



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 1 October 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



25 September 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 Wednesday 1 October 2025, 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">➤ Wednesday 20 August (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.	Replacement of Corvus Terrain EX4 Electric Utility Vehicle <ul style="list-style-type: none">➤ Report OC01/25 to follow
5.	Tender for Erection, Maintenance and Dismantling of Christmas Lights 2025 <ul style="list-style-type: none">➤ Report OC02/25 to follow
6.	Legacy Grant Scheme Funding for Victoria Park <ul style="list-style-type: none">➤ Report OC03/25 to follow
7.	Interactive Presentation on Remembrance <ul style="list-style-type: none">➤ Report OC04/25 to follow

8.	Taste of the Hills Event 2026 ➤ Report OC05/25 to follow
9.	Review of Charges for Town Council Operations Services 2025/26 ➤ Report OC06/25
10.	Work Programme and Operations Update ➤ Report OC07/25 to follow
11.	Environmental Matters ➤ Report OC08/25 to follow
12.	Planning Consultations ➤ Report OC09/25 to follow
13.	Date and Time of Next Meeting ➤ Wednesday 19 November 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 20 August 2025 at 6.00pm

Councillors

Present

D Mead (Chair)
A Cherry (Vice Chair)
S Austin
C Bovey
J MacLusky
N Wanklin
J Leibrandt
M Jones

Absent

E Green (apologies)

Also in attendance

L Blake - Town Clerk
C Porter – Operations Manager
J Winkworth – Minute Clerk
Cllr Marilyn Birks, Mayor
Cllr Lou Lowton
Cllr Clive Hooper
Cllr Jude Green

32. APOLOGIES FOR ABSENCE

Apologies were **NOTED** from Councillors David Watkins and Emma Green. Cllr Mel Jones substituted for Cllr Emma Green.

33. DECLARATIONS OF INTEREST

Cllr Sean Austin declared an interest regarding a planning matter in Church Street under agenda item 11 as he trades within that area.

34. 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 Thursday 24 July 2025

PUBLIC PARTICIPATION

Planning Application 7 The Lees, Malvern M/25/01087/CLE

Tom Wood spoke on behalf of a group of residents, who were also in attendance from The Lees, Malvern regarding the aforementioned planning application.

Malvern College have decided they would like to move The Downs Prep School, Colwall as a whole, to within a property at 7 The Lees, Malvern which has been used historically as a boarding house (not since 2009 as they had built a new property within their own grounds backing onto College Road) and occasionally

UNADOPTED

used temporarily for exams, SEN work or outward-bound storage area along with Duke of Edinburgh work which is insignificant.

It had been brought to the residents' attention that the owners had recently placed a CLEUOD (Certificate of lawful existing use or development) for 7 The Lees, Malvern on the application, which says that the building has been used continuously over the last 10 years for educational purposes. They do not feel that this is correct.

There have been 18 objections registered online regarding this application and information regarding F1 status, prior to the deadline of 19 August.

Flag Policy

Alison Steven was in attendance to discuss the flying of the progress flag. She feels that the Rainbow Flag is wonderful and universally loved. It was taken up globally to represent LGBT movement and designed to be inclusive, celebratory, apolitical and representing everyone under one umbrella. For her personally she feels that the Progress Flag is homophobic and she does not want to visit the area.

She feels that the Councils should be flying the Rainbow Flag and objects to the flying of the Progress Flag.

A second resident, Peter Bradley also spoke about this item, he feels that the Progress/Pride Flag is very insulting to the gay community. There are members of the gay community who are speaking out about this. They don't wish to see the flag being used in a commercialised matter, being displayed on vehicles such as buses and ambulances. He would prefer to see the St Georges Flag or Union Flag being flown in the town.

A third speaker, a parent of an autistic 14-year-old child, who is attracted to girls, also spoke out about her concerns for her daughter. Seeing the flag on display, she feels it is a safeguarding risk and as a parent, she personally doesn't want to see this being flown in Malvern.

Under Standing Order 1A, the Chair moved agenda item 11 forward to be discussed.

35. PLANNING CONSULTATIONS

Report OC07/25 was received and accepted.

