



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL**

### **REPORTS**

**For meeting on Wednesday 15 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

Tel: 01684 566667



9 October 2025

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
[www.malverntowncouncil.org](http://www.malverntowncouncil.org)

## 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 15 October 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.	<b>Apologies for Absence</b> To note apologies for absence.
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Council meetings: <ul style="list-style-type: none"><li>➤ 3 September 2025</li><li>➤ 24 September 2025 (Extra-Ordinary Meeting)</li></ul>
<b>Public Participation</b> <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.	<b>Mayor's Announcements</b> <ul style="list-style-type: none"><li>➤ The Mayor to make any relevant announcements/written report</li></ul>
5.	<b>Update on Town Council Operations and Activities</b> <ul style="list-style-type: none"><li>➤ Verbal update by the Town Clerk</li></ul>
6.	<b>Reports by County and District Council Representatives in Attendance</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>
7.	<b>Town Council Ward Reports/Representatives on outside bodies</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>
8.	<b>Members Questions</b> <ul style="list-style-type: none"><li>➤ The Chair will invite members who have written in with questions to present them to Council</li></ul>



9.	<b>Appointment of Co-opted Councillors to Committees</b> <ul style="list-style-type: none"> <li>➤ Report CL01/25 to follow</li> </ul>
10.	<b>Recommendations from Policy and Resources Committee</b> The Chair of Policy and Resources Committee to present any recommendations for approval by Council from the meeting held on 10 September 2025 <ul style="list-style-type: none"> <li>➤ Report CL02/25 to follow</li> </ul>
11.	<b>Recommendations from Operations and Planning Committee</b> The Chair of Operations and Planning Committee to present any recommendations for approval by Council from meetings held on 1 October 2025 <ul style="list-style-type: none"> <li>➤ Report CL03/25 to follow</li> </ul>
12.	<b>Update from Devolution Panel</b> <ul style="list-style-type: none"> <li>➤ The Chair to present an update from the panel meeting held on 4 September 2025.</li> </ul>
13.	<b>Update from Community Engagement Sub-Committee</b> <ul style="list-style-type: none"> <li>➤ Verbal update on current actions from Chair of Sub-Committee</li> </ul>
14.	<b>Appointment of member to Community Engagement Sub-Committee</b> <ul style="list-style-type: none"> <li>➤ Report CL04/25 to follow</li> </ul>
15.	<b>White Ribbon Day Event</b> <ul style="list-style-type: none"> <li>➤ Report CL05/25 to follow</li> </ul>
16.	<b>Purchase of New Christmas Lights for Great Malvern</b> <ul style="list-style-type: none"> <li>➤ Report CL06/25 to follow</li> </ul>
17.	<b>Sale of Land at Elgar Avenue</b> <ul style="list-style-type: none"> <li>➤ Report CL07/25 to follow</li> </ul>
18.	<b>Illegal Encampments/Trespassing on Town Council Land</b> <ul style="list-style-type: none"> <li>➤ Verbal update</li> </ul>
19.	<b>Policing with the Community Town and Parish Council Survey</b> <ul style="list-style-type: none"> <li>➤ Report CL08/25 to follow</li> </ul>
20.	<b>Date and Time of Next Meeting</b> <ul style="list-style-type: none"> <li>➤ 12 November 2025 at 6.00pm</li> </ul>
<b>Exclusion of the Press and Public</b>  <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>	
21.	<b>Minutes of Previous Meeting</b>  To receive and confirm as a correct record the minutes of the previous meeting taken in private session. <ul style="list-style-type: none"> <li>➤ Document to be handed out at meeting</li> </ul>
22.	<b>Rose Bank Gardens Update</b> <ul style="list-style-type: none"> <li>➤ Verbal update</li> </ul>

**UNADOPTED  
MALVERN TOWN COUNCIL  
MINUTES OF FULL COUNCIL MEETING  
in the Park View Meeting Room, Victoria Park Road, Malvern Link  
held on Wednesday 3 September 2025 at 6pm**

**Councillors**

Present

M Birks (Chair)  
I Dawson  
D Watkins  
A Cherry  
S Austin  
C Hooper  
J MacLusky  
C Bovey  
K Newbigging  
D Mead  
J Green  
E Green  
N Wanklin  
J Leibrandt (6.01pm)  
C Fletcher (6.01pm)  
L Lowton (6.01pm)

Absent

M Jones (Apologies)  
R McLaverty-Head (Apologies)

**Also in attendance**

L Blake, Town Clerk  
J Winkworth, Minute Clerk  
Cllr Paul Bennett, MHDC County Councillor  
Cllr Chris McSweeney, MHDC County Councillor  
Liam McClelland, Skatepark Group

The meeting started at 6.01pm.

**62. APOLOGIES FOR ABSENCE**

Apologies for absence from Councillors Ronan McClaverty-Head and Mel Jones were **NOTED**.

**63. DECLARATIONS OF INTEREST**

None.

**64. 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 30 July 2025

**PUBLIC PARTICIPATION**

None.

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

**65. RECOMMENDATIONS FROM SKATEPARK FOCUS GROUP**

Report CL03/25 was received and accepted.

## **UNADOPTED**

The Mayor gave her thanks to everyone involved with the Skatepark Focus Group and welcomed Liam McClelland to the meeting.

Liam also passed on his thanks for the invitation to be involved and was looking forward to seeing the end result of a new skatepark in Victoria Park.

Cllr Cherry informed the Council of the process which had taken place to date within the Focus Group and invited Councillors to ask any questions.

