report CL05/25 to follow
14.	Charity Fundraising at the Christmas Light Switch-On ➤ Report CL06/25 to follow
15.	Illegal Encampments/Trespassing on Town Council Land Discussion document to be circulated during meeting
16.	Date and Time of Next Meeting ➤ Wednesday 15 October 2025
Exclusion of the Press and Public <i>To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
17.	Rose Bank Gardens ➤ Report CL07/25 to be circulated at meeting

**UNADOPTED
MALVERN TOWN COUNCIL
MINUTES OF FULL COUNCIL MEETING
in the Park View Meeting Room, Victoria Park Road, Malvern Link
held on Wednesday 30 July 2025 at 6pm**

Councillors

Present

M Birks (Chair)
I Dawson
D Watkins
A Cherry
S Austin
C Fletcher
J MacLusky
J Leibrandt
K Newbigging
D Mead
M Jones
L Lowton
N Wanklin (from 6.06pm)
C Bovey (from 6.30pm)

Absent

C Hooper (Apologies)
E Green (Apologies)
J Green (Apologies)
R McLaverty-Head (Apologies)

Also in attendance

L Blake, Town Clerk
J Winkworth, Minute Clerk
Superintendent Edd Williams, West
Mercia Police
PCSO Karen Watson, Local PCSO
2 Members of the public (one arrived at
6.05pm)

43. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Clive Hooper, Emma Green, Jude Green and Ronan McLaverty-Head were **NOTED**. It was further **NOTED** that Councillors Caroline Bovey and Nathan Wanklin would be arriving late.

44. DECLARATIONS OF INTEREST

Councillors David Mead and Iain Dawson declared interests relating to agenda item 16 – New Street Name Request – Development at 41 Geraldine Road, Malvern. They are both local residents.

45. Minutes of Previous Meeting

It was **RESOLVED** that the minutes from the meeting noted below are approved and adopted as a correct record of the proceedings:

- Full Council meeting 25 June 2025

PUBLIC PARTICIPATION

Carolyn Withington from Court Road, Malvern presented her report to the Council regarding problems with HGV vehicles, parking within Court Road and footpaths in the Court Road area of Malvern and the possibility of a 20mph speed limit within the Malvern area.

The presentation was followed by several questions from Councillors and the Mayor drew the item to a close by confirming that Karl Perks, Worcestershire County Council's cabinet member for Highways and Transport is fully aware of the problems following their recent talks together and is looking into possible solutions.

UNADOPTED

A second member of the public arrived at 6.05pm during the public participation section.

Councillor Nathan Wanklin arrived at 6.06pm.

46. **POLICING IN MALVERN/PCSO CONSULTATION**

The Mayor welcomed Superintendent Edd Williams – West Mercia Police, to the meeting and gave a brief history of the communications to date between Malvern Town Council and West Mercia Police.

Chief Superintendent Williams thanked the Council for inviting him to the meeting. He informed the council that the force, including his role, is about to go through significant changes in how they police from September 2025 onwards. There are currently five local Superintendents, and challenging decisions have had to be made which will decrease the area teams from five to two and will result in two Superintendents working functionally and not geographically from that time overseen by Chief Superintendent Williams in his new role.

- Superintendent Gareth Morgan – Safer Neighbourhood Teams (SNT)
- Superintendent Helen Wane – Lead on response for 999 and CID Teams

The consolidation of PCSO hours has resulted in a saving in the region of £350,000 following a process of management change and staff consultations and from week commencing 10 September approximately 200 PCSO's will be in place covering communities, both in safer neighbourhoods and problem-solving teams. The PCSO's will work a two-shift pattern of 8am-5pm day shift or 12 Noon-8pm late shift and will be supported by the SNT.