Planning Application 7 The Lees, Malvern M/25/01087/CLE

The deadline for this application was originally Tuesday 19 August but following a conversation between the Town Clerk and the Case Officer at MHDC, an extension was granted until Friday 22 August.

Cllrs Hooper and Leibrandt had met with local residents and were supportive of their views.

The Chair reminded Cllr Hooper that the Council had to focus on knowledge and documentation provided by the residents specifically related to the 10-year period.

It was **AGREED** that the Town Council would support the resident's view that the application was not lawful and that Cllr Hooper would send a report to the Town Clerk with supporting information to be emailed to the Case Officer at MHDC.

UNADOPTED

Proposed Road Crossing on Church Street

The Chair asked for comments regarding the proposed siting of a zebra crossing at the top of Church Street.

Following discussions, 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.

36. REVIEW OF FLAG FLYING POLICY

Report OC03/25 was received and accepted.

Cllr Hooper raised a point of order requesting to know why this agenda item was on the agenda for Operations and Planning and not being dealt with by Policy and Resources.

The Chair responded it was brought to OAP as it included an important planning issue and the interpretation of the planning requirements of what flags can be flown.

Following a lengthy discussion by the committee, the Chair proposed that this agenda item be deferred to a future full council meeting to be discussed by a separate task and finish group.

Cllr Bovey requested an amendment to the Chair's proposal as follows:

- Flag Policy is discussed by Full Council but,
- Committee should agree that the Progress Flag should not be included with the Flag Flying policy

Cllr Bovey's proposal was voted on and fell.

The chair referred back to his proposal and recommended that a separate task and finish group could go out to the public for further consultation.

This motion fell.

Following a proposal from Cllr Jones, it was **AGREED** that this agenda item be referred to Policy & Resources Committee.

Members of the public left the meeting at this point along with Cllrs Lou Lowton, Jude Green, Clive Hooper and Marilyn Birks.

37. BARRIERS AT ADAM LEE

Report OC01/25 was received and accepted.

The Operations Manager updated the committee on some reported issues with cars being driven along the emergency roadway adjacent to the pump track.

It was **AGREED** that the council purchase six water filled barriers to stop vehicles using the emergency road at Adam Lee.

38. SIGNAGE FOR THE COMMUNITY HUB

Report OC02/25 was received and accepted.

The Town Clerk and Operations Manager had investigated possible designs for the new signage at the Community Hub.

Following a short discussion, 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

UNADOPTED

Hub but with the additional details of Town Council Offices/Café, Park View Meeting Room and Public Toilets.

39. **WORCESTERSHIRE COUNTY RIGHTS OF WAY IMPROVEMENT PLAN PARISH SURVEY**

Report OC04/25 was received and accepted.

Following a short discussion, it was **AGREED** that the Town Clerk, Operations Manager, Chair and Vice-Chair of committee would meet to discuss the questions on the survey and then respond prior to the closing date of 26 October 2025.

40. **SKATEPARK AT VICTORIA PARK**

The Town Clerk updated the committee on the progress of the Skatepark.

The Focus Group had a good final meeting. There was a recommendation for a contractor to go forward to Full Council for final approval.

Funding would then need to be secured and appropriate planning permissions would be obtained.

41. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC05/25 received and accepted.

The Operations Manager updated the committee on the work programme to date.

With regards to works at the Cemetery, the operations team are currently carrying out the levelling of old sunken graves within the cemetery at present and the areas look brown in colour. If residents ask, this work is being carried out to secure the areas and assist the team when mowing within the cemetery.

The chair asked for his thanks to be passed to the team for all their continued hard work.

42. **ENVIRONMENTAL MATTERS**

Report OC06/25 was received and accepted.

There were no environmental matters to note.

43. **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 1 October 2025 at 6.00 pm.

The meeting finished at 7.48pm.

.....(Chairman)

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

**to be held on Wednesday 1 October 2025 at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

REPLACEMENT OF CORVUS TERRAIN EX4 ELECTRIC UTILITY VEHICLE

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is asked to consider and agree the replacement of the Corvus Terrain EX4 Electric Utility Vehicle with a similar diesel-powered vehicle.