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

### **66. MAYOR'S ANNOUNCEMENTS**

The Mayor updated the Council on her recent engagements during August which included the following:

- Mayors Bonanza
- Bands in the Park
- VJ Day commemorations
- Talk at St Mary's/Pickersleigh Residents Club – 'What is it like to be a Mayor?'
- Malvern Special Families visit to their Summer Play Scheme
- Meeting with Karl Perks, Responsibility for Highways and Transport

Cllr Emma Green left the room at 6.32pm.

#### Special meeting – Wednesday 24 September 2025

The Mayor informed councillors that there will be an Extraordinary Council Meeting being held on Wednesday 24 September 2025 at 6pm at the Park View meeting room for the co-option to fill two vacancies within Malvern Town Council.

Cllr Emma Green returned to the meeting at 6.35pm.

### **67. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Town Clerk updated the council on the following matters:

- Grants Scheme applications will close on 15 September.
- Bands in the Park – Councillors who volunteered at Bands in the Park this season will be asked to provide feedback on the bands that played, the quality of music provided, what went well, what didn't work etc.
- Hanging Baskets and Troughs – these will be removed during the week commencing 15 September.
- Car Park Line Marking at Victoria Park – closure weather permitting for line marking on Thursday 4 September.
- Football - matches will commence this weekend, but it has been noted that there has been a decrease in teams this year following the disbanding of several youth teams.
- Pump Track Adam Lee – The Town Clerk is continuing to work with the Police to monitor anti-social behaviour in this area. The Town Council may wish to consider laying tarmac on the car park at Adam Lee in the future to discourage stone throwing from the stones laid in the car park area at present.
- Litter Bins – Officers have responded to a few litter bin requests in the Town.
- Hedges/Trees – we now find ourselves in the season of hedge and tree cutting and work is beginning and will continue to take place going forward.

## UNADOPTED

- Flood Report for Elgar Avenue is due back in the next two weeks.

Cllr Wanklin left the room at 6.39pm.

### 68. **REPORTS BY COUNTY & DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

County Councillors Paul Bennett and Chris McSweeney were in attendance at the meeting.

Cllr McSweeney hopes to attend MTC meetings on a quarterly basis following the prompt in the previous minutes.

Cllr McSweeney informed the committee on the following matters:

- British Camp A449 closure from 8 September 2025 for a long period of time.
- Edith Walk closure from 15 September for approx. 3 days.
- Newland road surface area is much better following the repairs.
- Malvern Bike Bus is taking place again from Friday 5 September at 8am from Somers Park to Northleigh School.

Cllr Leibrandt left the room at 6.47pm.

A lengthy discussion took place regarding the flags flying in the surrounding areas. Cllr Lou Lowton felt that they were a distraction on the roundabouts and lamp posts.

It was noted that any flags erected on lamp columns within the town were the responsibility of Worcestershire County Council and not a Town Council matter.

Cllr Leibrandt returned to the room at 6.50pm.

Cllr Bennett also informed the council on the following matters:

- Some pavements have been lowered in Elgar Avenue.
- A request from Cllr Bovey to look at problems with road surface in Langland Avenue outside Malvern Town Club has been reported
- Pound Bank pathways on the west side have been reported
- Parking on grass in areas – Cllr Bennett has been trying to discourage this
- New Empty Homes/Buildings Officer now in place at MHDC
- Proposed Church Street crossing – District Councillors are actively discussing
- Parking Spaces are to be saved from removal down Church Street
- Disused bus stop by Waitrose and Taxi Rank by B & M may be used for more car parking spaces

Cllr Lowton left the room at 7.10pm.

Cllr Hooper wished to note congratulations to Cllr Natalie McVey on her recent position of Deputy Chair of Local Government Association committee who deal with Children, Young People and Families. The Mayor has also written to congratulate her in a personal capacity.

Cllr Lowton returned to the room at 7.13pm.

Cllr David Mead reported that at the District Council meeting on Tuesday 2 September 2025 the decision was made to opt for both a North and South Worcestershire Unitary Authority in the forthcoming change in structure. A recording of the meeting is available if anyone wishes to view it.

### 69. **TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Hooper informed the council that CALC Executive committee are meeting in the following week. The Executive body will be looking at feedback received from the

## UNADOPTED

CALC questionnaire sent out to ascertain views from Parish and Town Councils on devolution within Worcestershire.

Cllr Austin left the room at 7.18pm.

### 70. MEMBERS QUESTIONS

None.

Cllr Austin returned to the room at 7.19pm.

### 71. RECOMMENDATIONS FROM AUDIT COMMITTEE

Report CL01/25 was received and accepted.

#### Minute 12 – Appointment of Internal Auditor 2025/26

The Council **RESOLVED** 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 shown to date.

### 72. RECOMMENDATIONS FROM OPERATIONS AND PLANNING COMMITTEE

Report CL02/25 was received and accepted.

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

Following a short discussion, it was **RESOLVED** that a new seven-year self-management tenancy would 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

A discussion took place regarding this recommendation:

- Would there be a conflict of interest with charities Councillors are linked with?
- Where can the Councillors obtain a list of local charities from?

Following the discussion of these points, it was **RESOLVED** that the Christmas Light Switch-on event taking place on Saturday 22 November would be an event held to raise monies for a number of smaller local charities and that four local charities would 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 **RESOLVED** that the Town Clerk should write to Worcestershire County Council stating the Town Council's concerns that the proposed suggestions for a crossing in Church Street is the wrong location and that it should be located at the end of Church Walk or not be put in place at all.

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

It was **RESOLVED** that the Town Council should proceed with Option 2 with an enhanced logo on (using larger font), 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 on signage for the Community Hub.

