



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 19 November 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

13 November 2025

townclerk@malvern-tc.org.uk
01684 566667



MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Operations and Planning Committee (Quorum 6):

Cllr David Mead (Chair), Cllrs Sean Austin, Caroline Bovey, Anne Cherry, Emma Green, Josephine Leibrandt, Julie MacLusky, Nathan Wanklin, David Watkins, Wayne Whittaker

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 19 November 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: ➤ Wednesday 1 October (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.	Asset Renewal and Refurbishment Budget 2026/27 ➤ Report OC01/25 to follow
5.	Vehicle and Machinery Replacement Fund 2026/27 ➤ Report OC02/25 to follow
6.	Review of Town Council Carbon Emissions 2024 ➤ Report OC03/25 to follow
7.	Britain in Bloom ➤ Report OC04/25 to follow

8.	Lengthsman Scheme ➤ Report OC05/25 to follow
9.	Proposed Closure of St Matthias' and St Peters Churchyards ➤ Report OC06/25 to follow
10.	Work Programme and Operations Update ➤ Report OC07/25 to follow
11.	Review of Football Pitch Policy ➤ Report OC08/25 to follow
12.	Skatepark at Victoria Park ➤ Verbal update
13.	Victoria Park Play Area ➤ Verbal update
14.	Environmental Matters ➤ Report OC09/25 to follow
15.	Planning Consultations ➤ Report OC10/25 to follow
16.	Date and Time of Next Meeting ➤ Wednesday 28 January 2026 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 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.

UNADOPTED

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.

UNADOPTED

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.

UNADOPTED

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)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
to be held on Wednesday 19 November 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

ASSET RENEWAL AND REFURBISHMENT BUDGET 2026/27

1. Purpose of Report

- 1.1. For review and recommendation as part of the annual budget.

2. Recommendation

- 2.1. To consider and agree the Operational Projects listed at Appendix A and make recommendations for inclusion in the Council's 2026/27 budget.

3. Background

- 3.1. Every year, officers review and evaluate Town Council assets in order to make recommendations for operational projects to be included in the next budget year. This is done as part of a larger plan to ensure assets are refurbished on a rolling programme of works and new projects actioned where necessary.
- 3.2. Appendix A contains a series of projects as proposed by officers for the Council to carry out in the next financial year.
- 3.3. The Operations and Planning Committee is asked to agree the programme of project works to be carried out in 2026/27 or to make alternative suggestions if appropriate. Following approval by this committee, the programme will be incorporated into the Council's budget via the Policy and Resources Committee.
- 3.4. Committee will note that the £200,000 for the Skatepark, although included, is not coming out of the Council Budget.
- 3.5. Committee will note that the £50,000 for the Play Area at Victoria Park will be added to the £40,000 in last year's budget giving a total of £90,000 which the Legacy Grant Fund will match-fund to give a total project budget of £180,000.

4. Financial Implications

- 4.1. If all projects are agreed, project expenditure will be £93,000.

5. Legal Implications

- 5.1. Malvern Town Council is a local precept authority and may issue a precept for each financial year before 1 March in the preceding financial year.
- 5.2. It is important for Council to prepare accurate budgets in order to ensure that they will receive monies during the year which are necessary for the proper carrying out of the Council's functions.

End
Linda Blake
Town Clerk

AGENDA ITEM 4
REPORT OC01/25
APPENDIX A

NAME OF PROJECT	DETAILS	ANTICIPATED NET COSTS	PRIORITY
Victoria Park Play Area	To refurbish the existing play area. Removal and replacement of the large climbing frame, replacement of various existing equipment throughout. Supply and Installation of new trim-trail to the south of the play area. (Legacy Grant Funding is supplying 50% of the costs, the total cost of the whole project is £180,000)	£50,000 (£180,000)	High
Victoria Park Skatepark	To supply and install a new 200 ^m 2 concrete skatepark within Victoria Park. (The cost of the Skatepark is being met with Section 106 monies)	NIL (£200,000)	High
Adam Lea	Surfacing of current car park.	£29,000	Medium
Adam Lea	Fencing around car park.	£6,000	Medium
Great Malvern Cemetery	Repairs to driveway surface and drainage.	£8,000	Medium
Total		£93,000	

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VEHICLE AND MACHINERY REPLACEMENT FUND 2026/27

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. To agree that funding will be taken from the vehicle and machinery replacement fund to purchase a new mower for the cemetery and a replacement tractor flail. These to be included in budget recommendations for 2026/27.