Following receipt of a Neighbourhood Policing Government grant there will be 1 other dedicated Police Officer for Malvern in September out of the 29 additional officers that are being put in place across the force area. Whilst PCSO's will cease working at 8pm, the Police Officers from SNT, as well as response colleagues and other assets, will be available. The decision to change these hours had been one of a number of very difficult decisions that needed to be made to balance budgets.

West Mercia are committed to review this system after the six-month period of going live.

Following this report, Chief Superintendent Williams answered questions from the Councillors. Councillors were concerned about the reduction in PCSO hours after 8pm and expressed the view that services were being eroded at grass roots level.

The Mayor gave thanks to the Chief Superintendent for his report and invited him back to a future council meeting for an update once the changes have gone live.

Councillor Caroline Bovey arrived at 6.30pm.

47. **REPORT FROM MALVERN POLICE**

PCSO Karen Watson was invited to present a report from Sergeant Maiden of the Safer Neighbourhood Team of Malvern Police.

Malvern Town is policed by patrols in place over a 24-hour period covering the Priors and Malvern Wells Safer Neighbourhood Team, Link, Dysons, Pickersleigh and Chase areas.

During the month of June 2025, the following data was recorded:

- 1204 incidents reported/recorded by police in Malvern Town
- 74 reports of shop lifting

UNADOPTED

- 7 residential burglaries
- 5 thefts of vehicles
- 93 Anti-Social behaviour incidents including children climbing on roofs, interfering with vehicles, people leaving pubs, stone throwing, vehicle nuisance, parking issues and neighbourhood matters, to name a few.
- Shop Lifting/Thefts and the Safer Neighbourhood teams – a number of shop lifting offenders have been apprehended over the last 3 months which has resulted in some awaiting court and a further 2 prolific offenders receiving jail sentences.
- The team have been working with Platform Housing in the Pickersleigh area on drug use, violent offences, anti-social behaviour and nuisances and have issued CPN's as a result; matters are also ongoing.
- Pump Track at Adam Lee – The new track has proved popular and the area is regularly patrolled. There have been some ASB reports and a meeting is scheduled with Malvern Town Council to discuss what can be done further to support this.
- There have been reports of a female shop worker being approached by a male member of the public as a nuisance, the male was located and a CPN letter of warning has been issued.
- An intelligence led drugs warrant which ceased £30,000 drugs and led to an arrest.
- PCSO Watson and her team is working with the Safer Streets Summer initiative around Great Malvern and the Retail Park around opening and closing times and night time economy to keep matters in order.
- Belle Vue Terrace – there have been increased patrols during the evening exploring tactics to reduce issues with drugs and ASB.
- Safer Towns in the Priory area – PCSO Watson has recently carried out 135 surveys within this area and she was pleased to report that there were no issues.

From 11 to 13 August the 'Neighbourhoods Matter' Van will be out and about locally.

Please contact your local team if you would like the team to attend any community events.

The Mayor thanked PCSO Watson for presenting the report and informed council that the Town Council had recently met with Inspector Dave Wise to discuss the problems at the Pump Track at Adam Lee and asked if the local teams could liaise more with the Town Council in the future regarding any applicable communications.

48. **MAYOR'S ANNOUNCEMENTS**

Malvern in Bloom - The Mayor informed the council that the recent Malvern in Bloom judging event went well and encouraged all Councillors to read the very informative portfolio, available soon on the Town Council website, that lists all the partnerships for the area and their involvement. The Mayor also passed on her thanks to everyone involved with the event.

Cllr Josie Leibrandt left the room at 7.03pm.

Travellers – The Mayor and Town Clerk had recently met with Inspector Dave Wise to discuss the process involved with eviction of Travellers. During the time the Travellers were on site, there had not been enough clear communication from the Police. The Mayor pointed out to Inspector Wise at the meeting, the importance of more direct communication in the future.

Flag Flying – The policy will be brought back to a future council meeting for discussion.