**UNADOPTED**

**73. RECOMMENDATIONS FROM STAFFING COMMITTEE**

Report CL04/25 was received and accepted.

Minute 5 – Pay Review and Benchmarking

It was **RESOLVED** that benchmarking should take place on all staff roles. Including the Town Clerk and Operations Manager.

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

Cllr Leibrandt detailed the recommendation to see individual staff contracts after the staff group meetings which prompted a lengthy discussion and concerns from some Councillors.

There were several issues raised by some town councillors who felt that it was unnecessary for every staff contract to be looked at.

The issue of GDPR and redaction of certain details was raised and the Town Clerk confirmed that advice had been received stating that full names, addresses and signatures would all need redacting.

It was pointed out that the Staffing Committee do not have delegated responsibility for the management of staff.

The issue of non-disclosure agreements/confidentiality clauses were raised, as was the need to keep information within meetings, on different coloured paper where necessary and that this information should not be discussed outside of the meetings.

A question was asked as to what specific information was needed that wasn't in a generic contract and that a generic contract should be able to answer 99% of all queries. The chair of Staffing Committee responded that the information was needed in order that the Town Council could be a responsible employer.

Some Councillors felt that individual contracts should not be viewed and that Staffing Committee should be able to provide a good reason for seeing specific detail with individual contracts.

However other Councillors disagreed with these views and felt that the Staffing Committee were carrying out the function of a HR department and that as a good employer it was necessary to have sight of all contracts.

It was also pointed out that the Good Councillors Guide provides specific information on the role of a Staffing Committee and in some circumstances individual contracts can be viewed.

Cllr Bovey left the room at 7.44pm and returned at 7.46pm.

Cllr Cherry requested a named vote.

Clarification on a named vote was given to the committee by the Town Clerk. The results of the vote are as follows:



## UNADOPTED

### No to viewing of individual contracts

Cllr Fletcher  
Cllr Cherry  
Cllr Austin  
Cllr Mead  
Cllr Bovey  
Cllr Watkins

### Yes to viewing of individual contracts

Cllr MacLusky  
Cllr Dawson  
Cllr Hooper  
Cllr J Green  
Cllr K Newbigging  
Cllr E Green  
Cllr Wanklin  
Cllr Lowton  
Cllr Leibrandt  
Cllr Birks

It was **RESOLVED** that the Staffing Committee would have sight of individual staff contracts after the staff group meetings.

### Minute 8 – Scheduling of staff holidays/leave of absence

Cllr Leibrandt informed the committee that this matter had been raised due to the need not to overwhelm staff with meetings and in particular to avoid the difficulties that arose when a meeting was scheduled in the week just before Full Council which gave problems with ensure timely decision making.

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

Due to pressures of time, Cllr Dawson proposed that the meeting be extended by 30 minutes.

**Under Standing Order 3X, Councillor Dawson proposed that the meeting be extended until 8.30pm to complete the agenda.**

**A vote was taken and the extension agreed.**

Cllr Wanklin left the room at 7.58pm returning shortly thereafter.

## 74. UPDATE FROM COMMUNITY ENGAGEMENT SUB-COMMITTEE

Report CL05/25 was received and accepted.

Cllr Newbigging gave a short report detailing the recommendations that have arisen from Community Engagement Sub-Committee meeting held on 18 August 2025.

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

It was **RESOLVED** that a workshop could be held for all town councillors so that further understanding of 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.

and

## UNADOPTED

It was further **RESOLVED** 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 **RESOLVED** that a 2-hour training session could 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 into 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 **RESOLVED** that members of the Community Engagement Sub-Committee 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 **AGREED** to defer this item to a future Full Council meeting to allow for a fuller conversation.

#### Health Van

It was **RESOLVED** that the Town Council would book the Health Van to come to Victoria Park.

Cllr Lowton and Cllr J Green left the meeting at 8.05pm.

#### **75. CHARITY FUNDRAISING AT THE CHRISTMAS LIGHT SWITCH-ON**

It was **AGREED** to defer this item to the Special meeting on Wednesday 24 September 2025.

#### **76. ILLEGAL ENCAMPMENTS/TRESPASSING ON TOWN COUNCIL LAND**

It was **AGREED** to defer this item to the Special meeting on Wednesday 24 September 2025.

#### **77. DATE AND TIME OF NEXT MEETING**

It was agreed that the date of the next meeting would be Wednesday 15 October 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.

#### **78. ROSE BANK GARDENS UPDATE**

The Town Clerk gave an update to the Full Council on the progress of Rose Bank Gardens.

**UNADOPTED**

The meeting finished at 8.30pm.

.....(Chair)

DRAFT

**UNADOPTED  
MALVERN TOWN COUNCIL  
MINUTES OF EXTRA SPECIAL MEETING  
in the Park View Meeting Room, Victoria Park Road, Malvern Link  
held on Wednesday 24 September 2025 at 6pm**

**Councillors**

Present

M Birks (Chair)  
D Watkins  
A Cherry  
S Austin  
C Hooper  
L Lowton  
J MacLusky  
J Leibrandt  
K Newbigging  
D Mead  
J Green  
E Green  
N Wanklin  
M Jones (6.03pm)  
R McLaverty-Head (6.03pm)

Absent

I Dawson (Apologies)  
C Fletcher (Apologies)  
C Bovey (Apologies)

**Also in attendance**

L Blake, Town Clerk  
J Winkworth, Minute Clerk  
Four Applicants for Co-option  
Member of the public

**79. APOLOGIES FOR ABSENCE**

Apologies for absence from Councillors Iain Dawson, Clive Fletcher, Caroline Bovey and Ronan McLaverty-Head were **NOTED** and Councillor Mel Jones informed us that she would be arriving a little late.