3. Background

- 3.1. The Vehicle and Machinery Replacement Fund was created to put funds aside year on year for replacement of large items such as vehicles and machinery which are purchased on a rolling timetable. By adding to this reserve each year, there is a smoothing effect on the precept, eliminating the need for large funds to be raised in one year.
- 3.2. The Operations and Planning Committee is asked to agree the following replacement of vehicle/machinery for 2026/27:

Machine	Cost
John Deere Mower X949	£30,000
Replacement Tractor Flail	£3,500

- 3.3. The new machine will be a John Deere X949, with 48" mowing deck, and power flow collection system. This mower will be purchased to replace the mower that is used exclusively in the Cemetery due to the fact that it is 4 wheel steer and therefore highly manoeuvrable, which is needed when mowing around memorials.
- 3.4. In addition, the tractor flail needs replacing as it is over 10 years old and at the end of its working life.
- 3.5. These costs will be offset by a release of reserves from the Vehicle Machinery Replacement Reserve.

4. Financial Implications

- 4.1. The cost of the replacement machinery listed in 3.2 above will be taken from the Vehicle/Machinery Replacement Fund, which is a reserve built up each year to smooth the effect of large purchases against the precept.
- 4.2. Officers recommend that the annual amount put into this reserve remains at £25,000 in the 2026/27 financial year. This allows for the gradual build-up of a fund to purchase council vehicles, mowers, tractors and other large equipment, as well as the increasing costs to purchase these.

- 4.3. The current balance of the Vehicle/Machinery Replacement Reserve is £64,437, with the purchase of a new mower still planned for early 2026. The projected balance at 31 March 2027 will be £46,437 should the above recommendations be agreed.

5. Legal Implications

- 5.1. Malvern Town Council is a local precept authority and may issue a precept for each financial year before 1 March in the preceding financial year.
- 5.2. It is important for Council to prepare accurate budgets in order to ensure that they will receive monies during the year which are necessary for the proper carrying out of the Council's functions.

End
Linda Blake
Town Clerk

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REVIEW OF TOWN COUNCIL CARBON EMISSIONS 2024

1. Purpose of Report

- 1.1. For noting and discussion.

2. Recommendation

- 2.1. Members of the Committee are asked to note Malvern Town Council's carbon footprint calculations.

3. Background

- 3.1. The Operations and Planning Committee agreed in January 2025 that the carbon footprint calculations be bought to Operations and Planning in November 2025 in order that a full year's figures on the new Community Hub building be included.

The carbon emission calculations include:

Scope 1 – direct emissions from combustion of gas and other fuels

Scope 2 – emissions resulting from the generation of electricity and other energy purchased (but generated elsewhere)

- 3.2. The calculations are attached at Appendix A to this report.
- 3.3. The committee will note that the units of electricity at the Cemetery have approximately increased by 60%. This is due to charging of electric vehicle and hand tools. It should also be noted that Dukes Meadow electricity for 2024 had increased dramatically due to the building being rented out to a football team.
- 3.4. Bilberry Café electricity is included within the usage of electricity at the Community Hub however, they are billed back for their usage, therefore their carbon footprint can be removed from the Town Council's carbon footprint.
- 3.5. It should be noted that solar energy produced by Victoria Park building has saved 1782 kg CO₂e.