UNADOPTED

Decisions – The Mayor asked everyone to be mindful of what a Councillors role is when attending meetings. This is the only time we can make corporate decisions that stand. Please ensure that you are all informed before you attend the meeting and if you are uncertain about or don't understand aspects of a debate or discussion, please say.

Corporate decisions – If there are matters that Councillors are concerned about, please make it clear in your communications that they are given as your own, individual views/concerns or opinions and you are not writing/speaking on behalf of Malvern Town Council.

49. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk updated the committee on the following matters:

- All audit paperwork has been submitted to the external auditor.
- Adam Lee – new swings, roundabout and zipwire have been installed at the playground. MTC are aware of the behaviour problems but reports for the site on the whole are of enjoyment.
- The Grants scheme is now open, and the deadline is 15 September at 12 Noon.
- Co-options – there are 2 vacancies currently being advertised on the website. Posters and leaflets to be distributed at future 'Music in the Park' events as well as adverts on noticeboards and signposting on social media. Possible presentations at Full Council on 3 September depending on number of applications received.
- Malvern in Bloom – The Town Clerk would also like to add her thanks to everyone involved and is worth noting that Malvern in Bloom is not just about flowers; the judges look at everything within the community. This year the judges were very impressed in particular with Adam Lee Pump Track and the development of the new Community Hub.
- Operations Team have been working hard to keep the hanging baskets watered and maintained during the recent hot temperatures, whilst also being mindful of water resources.

Cllr Josie Leibrandt returned to the room during this agenda item at 7.10pm.

50. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

There were no representatives present at the meeting, although Cllr Victory had emailed his report which was included in the reports pack prior to the meeting.

Cllr McVey had emailed her apologies along with a report which was received and circulated late on the Wednesday afternoon of the meeting.

Cllr Bovey asked if MTC could request the reports in writing. Discussion followed about whether the County Councillors should be asked to attend meetings periodically on a ward basis or once a quarter for example to encourage more attendance.

It was felt that the Mayor should contact the County Councillors and make them aware of the importance of attending the Town Council meetings especially with Devolution approaching.

UNADOPTED

51. **TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Dawson had received several complaints regarding a recent 'Para Motor' Event that took place in a field adjacent to the Three Counties showground area which resulted in loud music/parties until the early hours and the disturbance of them flying around during the weekend.

The Mayor will liaise with District Councillor Christine Wild to see if the location of this event can be established.

52. **MEMBERS QUESTIONS**

None.

53. **RENEWAL OF TOWN COUNCIL INSURANCE**

Report CL01/25 was received and accepted.

The Town Clerk gave a brief summary of the renewal of Town Council Insurance and it was **NOTED** that the second year of a three-year insurance contract will commence on 1 August 2025.

54. **RECOMMENDATIONS FROM POLICY AND RESOURECES COMMITTEE**

Report CL02/25 was received and accepted.

The Council **RESOLVED** to approve the Quarterly Accounts for the Fourth and Final Quarter 2024/25.

55. **UPDATE FROM COMMUNITY ENGAGEMENT SUB-COMMITTEE**

Cllr Karen Newbigging, Chair of Community Engagement Sub-Committee updated the council on the recent meeting in June 2025 as follows:

- Cllr Fletcher has resigned from the group – new member required
- Councillor Surgeries – not sure if the focus is right/do the public know they are present at the 'Music in the Park' events. Action Plan to be discussed at next meeting. Gazebo was not practical, replacement options required.
- Effectiveness of 'Happy to Chat' tables/ discussion on 'pay-forward' scheme.
- Cllr Newbigging had met with Lucy Bird from CALC on how to compile action plan for Community Engagement and Lucy is hoping to attend the next meeting.

56. **UPDATE FROM SKATEPARK FOCUS GROUP**

Cllr Anne Cherry, Chair of Skatepark Focus Group updated the council on the recent presentation meeting that took place early July. The committee heard 3 impressive presentations from the knowledgeable contractors and the focus group will meet in early August to determine the successful contractor prior to a recommendation being made to the next Full Council meeting.