3. Background

- 3.1. MTC purchased the Corvus Terrain Utility Vehicle in November 2023. This electric vehicle was the only type on the market at that time that would suit the required use by the Town Council.
- 3.2. The vehicle was purchased to use as a litter/bin emptying platform to carry its duties around the town.
- 3.3. Many teething problems occurred with the vehicle during its first 18 months including:
- brakes rebuild
 - new seats
 - new gear box
 - many small electrical glitches

These costs were under warranty but had the Town Council had to pay for them, the bill would have been in excess of £8,000.

- 3.4. Other problems that have occurred could have resulted in danger to the user should there have been complete failure at junction and Operation members are beginning to lack confidence in this vehicle.
- 3.5. During colder and wetter weather, the cabin glass repeatedly fogs up due to lack of a fan/effective heating in the cab.
- 3.6. Officers feel that the vehicle should be changed whilst there is some residual value in it and that it should be replaced with a diesel vehicle which is more fit for purpose and provides a better/safer working environment for staff.

4. Financial Implications

- 4.1. Second-hand electric vehicles of any type lose value at a far greater rate than diesel or petrol vehicles.
- 4.2. It is anticipated that the overall cost to replace the electric vehicle will be in the region of £13,000. Officers will seek the best options for sale/purchase/Trade-in.

- 4.3. Although the purchase of a new vehicle had not been scheduled for the current financial year, funds can be taken from the vehicle/machinery replacement fund.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 1 October 2025 at 6.00 pm
in the Park View Meeting Room at The Community Hub, Victoria Park Road,
Malvern Link, WR14 2JY**

**TENDER FOR ERECTION, MAINTENANCE AND DISMANTLING
OF CHRISTMAS LIGHTS 2025**

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Council should award a one-year contract for the erection, maintenance, dismantling and storage of the Town Council's Christmas lights to Company A as detailed in the table at 3.7. overleaf.

3. Background

- 3.1. Malvern Town Council provide Christmas lights throughout the town and have done so since the Council's inception in 1998.
- 3.2. Some Christmas lighting is permanent and stays up all year round. This includes lighting above trader's shops in the town centres as well as lighting in trees in various locations. Other elements of the Council's lighting displays including column lights, cross streetlights and garlands have to be erected and then dismantled each year. In addition, three Christmas trees (one on Belle Vue Island, one in Malvern Link and one in Barnards Green) must be erected, dressed, and then undressed.
- 3.3. The current lighting contract was awarded in September 2022 for a three-year period and is now due for review and renewal.
- 3.4. Officers issued a Christmas lights tender document to a number of contractors, a blank copy of which is attached at Appendix A to this report. Contractors were asked to quote for a one-year contract due to planned changes and improvements to the lights being proposed by Traders in Great Malvern which may have an impact on the scope and costings for future years.
- 3.5. Suitable contractors must have working knowledge of the County Surveyor's guide to festive lighting and at least one member of the contractor's team must hold a certificate for G39 electrical safety in the planning, installation, commissioning and maintenance of public lighting and other street furniture. Contractors are also required to obtain the necessary licences required including that for use of a mobile elevations work platform required by Worcestershire County Council.
- 3.6. All Christmas Lighting must be erected and in working order ahead of the Christmas Light Switch On and the successful contractor must be present at this event each year. Lights are then dismantled in early January.

3.7.

Contractor	Tender price	Call out fees for emergency repairs	Hourly rate for repairs and maintenance
A	£19,300	£140	£70 per hour
B	£21,400	£200	£90 per hour
C	£26,500	Not given	Not given

Officers are recommending contractor A as this tender price is cheaper than the other two contractors.

- 3.8. Committee should note that Great Malvern Traders have been investigating ways of improving and upgrading Christmas Lights within Great Malvern. This is likely to be a phased scheme due to cost.
- 3.9. This year, a separate tender for lights to be erected in Priory Walk area and in the Priory Churchyard has been issued but this will be dependent on both funding from MHDC and on permission from land/building owners.

4. Financial Implications

- 4.1. The Town Council has allocated a budget of £16,000 in 2025/26 for the erection and dismantling of Christmas lights. There will therefore be an overspend against budget in this financial year and future budgets will need to be adjusted accordingly.
- 4.2. The cost of repairs are very difficult to predict and can vary from one year to another. £500 has been included in the annual budget for 2025/26 and Officers suggest that this should be increased to £1,000 from 2024/25.