Councillors Mel Jones and Ronan McLaverty-Head arrived at 6.03pm, therefore the apologies from Cllr McLaverty-Head are withdrawn.

**80. DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

Colin, a resident from Malvern Link thanked the Town Council for all the work they do within the Malvern area.

He was attending the meeting to discuss a couple of concerns that he and other residents have regarding the travellers who have been camped out on the Link Common ground owned by Malvern Hills Trust.

Colin didn't feel that there was a proper process in place for the Police to move the travellers on in an appropriate way. The mess being left behind, including human waste, is dreadful especially when the public, young children are accessing these areas.

## UNADOPTED

Colin also wanted to address the speeding issues in and around Malvern Link and he gave examples of recent events that had taken place.

The Mayor and Town Clerk reassured Colin that the Town Council are extremely concerned about illegal encampments and are in communications with the Police with regards to this. The Mayor also confirmed that speeding issues are a constant concern to the Town Council but are in fact the responsibility of the County Council.

Colin left the meeting at 6.09pm.

### 81. **CO-OPTION OF MEMBERS TO FILL VACANCIES ON MALVERN TOWN COUNCIL – LINK WARD (1) AND POUND BANK WARD (1)**

Report CL01/25 was received and accepted.

The Mayor welcomed the candidates to the meeting and thanked them for their interest.

The Mayor and Town Clerk clarified the process that would take place during this agenda item, and it was agreed that applicants would sit in the reception area whilst each presentation took place to ensure fairness.

It was **AGREED** that a secret ballot would take place for the co-option of members to fill the two vacancies.

There were four candidates present:

- Maria Knight – Pound Bank
- Cynthia Palmer – Link
- Wayne Whittaker – Link
- Deborah Ward - Link

Each Candidate was given the opportunity to give a short presentation and were informed that this should last no longer than 3 minutes.

The vacancy for Malvern Link was considered first.

Following presentations from Deborah Ward, Cynthia Palmer, Wayne Whittaker and Maria Knight, questions were asked of the four candidates by Councillors present.

Following a secret ballot, it was **RESOLVED** to co-opt Deborah Ward as a Councillor representing Link Ward.

Two further votes took place for the Pound Bank vacancy and following two secret ballots it was **RESOLVED** to co-opt Wayne Whittaker as a Councillor representing Pound Bank Ward.

Cllr Wayne Whittaker joined the Council meeting after signing his Declaration of office.

Cynthia Palmer, Maria Knight and Deborah Ward left the meeting.

### 82. **ILLEGAL ENCAMPMENTS/TRESPASSING ON TOWN COUNCIL LAND**

The Mayor updated the Councillors regarding the recent illegal encampment on the car park at Victoria Park.

The staff had felt more threatened and uncomfortable this time round as the illegal encampment was camped outside the front of the building on the car park area. The café also had a difficult time.



## **UNADOPTED**

It was felt that there could have been better communication from the Police, and the Mayor has written to Inspector Dave Wise of Malvern Police again to request a meeting to discuss the matter further.

Local businesses such as, Morgan and Three Counties have also experienced difficulties and suffered considerably as a result of previous illegal encampments and it is hoped to convene a collective meeting with the Police and any organisations in the area that have been through similar experiences.

Councillors had many questions, and a discussion took place as to which areas should take priority and what types of barriers could be put in place in terms of safeguarding/securing Town Council sites.

Cllr Wanklin left the meeting at 7.30pm

Most Councillors felt that Victoria Park should be a priority because that is where the Community Hub is located and Council staff are based.

It was **AGREED** that the Town Clerk and Operations Manager should carry out an assessment of which Town Council land would be the priority to secure against illegal encampments and how this could be done.

A copy of the draft Illegal Encampments Actions Flow Chart was distributed and all Councillors were asked to send any comments via email to the Town Clerk.

Cllr Whittaker left the meeting at 7.40pm.

### **83. DATE OF NEXT MEETING**

It was agreed that the date of the next meeting of Full Council would take place on Wednesday 15 October 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.**

### **84. ROSE BANK GARDENS UPDATE**

The Mayor recommended that this agenda item was deferred to a meeting of the Emergency Decision-Making Group and any decisions from that meeting will come back to a future meeting of the Full Council.

The meeting finished at 7.49pm.

.....(Chair)

**MAYORAL EVENTS August - 12 October 2025**

Date	Event	Notes
4 August	First Bus meeting. Mayoral Convened Meeting for all Councillors representing Malvern Town area and the surrounding Parishes with Bus Provider, First Bus.	Convened meetings with Councillors from Parish, MTC, MHDC & Worcs. CC to meet George Burton, Senior Planner and Manager at First Bus. Task & Finish group established
11 August	Malvern Special Families at Fort Royal, Worcester	Mayor's Charity summer school programme. Takes place in Worcester as the Malvern facility has been closed at the Sunshine Centre. Expected opening of new centre in 2027.
14 August	High Sheriff visit to the Hub	Newly appointed High Sheriff discussed issues of mutual interest and made plans for this year's visit to Malvern on 23 October. The visit will involve meetings with community workers and volunteers who make a significant contribution to activities and people's lives in Malvern.