UNADOPTED

57. APPOINTMENT OF NEW MEMBER TO COMMUNITY ENGAGEMENT SUB-COMMITTEE

Report CL03/25 was received and accepted.

Following Cllr Fletcher's resignation, the Council were asked to appoint a member to the Community Engagement Sub-Committee.

Cllr Nathan Wanklin expressed an interest at the meeting.

It was **RESOLVED** that Cllr Nathan Wanklin is elected as the new member of the Community Engagement Sub-Committee.

58. NEW STREET NAME REQUEST – DEVELOPMENT AT 41 GERALDINE ROAD, MALVERN

Report CL04/25 was received and accepted.

The Town Clerk informed the committee that Malvern Hills District Council had contacted Officers requesting the Town Council's input on a new street name for the aforementioned development.

Councillors came forward with many suggestions some related to the history of the site and surroundings.

It was **AGREED** that 'Houghton Close' would go forward as the Town Council's recommendation to the Portfolio Holder at Malvern Hills District Council.

59. SALE OF LAND AT ELGAR AVENUE, MALVERN

Report CL05/25 was received and noted.

The Town Clerk gave a brief summary of the findings of the flood risk assessments that had been carried out to date.

There are no concerns with the Northern part of the site. With regards to the Southern area, the planning consultant has suggested that the Town Council go forward with stage 2, post development modelling and flood risk assessment on the southern area of the land.

60. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 3 September 2025 at 6.00pm, in the Park View Meeting Room.

EXCLUSION OF THE PRESS AND PUBLIC

To resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

61. **ROSE BANK GARDENS UPDATE**

The Town Clerk gave an update to the full council on the progress of Rose Bank Gardens.

Under Standing Order 3X, Councillor Anne Cherry proposed that the meeting be extended until 8.15pm. A vote was taken and the extension agreed.

The meeting finished at 8.00pm.

.....(Chairman)

Information from Cllr Malcolm Victory

Malvern Wells PC now has 6 new councillors and a new locum clerk. It will take some time before it is a fully functioning council, but it is in far better shape than a year ago.

The Wells Road A449 closure begins on September 1st for 7 months. This will clearly impact on the whole area. There is a petition signed by 850 people so far.

Malvern Town Council Meeting August / September 2025

General Introduction

Although it has been a relatively quiet month in terms of formal meetings, I have been busy in the community, attending various events and meetings with groups and individuals.

I met with WCC The Youth Voice Team, attended a SEND Co-production event at The Hive, The Bus Task and Finish Group meeting, a couple of Help Centre Drop In's and a very productive 121 with Councillor Emma Green.

I delivered my latest Green Gazette Newsletter across The Division, chatting to residents and picking up casework along the way.

I was appointed as Deputy Chair of the cross party Local Government Association Children, Young People and Families Committee, meaning that I am the lead Green / Independent Councillor in the country. I hope to bring lots of learning and examples of best practice to Worcestershire so that children, young people and families can benefit.

MHDC

LGR

The Work on the options appraisal is now complete. MHDC held an Extraordinary Council meeting on Tuesday 2 September. At the time of writing this report the outcome of the meeting is unknown.

Malvern Vale

Feedback from residents accessing the playing fields is very positive. It has been well used, has not been misused and has been left clean. Everyone seems to have been following the guidelines. One resident said: "It has given a safe space for kids in The Vale to play, which is what they have been wanting."

I have formally requested that the pilot be extended.

By the time you meet, I will have met with Planning Officers in relation to the Cales Farm Planning Application.

There is a public consultation currently underway about providing nesting boxes for House Martins on Malvern Vale. These beautiful birds are facing existential threat, with numbers declining 44% in recent years. I would appreciate it if you could raise awareness of this potentially lifesaving initiative.



**Help us
save**

Malvern Vale is home to a population of House Martins and we need your help to provide a suitable nesting site for them.