5. Legal Implications

- 5.1. All lights and lights installations must comply with the County Surveyors Code of Practice.
- 5.2. The lighting contractor holds their own public liability insurance.

End

Linda Blake
Town Clerk

MALVERN TOWN COUNCIL



INVITATION TO TENDER FOR CHRISTMAS LIGHTS WITHIN MALVERN

August 2025

INTRODUCTION

You are invited to tender for the erection, maintenance, dismantling and storage of Malvern Town Council's Christmas Lights.

BACKGROUND

Malvern Town Council is responsible for the erection of festive lights throughout each of Malvern's three town centres each year.

Over the past five years, most of the lighting systems have been changed from 240v to 24v LED systems.

THE SITE

The locations and further requirements are noted below:

- Great Malvern – 10 areas
- Malvern Link/Link Top – 4 areas
- Barnards Green – 2 areas

GREAT MALVERN		Amount £
4 x column lights at Brays (240v)	Column Nos, 114, 113, 112, 111 Panels LED	
1 x column light at Rosebank Gardens (240v)	Column No. 125 Panels LED	
4 X building lights at Elts, Bespoke hair company, YMCA and Oxfam (240v)	Small wall mounted panels	
4 x column lights at Kings Barbers*, Malvern Hills Trust (Snowflakes) (240v)	Column Nos. 6, 5, 4 * Column No. 7	
2 x cross street at Iceland to Papas Cafe and Post Office to Crew Clothing (240v)	3-piece set, two panels and centre ball	
1 x Globe lights at Priory Church Yard (24v)	LED glove	
1 x Christmas tree to be collected, erected and dressed at Belle Vue Island (24v & 240v), undressed.	Pea light string, coloured lights, Christmas presents	
1 x tree lights check at Malvern Hills Trust (24v)	Globe lights	

Plain tree lights to be checked over and in running order at Belle Vue Island (24v)	Pea lights installed permanently in tree	
1 x Abbey Hotel Gardens tree lights to be checked over and in running order (24v)	Column No. 124, globe lights	
MALVERN LINK/LINK TOP		
6 x column lights at Bakery Inn, Lloyds Bank, Colston Bakery, Tiger Lous Nail Bar, Tromans Eye Care, PHD Organic Hair, Francis Furniture/Esso Garage (240v)	Panels LED	
1 x Christmas tree to be collected, erected, dressed at corner by Hampden Road (24v), undressed	Coloured string lights	
1 x tree lights outside Bosbury House, check and repair if needed (24v)	Globe lights	
1 x tree lights adjacent Trinity Hall and Link Top, check and repair if needed (24v)	Globe lights	
BARNARDS GREEN		
6 x column lights at One Stop (84), Co-op (83), Natural Choice (45), Cash machine (46), Co-op Store, Suzanne's Hair (240v)	Column Nos. 84, 83, 45, 46, 44, 43, panels LED	
BARNARDS GREEN ISLAND		
Check over permanent lights and repair to running order. Install Christmas presents into trees x 6. Power from column 95 (no entry sign). (24v & 240v) Install Lights into Christmas Tree Uninstall Lights from Christmas Tree		
LICENCES		
Other necessary costs		

SITE VISITS

If you would like to meet with Charles Porter, the Operations Manager, please telephone 07834 840566 or contact Malvern Town Council offices on 01684 566667 where a time and date can be arranged.

REQUIREMENTS

The general conditions of the tender are as follows:

- The tender is broken down into three areas, but the tender should be for an overall price.
- The tender should be for one year.
- Proof must be provided with the tender that at least one member of the contractor's team holds a certificate for G39 Electrical safety in the planning, installation, commissioning and maintenance of public lighting and other street furniture.
- The contractor must also have a working knowledge of the County Surveyor Guide to Festive Lighting.
- All relevant risk assessments and method statements must be available for inspection.
- A member of the installation and dismantling team must have First Aid at Work training.
- All plugs must be 16 amp to connect the static commandos and power boxes (unmetered supplies).