Date	Event	Notes
15 August	VJ Day Commemorative event and raising of the flag. Inauguration of the Hub flagpole.	Town Council organised commemoration event supported by veterans, public and dignitaries and included a programme of talks and music.
16 August	Bands in Park VJ special	Special event with speakers who presented testimony of the impact of the War in the Far East on their relatives. U3a Military History group contribution.
21 August	St Mary's Pickersleigh: Residents meeting	As guest speaker I was asked to talk about my role as Mayor of Malvern. Various residents were keen to try on the Chain of Office.
23 August	Mayor's Bonanza: raising funds for Mayor's Charity: Malvern Special Families	Organised and run by Town Council and thanks to contributions from councillor's and staff on the day. Over £1,700 raised for the Charity.
24 August	Ukrainian Independence Day. Celebration with Ukrainian entertainment, food and craft stalls.	The Twinning Association Committee planned an afternoon of entertainment with speakers from the Ukrainian community, Malvern Rotary and Other supporting organisations.
3 September	Visit to Masonic Lodge	Meeting & discussion on the focus for the charitable work of Malvern's Freemasons

Date	Event	Notes
5 September	Dame Harriett Baldwin visit to the Hub	Discussion and update on priorities for the Malvern Town area
9 September	Visit to Malven Rugby Club	Meeting to discuss community engagement and activity
13 September	Help for Heroes: Malvern Walk	Welcomed back walkers and presented medals and dog treats.
16 September	Visit to Morgan Motors	Meeting to discuss community matters.
17 September	Meet Civic Society	Discussion of mutual areas of interest and collaborating on events.
18 September	Meet CEO of Three Counties Showground	Discussion regarding opportunities for collaboration
19 September	1st Mayors's Allowance funded Community Lunch and Bus pick up	Council approved Mayor's unspent allowance could be used to run a pilot project of providing meals, a warm space and transport to the venue.
26 September	Worcester Mayor's Banquet	Entertainment and meal and opportunities to network
27 September	Reception, exhibition and tour of Zimbabwean Stone statues in Malvern	Based at MTC old offices on Belle Vue Terrace, workshops and sculpture exhibition

Date	Event	Notes
28 September	Holy Trinity Church: Harvest Festival and Eco Labyrinth	Cutting the ribbon and opening the Eco Labyrinth located in the grounds of the church.
6 October	Bus Task & Finish Group	Convened & chaired the meeting
7 October	Visit to The Foyer: run by Platform Housing	Met with Senior managers and staff. Discussed the Life skills programme and looking for volunteering opportunities.
9 October	MHDC Liaison Meeting	Discussion on matters affecting the Town area of Malvern.
11 October	Greenspace's Sustainable Fashion Show	Participated in wearing original retro clothes. A community celebration and consciousness raising event.
12 October	High Sheriff Shrievalty Service at Worcester Cathedral	Supporting the work of the High Sheriff and meeting other mayors



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

**to be held on Wednesday 15 October 2025 at 6.00pm**

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

**APPOINTMENT OF CO-OPTED COUNCILLORS TO COMMITTEE**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is asked to fill the two vacancies on Council committees, one vacancy on Operations and Planning Committee and one vacancy on Policy and Resources committee.

**3. Background**

- 3.1. Council appointed members to serve on Council committees at the Annual Council meeting on 14 May 2025.
- 3.2. At this time there were still two vacancies on the council following the resignation of Cllr Freya Matthews-Jones and the disqualification through non-attendance of Cllr Simon Meager.
- 3.3. The Council currently has one vacancy on each of its main committees; Operations and Planning Committee and Policy and Resources Committee.
- 3.4. Two new Councillors were co-opted at the last Council meeting. Councillors Wayne Whittaker and Deborah Ward can now be appointed to serve, one on each committee.
- 3.5. Should both Councillors wish to serve on the same committee, a vote must be taken, otherwise they can be appointed by approved resolution.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The Council's Standing Orders regulate its business, and these include rules governing the constitution of meetings.
- 5.2. Standing Order 8 relates to voting on appointments.

End  
Linda Blake  
Town Clerk

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

**to be held on Wednesday 15 October 2025 at 6.00pm**

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

**POLICY AND RESOURCES 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 Policy and Resources Committee held on 10 September 2025 and listed below.

Minute 14 - Flag Flying Policy

Committee **RECOMMENDED** that Council should approve the following revisions to the Flag Flying Policy.

**Point 1.1** should read - Malvern Town Council manages two main flag poles within the town. One in front of the Town Council Community Hub Building and the other in the grounds of Malvern Library.

In addition, the Town Council provides flags during the summer months to be erected in flagpole holders of commercial properties within Great Malvern, Barnards Green and Malvern Link.

**Point 2.2** - Flags to be included as part of the annual calendar will include:

- v. The words Pride Flag will be replaced with the words 'The Rainbow Flag' (6 horizontal equal stripes of red, orange, yellow, green, blue and violet)
- vi. National Flags for the towns of Marianske Lazne and Bagneres de Bigorre will be replaced with 'Any Countries National Flag'

It was **RECOMMENDED** that the Council's annual activity of flying St George's Flags and Union Flags on commercial properties during the summer months should be reviewed in April 2026 ahead of summer 2026.

Minute 16 - CCTV Policy

The Committee **RECOMMENDED** that Council should approve the CCTV Policy in its current format.

Minute 18 - Update to Section 19 of Standing Orders; Handling Staff Matters

It was **RECOMMENDED** that Full Council should adopt the changes to Section 19 of Standing Orders as outlined in Appendix A, subject to the word 'annual' being inserted before the word's 'appraisal of the Town Clerk' under Point C.

Minute 19 - Update to Policy and Resources Terms of Reference

It was **RECOMMENDED** that the Terms of Reference for Policy and Resources as presented to the meeting be adopted by Full Council as this reflects the transfer of staffing responsibilities to the new Staffing Committee.