Sadly, due to habitat loss, reductions in the numbers of insects, and a lack of suitable nesting sites, these birds have declined by 44% between 1995-2022.

To help save the House Martins, we are considering building a nesting tower at the end of Malvern Vale Community Centre Car Park.

**Malvern Vale's
House Martins!**

Tell us what you think!

Scan the QR code or visit www.malvern hills.gov.uk/consultations to find out more about the plans and to have your say.

Deadline for responses is 30 September 2025.



WCC

Pupil safety at Northleigh

It is looking possible that we may be trialling the 'school street' initiative. I have shared the application guidelines and process with school and am seeking some feedback. Before the summer holiday, they conducted a survey about how children travelled to school. The results of this haven't been shared yet, but we are due to meet in early September to examine them and decide next steps.

I'm delighted that WCC have agreed to introduce enforceable restrictions outside the school and on a section of Cowleigh Bank. I'm not sure of the timescale so will keep an eye on this.

Bike Bus

The Bike Bus is gearing up to recommence in September, safely transporting children to Somers Park and Northleigh Primary Schools. It would be great to involve more children, young people and adults. If you are a councillor representing an area with children who attend these schools, please encourage them to get involved. I'm happy for you to share my email address: nmcvey2@worcestershire.gov.uk

Speeding

The results of the speed survey for Hill View Road are in, showing that the average speed is 24 mph. This means that it is unlikely that traffic calming measures will be implemented.

Following my meeting with Emma, I have requested a speed survey be carried out on Newtown Road so that we can look at the possibility of installing a V.A.S.

Residents have also raised the issue of speeding on Cowleigh Road. They are relatively new to the area, so I have explained what I have had implemented in the last 5 years and requested another speed survey.

Dangerous driving on West Malvern Road has been reported to me. I am liaising with WCC to look at solutions, but as you are probably aware, this is a complex road to deal with.

Overgrown Shrubbery

I have reported this in relation to the alleyway between Alexandra Road and Queens Road and on Queens Road itself.

The **Footway improvement** scheme continues, with a section of Worcester Road, between Old Orchard and Moorlands Road currently underway.

Random Items

I am asking a question about Libraries at the next Council Meeting on 11 September and have supported a motion that is recommending that all Key Stage 3 pupils in the County should be issued with a Library Card.

In my role as Deputy Chair of the Corporate Parenting Board, I have been trying to get a countywide picture of leisure offers to looked after children and their carers, and care leavers. I am also leading a Task and Finish Group looking at the effectiveness of the NEET (Not in Employment, Education and Training) Strategy.

I am also working with Public Health to design a community engagement process when the new Unitary Authority, whatever form it might take, comes into being.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL**

to be held on Wednesday 3 September 2025 at 6.00pm

in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link

AUDIT COMMITTEE RECOMMENDATIONS

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to consider the recommendations from the meeting of Audit Committee held on 16 July 2025 and listed below.

Minute 12 Appointment of Internal Auditor 2025/2026

It was **RECOMMENDED** that Mr Duncan Edwards of DKE Audit Services would continue on as the Town Council's internal auditor for a further one-year period in 2025/26 as the Town Council are satisfied with the competence and independence of the internal auditor as appointed.

3. Background

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

4. Financial Implications

- 4.1. Please see individual committee reports.

5. Legal Implications

- 5.1. Please see individual committee reports for specific details.
- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End
Linda Blake
Town Clerk

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OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to consider the recommendations from two meetings of Operations and Planning Committee which took place on Wednesday 24 July and Wednesday 20 August 2025 as listed below.

Wednesday 24 July - Minute 21 Renewal of Self-Management Tenancy Agreement at Monksfield Lane Allotments

It was **RECOMMENDED** that a new seven-year self-management tenancy be approved for Monksfield Lane allotment site with an annual rental of £250.