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

Author
Charles Porter
Operations Manager

Agenda item 6

Appendix A

Location		Consumption for whole year			2019 Conversion factor*	Emissions (kg CO2e)	2021 Conversion factor*	Emissions (kg CO2e)	2024 Conversion factor*	Emissions (kg CO2e)
Belle Vue Terrace	Electricity	26577	Kw/h		0.25560	6794	0.212330	5643	NA	NA
	Gas	4196	units		0.18685	771	0.183160	769	NA	NA
Victoria Park (Community Hub)	Electricity	10540	Kw/h		0.25560	4959	0.212330	4119	0.20705	2182
	Gas	1530	units		0.18385	281	0.183160	280	NA	NA
Cemetery	Electricity	4911	Kw/h		0.25560	545	0.212330	453	0.20705	1017
	Gas	1040	units		0.18385	166	0.183160	165	0.18290	190
Lower Howsell	Electricity	2120	Kw/h		0.25560	744	0.212330	618	0.20705	439
Dukes Meadow	Electricity	642	Kw/h		0.25560	37	0.212330	30	0.20705	133
Gas Lamps	Gas	48944	units		0.18385	8998	0.183160	8965	0.18290	8952
Christmas Lights	Electricity	1875	Kw/h		0.25560	479	0.212330	398	0.20705	388
Barnards Green Bus Shelter	Electricity	1234	Kw/h		0.25560	315	0.212330	262	0.20705	255
Buzzard Light	Electricity	36	Kw/h		0.25560	9	0.212330	8	0.20705	7
North Malvern Clock	Electricity	309	Kw/h		0.25560	59	0.212330	49	0.20705	64
Lyttelton Well Clock	Electricity	55.8	Kw/h		0.25560	17	0.212330	14	0.20705	12
Link Church Clock	Electricity	315	Kw/h		0.25560	49	0.212330	41	0.20705	65
Oil (2 stroke and engine)	Lubricants	6	litres		0.25294	11	0.264180	11	0.26414	2
Fuel	Diesel (Derv)	1985	litres		0.25267	865	0.253380	867	0.2533	503
	Petrol	105	litres		0.24099	115	0.241580	115	0.23240	24
	Red Diesel	NA	litres		0.25267	1011	0.253380	1014	NA	NA
	White Diesel	3000	litres		NA	NA	NA	NA	0.2533	760
Sub-Total										14994
Less Bilberry Café	Electricity	5075	Kw/h		NA	NA	NA	NA	0.20705	1051
						26225		23821		13943

Annual emissions total **2019 26.225 tonnes CO2e**
2021 23.821 tonnes CO2e

* Conversion factors used as per UK Government GHG Conversion Factors

Solar Energy **8614Kw/h** **1783 KG saved CO2e**

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

**to be held on Wednesday 19 November 2025
in the Park View Community Room, Malvern, at 6.00 pm**

BRITAIN IN BLOOM

1. Purpose of Report

- 1.1. For recommendation to Full Council.

2. Recommendation

- 2.1. Malvern Town Council should enter the Town into the Britain in Bloom competition for 2026.

3. Background

- 3.1. Malvern in Bloom has an outstanding record in the Heart of England in Bloom Awards having won a 'Gold Award' for many years and gradually increasing its scoring within the large Town category to this year, 97 out of 100 points.
- 3.2. Each year, the Heart of England in Bloom judges can nominate the best entries from the regional competition into the National Britain in Bloom competition and Malvern in Bloom has received this nomination for 2026 by winning the Large Town Category in the Heart of England in Bloom.
- 3.3. Comments from the judges this year (attached at Appendix A), testament to the high quality of the entry, the amount of ongoing work which takes place and it also shows how the competition is about far more than 'just plants'.
- 3.4. Entry to the National Competition will require additional efforts to be made to hit the standards required and in particular more emphasis is made on the floral displays and seasonal bedding.
- 3.5. Flower beds in Victoria Park will need to be upgraded. The permanent planting is starting to look a bit tired and needs changing so it is suggested that we upgrade this to park type bedding which is also beneficial for bees and other flower loving insects. These beds could subsequently be returned to more permanent planting should the council wish.
- 3.6. Any salvageable plants that will be taken out of the permanent planting, will be utilised in other areas, for example, Euronimus to go into Rose Bank Gardens.

4. Financial Implications

- 4.1. The current budgets relating to Malvern in Bloom are:

Malvern in Bloom Event - £6,500

Bedding and Planting - £2,500

There is already a suggestion from Policy and Resources Committee to increase the budget for the event by £1,500 and officers would like to recommend an increase of £1,500 for the annual bedding and planting budget.