**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

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

**to be held on Wednesday 15 October 2025 at 6.00pm**

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

**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 the meeting of Operations and Planning Committee which took place on Wednesday 1 October 2025, as listed below.

**Minute 47 – Replacement of Corvus Terrain EX4 Electric Utility Vehicle**

The Committee were asked to consider and agree the replacement of the Corvus Terrain EX4 Electric Utility Vehicle.

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

**Minute 48 – Tender for Erection, Maintenance and Dismantling of Christmas Lights 2025**

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.

**Minute 49 – Legacy Grant Scheme Funding for Victoria Park**

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

**Minute 50 – Interactive Presentation on Remembrance**

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.

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

**Minute 51 – Taste of the Hills Event 2026**

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.

**Minute 52 – Review of charges for Town Council Operations Services 2025/26**

**Cemetery**

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**

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**

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

**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



**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 15 October 2025 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**APPOINTMENT OF MEMBER TO COMMUNITY ENGAGEMENT SUB-COMMITTEE**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

Council is asked to appoint a member to the Community Engagement Sub-Committee

**3. Background**

3.1. Six members were appointed to the Community Engagement Sub-Committee at Annual Council in May 2025.

3.2. There is now a vacancy on the group following the resignation of Cllr Jude Green.

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

5.1. Standing Order 8 sets out the process for voting on appointments.

End

Linda Blake  
Town Clerk

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

**to be held on Wednesday 15 October 2025 at 6.00pm**

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

**WHITE RIBBON DAY EVENT**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council are asked to consider running an online event to be released on White Ribbon Day, 25 November 2025, hi-lighting the importance of the White Ribbon charity and its campaigns.

**3. Background**

- 3.1. Full Council agreed to become a White Ribbon supporter organisation in March 2025, following a recommendation from the Community Engagement Sub-Committee.
- 3.2. White Ribbon Day is part of a global campaign dedicated to raising awareness about preventing gender-based violence and encouraging men and boys to commit to ending violence against woman and girls.
- 3.3. There are seven actions associated with being a White Ribbon supporter, one of which is to raise awareness all year round and to mark White Ribbon Day on 25 November each year.
- 3.4. The proposal which will be developed by officers alongside the Chair and Vice-Chair of the Community Engagement Sub-Committee, is to create an online streaming event including presentations, talks and discussions on the topic of preventing violence against woman.
- 3.5. Initial ideas include.
- Contributions from the Mayor, Marilyn Birks and Chair of MHDC, Daniel Walton on the purpose and importance of White Ribbon Day.
  - Input from organisations involved in this area such as West Mercia Woman's Rape and Sexual Violence Centre, We are Men United, The Joy Project, and Domestic Abuse Support – Worcestershire Community Trust.
  - A personal perspective from a survivor.
  - Panel discussions on key themes with an 'expert' and 'audience' taking part.

- 3.6. MHDC have agreed that they will provide a room with the appropriate recording and broadcasting technologies to host the event. The event could be live or recorded and/or then put on media platform like Youtube so that people can watch it afterwards.

**4. Financial Implications**

- 4.1. Costs associated would be minimal and mainly involve officer time.

**5. Legal Implications**

- 5.1. Support of this campaign would be covered by the General Power of Competence allowing eligible Councils to do anything. An individual can do.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
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**PURCHASE OF NEW CHRISTMAS LIGHTS FOR GREAT MALVERN**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council are asked to approve the purchase of new Christmas lights for Priory Walk and for the footpath through The Priory Churchyard.

**3. Background**

- 3.1. Town Council Officers have been approached by Traders in Great Malvern who wish to see new and improved Christmas lighting within the town centre of Great Malvern.
- 3.2. Many of the current Christmas Lighting displays provided by Malvern Town Council are now over 10 years old and are beginning to appear dated. Traders within Great Malvern have been working with local lighting suppliers to look at a plan for new lights throughout the town, but due to the costs and the need to work to a realistic timescale, this has been simplified to a phased approach with the proposal for year one being new zig zag lighting in Priory Walk and the Priory Churchyard.
- 3.3. The Town Council issued a tender document to a number of suppliers of Christmas lighting. The requirements included within the tender were as follows:
- 25m long Zig Zags of permanently installed MaxiLED festoons with 75 warm white LED globes and weatherproof driver for Priory Walk.
  - 100m long Zig Zags of permanently installed MaxiLED festoons with 200 warm white LED globes and weatherproof driver for the footpath leading through the Priory Churchyard from Priory Walk.
- 3.4. Only one contractor has submitted a quote for this work, probably due to the timing of the works required and that the tender is for supply and installation. Council is asked to note that steps have been taken to try and secure three quotations, but this has not been possible on this occasion.
- 3.5. The quoted price is £10,410 plus VAT and artists impressions of how the lights will look are shown below.





- 3.6. Malvern Town Council will not be required to fund this project. Malvern Hills District Council have confirmed a grant of £10,000 will be paid to the Town Council and Great Malvern Traders will fund the balance.
- 3.7. The zig zag lighting will be installed by the successful contractor and will remain in place year round. These lights once installed will come under the ownership of the Town Council, thus giving ongoing requirements to repair and maintain them.
- 3.8. Council are asked to note that the lights in Priory Walk will replace older lights but the lights along the Churchyard footpath will be new and therefore the appropriate permissions will be needed.
- 3.9. There is a 5-year warranty on the lights.

**4. Financial Implications**

- 4.1. Funding for these lights is being provided by Malvern Hills District Council and Great Malvern Traders.

