

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 1 October 2025 at 6.00pm

Councillors

Present

D Mead (Chair)
A Cherry (Vice Chair)
D Watkins
S Austin
E Green

Absent

C Bovey (apologies)
J MacLusky (apologies)
J Leibrandt (apologies)
N Wanklin (apologies)

Also in attendance

L Blake - Town Clerk
C Porter – Operations Manager
J Winkworth – Minute Clerk
Cllr D Ward

44. APOLOGIES FOR ABSENCE

Apologies were **NOTED** from Councillors Caroline Bovey, Julie MacLusky, Josie Leibrandt and Nathan Wanklin.

45. DECLARATIONS OF INTEREST

Cllr Sean Austin declared an interest in Agenda Item 5 regarding the Christmas Lights Tender, as he is a trader within Great Malvern.

46. MINUTES OF PREVIOUS MEETING

An amendment was made to the previous minutes, due to omitting apologies from Cllr Watkins.

Following this amendment, 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 Wednesday 20 August 2025

PUBLIC PARTICIPATION

None.

47. REPLACEMENT OF CORVUS TERRAIN EX4 ELECTRIC UTILITY VEHICLE

Report OC01/25 was received and accepted.

The Operations Manager left the room at 6.05pm.

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

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The Town Clerk explained to the committee that there had been issues with the new electric vehicle right from the point of purchase and whilst the dealership had been responsive to correcting these, the vehicle is now nearing two years old, and it is becoming clear that it is not fit for purpose. The Town Council's environmental policy states that low emission vehicles will be purchased where possible, but in this case, there is currently not a suitable electric vehicle available and staff welfare is extremely important, and staff need to be provided with the correct vehicles and equipment.

Following Councillors questions, it was **RECOMMENDED** that the Officers should replace the electric utility vehicle with a similar diesel-powered vehicle.

The Operations Manager returned to the room at 6.10pm.

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

Report OC02/25 was received and accepted.

The Operations Manager gave a brief history on the erection and dismantling of Christmas Lights and what would be involved this year.

Following Councillors questions, the Committee **RECOMMENDED** to award a one-year contract to Company A for the erection, maintenance and dismantling of Christmas Lights 2025.

49. **LEGACY GRANT SCHEME FUNDING FOR VICTORIA PARK**

Report OC03/25 was received and accepted.

The Town Clerk informed the Committee that Malvern Town Council had recently put in an application to MHDC for a Community Facility Legacy Grant with match funding grants of up to £100,000 towards a £200,000 refurbishment of Victoria Park Play Area and that this application had now been approved with certain conditions needing to be met before the monies are paid.

The committee **RECOMMENDED** that delegations be given to Officers to ensure these conditions are met involving the following categories:

- Security of tenure
- Confirmation of project costs and funding
- Evidence of user demand
- Evidence of needs

50. **INTERACTIVE PRESENTATION ON REMEMBRANCE**

Report OC04/25 was received and accepted.

The events team have been in discussions with a representative from U3A following the VE/VJ Day events that took place during the summer. Malvern Theatres have agreed to provide the venue for this event to take place on Friday 7 November 2025.

It was **RECOMMENDED** that two interactive presentations would be provided at a cost of £10 per ticket, with all proceeds in aid of Royal British Legion and the Mayor's charity, Malvern Special Families.

A discussion took place regarding concessions for members of the community.

It was **RECOMMENDED** that any carers would be entitled to a 50% deduction in line with what Malvern Theatres offers currently.

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51. TASTE OF THE HILLS EVENT 2026

Report OC05/25 was received and accepted.

The events team would like to hold an event in aid of the Mayor's Charity, Malvern Special Families on Sunday 8 March 2026 at Malvern Cube.

The event will charge an entry fee which will include talks, tastings, workshops, stall holders and musical entertainment.

Following a brief discussion, it was **RECOMMENDED** that 'The Taste of the Hills' event should take place on Sunday 8 March 2026 in aid of the Mayor's charity.

A discussion took place about whether stallholders should be charged and what this fee should be, and it was **AGREED** that a fee should be charged in principle, but that the events staff have discretion on the charges for stallholders.

52. REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONS SERVICES 2025/26

Report OC06/25 received and accepted.

Cemetery

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

Councillors discussed the figures included in the report as a comparison, between Malvern Town Council and Malvern Wells, and made suggestions of increases.

Cllr Anne Cherry left the room at 6.41pm and returned at 6.43pm and again at 6.45pm until 6.46pm.

Cllr Mead requested that a report on the expenditure for Malvern Cemetery should be collated and brought to the next Operations and Planning meeting for discussion.

It was **RECOMMENDED** that Cemetery Charges should be increased by 28% for 2026/27 and there should be the addition of a fee of £100 for 'additional inscription of memorial' which currently has no cost.

Allotments

A review of the allotment charges for 26/27 was briefly discussed and it was **NOTED** that charges had increased by £1 last year.

It was **RECOMMENDED** to increase the allotment charges for a 125 square metre plot to £52 per year from 1 April 2026, which equates to £1 per week.

Sports Pitches

There has been a decline in requirements for sports pitches this season.

It was **RECOMMENDED** to increase the sports pitch charges for 2026/27 by current RPI of 4.6%.

53. WORK PROGRAMME AND OPERATIONS UPDATE

Report OC07/25 received and accepted.

The Operations Manager gave an update regarding works to date.

The Path Lighting at Victoria Park will be put in place this month.

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The replacement of a John Deere Mower is due to take place later in the year to take advantage of lower pricing over the winter.

Bedding plants will be planted in the next couple of weeks around the community.

The Skatepark Section 106 funding has been ring fenced, therefore not requiring any further paperwork from the Town Council. The Town Clerk and Operations Manager are due to meet with Maverick in October to discuss the process. Maverick have also confirmed that they are happy to liaise with the planning department at Malvern Hills District Council. We hope to see a start on site in early 2026.

54. **ENVIRONMENTAL MATTERS**

Report OC08/25 was received and accepted.

There were no environmental matters noted.

55. **PLANNING CONSULTATIONS**

Report OC09/25 was received and accepted.

There were no planning matters noted.

56. **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 19 November 2025 at 6.00 pm.

The meeting finished at 7:36pm.

.....(Chairman)