Wednesday 24 July - Minute 24 Charity Fundraising at the Christmas Light Switch-On 2025

It was **RECOMMENDED** that:

- i) The Christmas Light Switch On event on Saturday 22 November 2025 will be an event held to raise monies for a number of smaller local charities.
- ii) Four local charities will be selected by way of an online poll and questionnaire.

Wednesday 20 August – Minute 35 – Planning Consultations – Proposed Road Crossing in Church Street

It was **RECOMMENDED** that the Town Clerk write to Worcestershire County Council stating Town Council concerns that the crossing is in the wrong location, and that it should be located at the end of Church Walk or not put in place at all.

Wednesday 20 August – Minute 38 – Signage for the Community Hub

It was **RECOMMENDED** that the Council should proceed with Option 2 with an enhanced logo on (using larger font perhaps), a slightly larger sign still containing the Town Council logo and heading of Community Hub but with the additional details of Town Council Offices/Café, Park View Meeting Room and Public Toilets.

3. Background

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
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RECOMMENDATIONS FROM SKATEPARK FOCUS GROUP

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to consider the recommendations from the meeting of the Skatepark Focus Group held on 7 August 2025 as listed below.

Note 2 – Selection of Successful Contractor

It was **RECOMMENDED** that Company A should be chosen as the successful contractor to install a new Skatepark within Victoria Park, subject to given for Section 106 funding being approved by Malvern Hills District Council.

3. Background

- 3.1. Members of the Skatepark Focus Group had received presentations from three potential skatepark contractors at a meeting held on 3 July 2025.

- 3.2. Tenders were evaluated against three criteria with each group member awarding marks out of ten for each criteria.

1. Price
2. Recreational Value and Design
3. Innovation and Sustainability

- 3.3 Initial tender evaluation scores awarded were as follows:

Company A	169.5
Company B	161.0
Company C	143.5

- 3.4 A further meeting was held on 7 August to further discuss the three tenders and to select a contractor to be recommended to Full Council.

- 3.5 At this meeting it was agreed that Company C would be eliminated from the list of potential contractors having achieved the lowest aggregate score and that discussions would focus on choosing one from the remaining two tenders.

- 3.6 It was agreed that from an operational perspective, the most important factors in the tender were as follows:

- i. Sustainability – longevity of the Skatepark along with the short and long term maintenance costs
- ii. How the Skatepark fits into the area of the Park, location and drainage being key factors

iii. The ability for the Council to manage the facility within the park. This to include visibility, sight lines and avoidance of anti-social behaviour.

- 3.7. All members of the focus group were asked to review their scores for the two remaining contractors. All members felt that there was very little to choose between the two tenders submitted and that both contractors would provide a high quality Skatepark facility. The updated tender evaluation scores were as follows:

Company A	198.5
Company B	192.0

It was therefore agreed that Company A should be chosen as the successful contractor for the installation of a new Skatepark and this recommendation would be taken to the next meeting of Full Council.

- 3.8. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to the working party as appropriate.
- 3.9. If any Councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chair before the Council meeting.

4. **Financial Implications**

- 4.1. The cost for the new Skatepark will be approximately £200,000 with funding to be secured from Section 106 Funding already ringfenced for a new concrete Skatepark at Victoria Park. Award of this contract will be subject to this funding application being approved.

5. **Legal Implications**

- 5.1. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.
- 5.2. Planning requirements will need to be fulfilled before this project can commence and this will either be through permitted development consent or if not, a full planning application.

End
Linda Blake
Town Clerk

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STAFFING COMMITTEE RECOMMENDATIONS

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to consider the recommendations from the meeting of the Staffing Committee held on 13 August 2025 and listed below.

Minute 5 - Pay Review and Benchmarking

It was **RECOMMENDED** that benchmarking should take place on all staff roles, including the Town Clerk and Operations Manager.