**5. Legal Implications**

- 5.1. The appropriate permissions for the installation of zig zag lighting in the Priory Churchyard is being sought. The protection of the trees will also need consideration.
- 5.2. The contractor has confirmed that they have the necessary licences and risk assessment procedures to undertake this work.

End  
Linda Blake  
Town Clerk



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

**to be held on Wednesday 15 October 2025 at 6.00pm**

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**SALE OF LAND AT ELGAR AVENUE**

**1. Purpose of Report**

- 1.1. For noting.

**2. Recommendation**

- 2.1. Full Council are asked to note the results of the Hydraulic Model Report/Surface Water Model for land owned by the Town Council at Elgar Avenue, alongside the next steps required to obtain outline planning permission.

**3. Background**

- 3.1. In October 2024, Full Council gave delegations to officers to seek planning permission for housing on land owned by the Town Council at Elgar Avenue, ahead of a possible sale of this land.
- 3.2. This land has been included as a Strategic Housing and Employment Land Availability (SHELAA) site allocation and there is a recommendation that it is carried forward for potential allocation in the SWDPR.
- 3.3. A planning consultant has been appointed to co-ordinate, oversee and give advice on the planning process and requirements and the initial advice given was that due to the possible risk of flooding a detailed flood risk assessment, with surface water modelling was required before any further surveys required for planning, could take place.
- 3.4. An initial hydraulic modelling report was carried out in June/July 2025. The report looked at different probabilities of flooding across the site and also factored in climate change implications. The outcome of this modelling was that whilst development of the northern half of the site was not seen as problematic, post development modelling and flood risk assessment would be needed for the southern part to establish what area would be suitable for development and how the site could best be engineered to facilitate this.
- 3.5. In August, a further report was commissioned to look at post development modelling at the site including model management and simulations.
- 3.6. The conclusions drawn from the report are that the creation of drainage channels (swales) located along the western site boundary and an area of lowered ground level in the eastern section of the site could collect the flow of flood waters and channel this back into the watercourse in the centre of the site or along the southern boundary into an area of lowering to the east.
- 3.7. The latest estimate is that using the proposed mitigation measures 0.3 hectares of land to the north and 0.13 hectares of land to the south would then be suitable for development, subject to further design.

- 3.8. Advice from the Council's Planning Consultant is that a density of 30 dwellings per hectare, which is in policy 15 of the SWDPR would result in 9 dwellings in the north and 4 in the south.
- 3.9. The next step in the process to obtain outline planning permission is to ensure the necessary surveys are completed. These are currently being commissioned and will include the following.
- a tree survey,
  - archaeological survey,
  - ecological assessment,
  - bio-diversity net gain assessment and
  - site plan/drawing

**4. Financial Implications**

- 4.1. To date, Council have set aside £22,000 for surface water modelling and planning investigations.
- 4.2. £12,600 of funds have been committed so far.

**5. Legal Implications**

- 5.1. The Town Council are the legal owners of the land at Elgar Avenue.
- 5.2. The Local Government Act 1977 gives Town and Parish Councils the power to dispose of land.
- 5.3. The mapping and flood risk assessments are compliant with the National Planning Policy Framework and Planning Practice Guidance.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
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**POLICING WITH THE COMMUNITY TOWN AND PARISH COUNCIL SURVEY**

**1. Purpose of Report**

- 1.1. For discussion and decision.

**2. Recommendation**

- 2.1. Full Council are asked to consider the Police and Crime Commissioner's Town and Parish Council Survey on Policing within the Community as attached at Appendix A to this report and to agree a council response as appropriate.

**3. Background**

- 3.1. John Campion, the West Mercia Police and Crime Commissioner has launched a Town and Parish Council survey so that local councils can help shape Policing priorities in their areas.
- 3.2. The West Mercia Police Local Policing Charter has outlined three priorities, visibility, accessibility and engagement as well as outlining a commitment to engage with Parish and Town Councils with regular contact through written updates.
- 3.3. This survey is to give Town and Parish Councils a direct way to say how they feel West Mercia Police are performing and whether improvements have been made. Results will be compared to those received in previous years and passed onto the Chief Constable.
- 3.4. Although the official closing date is noon on 14 October, the PCC's office have confirmed that the Town Council can submit a response on 16 October.
- 3.5. All questions have a number of available options and councillors will be asked to vote by a show of hands, with the majority answer being submitted as part of the Council's response.

**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

## **Town and Parish Council Survey 2025**

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Please select one answer for each question, unless asked to do otherwise.

Please ensure to answer all questions, incomplete questionnaires are not included.

This survey can be completed either individually or on behalf of the council.

The closing date for the survey is midday on Tuesday 14<sup>th</sup> October 2025.

Thank you for taking the time to complete the survey.

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### **Local Policing**

**1) In the Council's opinion, how good a job do you think the police are doing in your town / parish?\***

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Very Poor
- ☐ Don't know

**2) In the Council's opinion, how would you rate the visibility of police in your town parish?\***

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Very poor
- ☐ Don't know

**How much does the Council agree or disagree with the following statements:**

**3) The police work well with the Council to identify and address local crime and disorder issues\***

- ☐ Strongly agree

- ☐ Tend to agree
- ☐ Neither agree nor disagree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ Don't know

**4) The Council has confidence in the police to resolve crime and disorder issues raised within the local community\***

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Neither agree nor disagree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ Don't know

**5) On average, how often does the Council contact the police to raise concerns about crimes or incidents?\***

- ☐ Weekly
- ☐ Monthly
- ☐ Every 2 - 6 months
- ☐ Once a year
- ☐ Never
- ☐ Don't know

**6) Overall, how would you rate the police response to crime and disorder issues or incidents raised by the Council?\***

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Very poor
- ☐ Don't know / N/A

---

## **Contact and Engagement**

West Mercia Police's Local Policing Charter launching in 2021 and refreshed in 2025 is built on the core principles of visibility, accessibility, and engagement, with aims to foster a two-way dialogue between the police and the public, ensuring local teams effectively address community concerns and enhance trust in the service.