Repairs

- A member of the contractor's team must be available to undertake necessary repairs and maintenance between switch on dates and dismantling dates.
- A call out response time of no longer than twenty-four hours is required.
- Please state within your tender any call out fees and an hourly rate for repair/maintenance.

ADDITIONAL INFORMATION

- Columns are double pole, fused power supplies with timers.
- Power boxes are wall mounted trips with timers.
- Lights are predominantly LED, with some 240v or through a transformer to 24v. the Christmas presents on Barnards Green island are 240v single bulbs.
- The contractor MUST have all the necessary Licences such as MEWP, Crane and all RAMS, Road and Footpath closures. These are to be made available to Malvern Town Council.

ANTICIPATED PROJECT DATES

- Lights may be installed on weekdays between 7pm and 2am, and at weekend between 2pm and 2am.
- Lights must be erected and tested at least one week before the switch-on event date.
- Christmas tree lights must be erected, dressed and tested in the week leading to the switch on.
- The contractor must be present at the Christmas Light Switch-on Event on Saturday 22 November from 5.00pm until 6.00pm (lights switched on at 5.30pm).
- Lights to be dismantled within the first two weeks of January 2026.

INSURANCE REQUIREMENTS

The appointed contractor must have the following levels of insurance:

- Public Liability Insurance – 10 Million

EVALUATION CRITERIA

Price	70%
Fulfilment of requirements/Compliance	30%

SUBMISSION OF TENDER

The tender deadline is 1pm on Monday 15 September 2025. Any tenders received after this time will not be considered.

All tenders should be marked for the attention of Charles Porter, Operations Manager and set by email to Linda Blake, Town Clerk, lblake@malvern-tc.org.uk or by post to Malvern Town Council, Community Hub, Victoria Park Road, Malvern Link WR14 2JY.

Malvern Town Council is not bound to accept the highest or any offer.

In the event of there being more than one bid at the same price, Malvern Town Council may require further information from the bidders in order to select the successful offer.

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

**to be held on Wednesday 1 October 2025
in the Park View Community Room, Malvern, at 6.00 pm**

LEGACY GRANT SCHEME FUNDING FOR VICTORIA PARK

1. Purpose of Report

- 1.1. For noting and delegation to Officers.

2. Recommendation

- 2.1. Operations and Planning Committee are asked to note the conditional grant offer of £100,000 towards the refurbishment of Victoria Park Play Area and to delegate responsibility to the Town Clerk and Operations Manager to take steps to progress this application onto Stage 2: Compliance

3. Background

- 3.1. It has been recognised for a number of years that Victoria Park Play Area requires a large-scale refurbishment of its play equipment.
- 3.2. Although within the last year, a new toddler's play area has been installed near to the café patio and new swings purchased, the last major refurbishment was in 2009 when £85,000 was spent on new play area equipment.
- 3.3. In April 2025, Malvern Hills District Council advertised its Community Facility Legacy Grant Scheme with match funding grants of up to £100,000 available to support communities to become healthier, safer and stronger by enduring they have access to high-quality public open spaces and facilities.
- 3.4. Officers submitted an application on behalf of the Town Council for £100,000 of funding towards a £200,000 refurbishment of Victoria Park Play Area.
- 3.5. The Town Clerk has now received a conditional offer for a grant of up to £100,000 and the next stage of compliance requires officers to submit the necessary documentation to satisfy certain conditions.
- 3.6. Committee are asked to approve delegations to officers to ensure these conditions are met, which will involve the following:
- Security of tenure
 - Confirmation of project costs and funding
 - Evidence of user demand
 - Evidence of needs
- 3.7. It should be noted that evidence is required by 31 December 2025 if possible and that projects should commence by 31 March 2026.

4. Financial Implications

- 4.1. The anticipated cost of the refurbishment of Victoria Park Play Area is £200,000 but detailed tenders will be sought to confirm the total price.
- 4.2. A conditional Legacy Grant of £100,000 has been confirmed and with £40,000 already in reserves, that leaves an amount of up to £60,000 to be found.