Minute 6 – Review of Job Descriptions and Plan to meet with staff

It was **RECOMMENDED** that individual staff contracts should be viewed by the staffing committee members after the staff group meetings.

Minute 8 –Scheduling of staff holidays/leave of absence

It was **RECOMMENDED** that in order to have more flexibility around holidays and ensure timely decision making that Council should review the meeting schedule to reduce the number of meetings.

3. Background

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chair of Committee before the Council meeting.

4. Financial Implications

- 4.1. Please see individual committee reports.

5. Legal Implications

- 5.1. Please see individual committee reports for specific details.
- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL**

to be held on Wednesday 3 September 2025 at 6.00pm

in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link

COMMUNITY ENGAGEMENT SUB-COMMITTEE RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meeting of the Community Engagement Sub-Committee held on 18 August 2025 and listed below.

Minute 4 - Review of Malvern Town Council's Community Engagement Strategy

It was **RECOMMENDED** that a workshop should be held for all town councillors so that they understand the needs and opportunities for residents in their wards and how these needs could be addressed. The information provided by public health on a ward basis is a useful resource to support this.

It was further **RECOMMENDED** to extend the workshop invitation to key players with detailed knowledge of local needs, namely Malvern Hills District Council, South Worcestershire Citizens Advice Bureau, Community Action, local Community Builders and Social Prescribers. The aim of this meeting would be to help identify the areas in Malvern where there are specific needs to be addressed in order to inform priorities.

Minute 5 - Development of methods of engagement

It was **RECOMMENDED** that a 2 hour training session should be booked with the Good Practice Mentors who can then advise on the best methods of engagements for the Town Council and give an insight on how to work with those who tend not to engage through more formal methods.

Minute 6 - Review of key opportunities to use information to identify priorities

It was **RECOMMENDED** that members of the Community Engagement Task and Finish Group should take part in the event to gather groups together at Great Malvern Library.

Minute 7 - Development and implementation of specific initiatives

Town Councillor Surgeries

It was **RECOMMENDED** that local supermarkets should be approached to establish if MTC could have a presence for engagement and it was agreed to discuss this with the Good Practice Mentors.

Health Van

It was **RECOMMENDED** that the Town Council should book the Health Van to come to Victoria Park.

3. Background

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.
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- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chair of Committee before the Council meeting.

4. Financial Implications

- 4.1. Please see individual committee reports.

5. Legal Implications

- 5.1. Please see individual committee reports for specific details.
- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End
Linda Blake
Town Clerk

A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL

to be held on Wednesday 3 September 2025 at 6.00pm

in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link

CHARITY FUNDRAISING AT THE CHRISTMAS LIGHT SWITCH-ON

1. Purpose of Report

- 1.1. For information.

2. Recommendation

- 2.1. All Town Councillors are asked to nominate one Malvern based charity who they believe to be a worthy choice as a recipient of a donation from monies raised at the Christmas Light Switch-on event on Saturday 22 November 2025.

3. Background

- 3.1. A proposal has been made for the Christmas Light Switch-on event on Saturday 22 November to raise money for a number of local charities rather than the usual format of just the Mayoral Charity.
- 3.2. This concept will allow the Town Council to raise funds for several smaller charities in addition to the Mayoral Charity as well as providing a chance for those charities to raise awareness and promote their activities at this well attended event.
- 3.3. All Councillors will be sent an online link to nominate one charity should they wish. The proposed criteria are:
- A Malvern based charity located within the Parish boundary
 - They should be registered with the Charities Commission for England and Wales
 - The charity should provide benefit to the Malvern Community
 - They should be able to provide several volunteers on the day of the Christmas Light Switch-on event

- 3.4. Charities chosen by Town Councillors will be asked to give a short statement on how they would benefit from this donation and then an online poll will then take place to select four successful charities.

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 licence would be required as part of the Christmas Light Switch-on event:
- Street collection licence for any chosen charities

End
Linda Blake
Town Clerk