The Charter, co-produced with the PCC, focuses on addressing crime, safety, and anti-social behaviour (ASB) through targeted high-visibility patrols in high footfall areas and data-driven strategies.

You can find the charter by visiting the West Mercia Police website.

### **7) Are you aware of the Local Policing Charter?**

☐ Yes

☐ No

### **8) Have the police been in touch to identify your priorities as a Town/Parish Council?**

☐ Yes

☐ No

### **9) If answered yes in question 8. In the Councils opinion have the police acted upon the priorities you set out?**

☐ Yes

☐ No

### **10) In the Councils opinion have you seen an reduction in crime and increased feeling of safety as a result of the launch of the Local Policing Charter in March 2021?**

☐ Yes

☐ No

### **11) In the Council's opinion, how easy and convenient is it to access your local policing teams? (This may be in any form - face to face, email, telephone etc)\***

☐ Very easy

- ☐ Fairly easy
- ☐ Fairly difficult
- ☐ Very difficult
- ☐ Don't know / N/A

**12) In the Council's opinion, how easy and convenient is it to access relevant information for the local community from the police?\***

- ☐ Very easy
- ☐ Fairly easy
- ☐ Fairly difficult
- ☐ Very difficult
- ☐ Don't know / N/A

**13) In the Council's opinion, how would you rate the level of contact you have with the police?\***

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Very poor
- ☐ Don't know / N/A

**14) How does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes).**

***Please tick all that apply\****

- ☐ Phone (land line)
- ☐ Phone (mobile)
- ☐ Email
- ☐ Letter
- ☐ Social media
- ☐ In person (at a police station etc)
- ☐ Website

☐ Other

☐ Don't contact the police

**15) How often does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes)\***

☐ Weekly

☐ Monthly

☐ Every 2- 6 months

☐ Once a year

☐ Never

☐ Don't know

**16) How would the Council rate the police response to requests for information / meetings etc?\***

☐ Excellent

☐ Good

☐ Fair

☐ Poor

☐ Very poor

☐ Don't know / N/A

**17) How often do the police attend Council meetings or other community events in your town or parish area?\***

☐ Weekly

☐ Monthly

☐ Every 2 - 6 months

☐ Once a year

☐ Never

☐ Don't know / not invited

**18) How often do the police proactively contact the Council to raise awareness of local issues, share information etc?\***



- ☐ Weekly
- ☐ Monthly
- ☐ Every 2 - 6 months
- ☐ Once a year
- ☐ Never
- ☐ Don't know

**19) Does the Council know the members of the police's local Safer Neighbourhood Team? These teams include Inspectors, Sergeants, PCs and PCSOs\***

- ☐ Very familiar
- ☐ Somewhat familiar
- ☐ Not well known
- ☐ Totally unknown
- ☐ N/A

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**Crime and anti social behaviour issues**

**20) In the Council's opinion, how much of a problem, if at all, would you say that crime and anti social behaviour is in your town / parish area?\***

- ☐ Not a problem at all
- ☐ Not a very big problem
- ☐ Fairly big problem
- ☐ Very big problem
- ☐ Don't know

**21) Which if any of the following issues would you say are currently a problem in and around your council area?**

**Please tick one box in each row**

	<b>Not a problem at all</b>	<b>Not a very big problem</b>	<b>Fairly big problem</b>	<b>Very big problem</b>	<b>Don't know</b>
Domestic burglary	( )	( )	( )	( )	( )
Violent crime	( )	( )	( )	( )	( )
Anti social behaviour	( )	( )	( )	( )	( )
Online crime	( )	( )	( )	( )	( )
Vehicle crime	( )	( )	( )	( )	( )
Criminal damage / vandalism	( )	( )	( )	( )	( )
Crimes against businesses	( )	( )	( )	( )	( )
Rural crime	( )	( )	( )	( )	( )
Offence of a sexual nature	( )	( )	( )	( )	( )
Crime committed against people due to their age, race, ethnicity, disability or sexuality	( )	( )	( )	( )	( )
Road safety	( )	( )	( )	( )	( )

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## About your council

**What is the name of your council (or councils if it is a combined parish council group)?\***

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### **22) How have you completed this survey?**

- ☐ Individually, these are my opinions
- ☐ The whole council, these are the opinions of all of the council

### **23) Please confirm which Borough / District / City / Unitary area your council is in\***

- ☐ Herefordshire
- ☐ Shropshire
- ☐ Telford & Wrekin
- ☐ Redditch
- ☐ Wyre Forest
- ☐ Worcester City
- ☐ Malvern Hills
- ☐ Wychavon
- ☐ Bromsgrove

### **24) Approximately how many people live in your town / parish area?**

- ☐ Less than 500
- ☐ 501 - 1000
- ☐ 1001 - 5000
- ☐ 5001 - 10,000
- ☐ Over 10,000

**Please provide an appropriate current email address which the Commissioner and his staff may use to contact the Council when necessary.**

**Your email will be held securely in web-based databases. It will not be shared with any other third party.**

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**25) Would you like to receive the Commissioner's monthly newsletter to this email address?**

☐ Yes

☐ No

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**Thank You!**