5. Legal Implications

- 5.1. The Town Council is the legal owner of land at Victoria Park.
- 5.2. The Town Council has the power to provide a wide range of recreational facilities under the Open Spaces Act 1906, and the Local Government (Miscellaneous provisions) Act 1975.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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**to be held on Wednesday 1 October 2025
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INTERACTIVE PRESENTATION ON REMEMBRANCE

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is asked to agree an interactive presentation on Remembrance on Friday 7 November 2025, to be held at Malvern Theatres, in aid of Royal British Legion and the Mayor's charity Malvern Special Families.

3. Background

- 3.1. Following the positive response to events held for VE and VJ Day, Events Officers have been liaising with local groups regarding other possible events on a similar theme.

- 3.2. Officers have contacted Malvern Theatres, and they have kindly agreed to provide Studio One free of charge for a Remembrance interactive presentation in partnership with the U3A Military History Society's Simon Sole who will be presenting both sessions.

- 3.3. The proposal is as follows:

Venue: Studio One

Date: Friday 7 November 2025

Screening times: 17:00 – 18:30 and 19:30 – 21:00

Maximum capacity: 72

- 3.4. The tickets for the event would be sold via the Malvern Theatres box office and online on their website. This makes it easier to track the tickets sold and provides those attending with numbered seats.

- 3.5. As the Town Council will be selling these tickets to the public via the theatres it has been agreed with Malvern Theatres, that a suggested split of 80/20 this would apply. This will mean Malvern Theatres take a box office commission of 20% of net box office receipts with the 80% share distributed to Malvern Town Council once the below deductions have been made.

- 4% credit card commission and standard rate VAT will be deducted from the gross box office receipts.
- PRS (if applicable) will be deducted at 1% from the net box office receipts.

- 3.6. Officers will be managing/overseeing the evening in terms of welcoming attendees to the evening and ensuring its smooth running.

4. Financial Implications

- 4.1. The ticket price that Malvern Town Council are suggesting is £10 per ticket.

- 4.2. All monies raised at the interactive film showings will be split between the Royal British Legion and the Mayor's charity Malvern Special Families, following the deductions made above.

5. Legal Implications

- 5.1. All licences have been organised by Malvern Theatres and therefore no additional licences need to be considered for this event.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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**to be held on Wednesday 1 October 2025
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THE TASTE OF THE HILLS 2026

1. Purpose of Report

- 1.1. For discussion and noting.

2. Recommendation

- 2.1. Committee is asked to agree an event entitled 'The Taste of the Hills' to take place at Malvern Cube on Sunday 8 March 2026 from 11am – 4pm in aid of the Mayor's charity, Malvern Special Families.
- 2.2. Committee is asked to consider a budget of £300 to cover entertainment throughout the event.

3. Background

- 3.1. Council have agreed that the Christmas Light Switch-On event this year is in aid of four local charities instead of the Mayoral charity. As a result, the proposal is to hold an additional event on a similar scale to raise funds for Malvern Special Families.
- 3.2. Malvern Cube have agreed that the Council can have use of the main hall, two breakout rooms and the café area for a discounted cost.
- 3.3. The Sunday event will include food organisations, local food and drink traders from the Malvern area, but also traders from local areas surrounding the hills.
- 3.4. The event will raise funds for the Mayor's charity by charging an entry fee which will include talks, tastings, workshops, stall holders and musical entertainment.

4. Financial Implications

- 4.1. It has been agreed that the Mayor will cover the venue fees at Malvern Cube from her Mayoral Allowance. The Mayor has agreed to donate up to £500 from her budget for the event.
- 4.2. Officers are requesting that an additional £300 is considered towards the event to cover entertainment fees throughout the day, this will include a band and a choir from the local area.

5. Legal Implications

- 5.1. All licences will be sought before the event takes place and are as follows
- Health & Safety/ Food & Hygiene certificates.
 - Performing Rights Licences.
 - Street collection licence for the Mayor's charity on the day of the event

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
to be held on Wednesday 1 October 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONS SERVICES 2025/26

1. Purpose of Report

- 1.1. For recommendation to Council.

2. Recommendation

- 2.1. Committee is asked to review the level of charges on operational services, consider officer suggestions and to make recommendations for charges for the 2026/27 year.

3. Background

- 3.1. The annual budget is decided by Full Council in December every year. As part of this, the charges for the Town Council's operational services must be agreed to finalise income projections.

Cemetery

- 3.2. The budget for 2025/26 estimated that Great Malvern Cemetery would generate £74,400 of income, this being the largest income stream other than the precept.
- 3.3. Increases in the cemetery charges during the previous two years have been:
- 2025/26 – 11%
- 2024/25 – 6.7%

Committee are asked to be mindful that whilst fees need to be reasonable costs for running and maintaining the Cemetery are increasing year by year.

- 3.4. A comparison with the charges for Malvern Wells Cemetery, currently being overseen by the Town Council is shown in the table below;

	Malvern Town Council	Malvern Wells
Purchase of Grave Space	621	985
Purchase of Cremated Remains Space	248	350
Interment of Cremated Remains	248	315
Right to erect a Memorial	142	200
Additional Inscription of Memorial	0	110

Allotments

- 3.5. Income from allotment rental has been budgeted at £5,988 for 2025/26.
- 3.6. Increases in the previous two years have been:
 - 2025/26 – increase from £40 to £41
 - 2024/25 – increase from £36 to £40
- 3.7. A review of allotment charges in the Worcestershire area shows that although other councils are increasing their charges, Malvern Town Council's charges are overall currently in line with them.

Sports pitches

- 3.8. Income from pitch fees and changing room hire was budgeted at £3,847 for 2025/26. However, due to fewer teams booking the use of facilities in the current year, it is likely that income will be less than budget.
- 3.9. Increases in sports pitch costs in the previous two years have been:
 - 2025/26 – 4.5% (for all facilities)
 - 2024/25 – 4.5%
 - Hire of Junior pitch increased from £127 to £195.
 - Hire of Changing rooms for juniors increased from £110 to £195.
- 3.10. Committee members are now asked to consider the level of operational charges for the period 1 April 2026 to 31 March 2027.

4. Financial Implications

- 4.1. The level of charges will influence income projections for 2026/27 and will be included within the Town Council's budget for the 2026/27 financial year.

5. Legal Implications

- 5.1. The Town Council has a statutory duty to provide allotments where there is a demand for them, under the Smallholdings and Allotments Act 1908.
- 5.2. The Town Council acts as the Burial Authority in Malvern on behalf of the District Council.
- 5.3. Sporting facilities are provided under the powers of a Town Council covered by the Public Health Act 1875, Local Government Act 1972 and Open Spaces Act 1906.

End
Linda Blake
Town Clerk

[illegible]

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 1 October 2025 at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

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
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
to be held on Wednesday 1 October 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link
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. 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.
- 3.3. Members are asked to look at details of any planning applications for discussion before the meeting to allow an expeditious decision-making process.
- 3.4. 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.
- 3.5. 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 12
APPENDIX A

Application number	Location	Ward	Description of works	Applicant	Comment deadline
<u>M/25/01368/HP</u>	9 Richmond Road, Malvern, WR14 1NE	Link	Proposed single and two storey rear extension along with partial loft conversion including rear boxed dormer	Mr G Stubbs and Ms K Cunningham	03/10/2025
<u>M/25/01483/FUL</u>	Copper Beech House, 32 Avenue Road, Malvern, WR14 3BJ	Barnards Green	Widening of existing pedestrian access in north boundary wall to create vehicle access	Mr G Fotios	24/10/2025
<u>M/25/01391/FUL</u>	Flat 6, Abbotsfield, 14 Abbey Road, Malvern, WR14 3HG	Great Malvern	Single storey extension to ground floor flat and new external staircase to serve first floor flats following removal of existing	Jon Hill Properties	10/10/2025
<u>M/25/01478/FUL</u>	Land At (Os 7899 4411), Hawthorn Lane, Malvern	Barnards Green	Change of use of land to residential curtilage and erection of detached garage (Retrospective)	Mr S Hodgkiss	15/10/2025
<u>M/25/01506/HP</u>	Torside, 92 St Andrews Road, Malvern, WR14 3PP	Barnards Green	Single storey rear extension	Mr Rowland Wolsten-Holme	16/10/2025