5. Legal Implications

5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

 Standard Marking Sheet	Name of Entry									
	MALVERN IN BLOOM									
	Judges David and Lesley Pritchard									
Date of Assessment 17th July 2025										
Category: Village / Large Village / Small Town / Town / Large Town / Small City / City / Small Coastal / Large Coastal. (Indicate appropriate category).										
MAXIMUM OF 10 POINTS PER SUB SECTION									Total marks awarded in sections A, B & C	Medal level awarded in sections A, B & C
A Horticulture 40%	A1	10	A2	10	A3	10	A4	9	39	GOLD
B Environment 30%	B1	10	B2	10	B3	9			29	GOLD
C Community 30%	C1	10	C2	9	C3	10			29	GOLD
Total Score out of 100: 97						Overall Medal Awarded: GOLD				
Medal Guide: Gold, Excellent 85-100 Points; Silver Gilt, Very Good 75-84 Points; Silver, Good 60-74 Points; Bronze, Satisfactory 50-59 Points. 49 Points and below – certificate of participation.										
Introduction and Overall Impression: The Malvern Hills are an 'area of outstanding natural beauty'. Nestling in their shadow is the town of Malvern. There are hills and traffic to contend with, but the location is delightful and made even more so by all those involved in Malvern in Bloom. Tourism features heavily in the town's economy, and this is recognised by the Town Council and the volunteers who make up the 'In Bloom' group. Once again, the portfolio of evidence is a superb, detailed document. Text, and photographs relate to each of the criteria for judging. The welcome to the judges in the new Council Hub included a slide show presentation to set the scene. Along with volunteers and Council staff there were several elected members, including the Town Mayor, who accompanied us throughout the tour. An excellent start to our visit and a clear indication that Malvern is committed to its in-Bloom entry. Thank you!										

Judges Feedback Section A – Horticulture:

A1 Overall impression

- The newly created council hub is an excellent resource. It is a bright cheerful building made even brighter by the hanging baskets and planters which adorn it. These are all the more impressive given the hot dry weeks leading up to our arrival. Plants were thriving, well-watered and provided a gorgeous splash of colour that can be appreciated by council staff and every visitor.
- The location of the hub helps to grandstand the council's horticultural achievements in the outdoor seating areas and the children's playground where the quality of the lavender and rose beds, create an immediate positive first impression.
- First impressions of horticultural excellence were reinforced throughout the route chosen for judges in areas such as the library, the Cube and along the busy streets.
- The portfolio adds further evidence of horticultural excellence, and this is supplemented by appendices listing the bedding plans for at least seven key points throughout the town.

A2 Maintenance of Planted Areas

- Perennials and bedding plants are thriving and well nourished. This is particularly impressive given weeks of high temperatures and little rainfall. The quality of the plants is due in considerable part to an excellent maintenance regime that includes watering, composting weeding and deadheading.
- Maintenance is a coordinated programme with town council workers supported by enthusiastic In Bloom volunteers.
- The facilities maintained at the cemetery include good quality compost and rainwater collection (a 10,000-litre tank) and these are made available for wide use throughout the town.
- The council has a number of key horticultural policies which include the use of peat-free compost, rewilding and recycling of containers materials.
- The meadow land on the Malvern Link Common is beautifully maintained and is a haven for grassland wildlife, humans, and dogs.
- The Library has not one but two gardens both very different from each other but well maintained and presented by volunteers.

A3 Plant Selection

- This is a real horticultural strength of the Malvern entry as the portfolio once again demonstrates. Appendices A and B. indicate how plants are selected with specific locations in mind.
- One of the Council's key horticultural principles is to increase the proportion of sustainable perennial plants and reserve colourful bedding plants for where they have most impact such as in hanging baskets and containers in key areas of the town.
- Where plants are bought in, this is as a result of a tendering process and, wherever possible, to support locally based nurseries.

A4 Plant quality

- Plant quality is assured by an informed choice of selection from local suppliers which is a sound basis on which council staff and volunteers can work to produce high quality plants.
- Plants receive excellent care and attention such as mulching, weeding, pruning and dead heading in order to produce healthy plants that flourish in appropriate settings.

Notes:

The high scores in this section provide little opportunity for identifying aspects for significant improvement, and the new Council hub now has been given a setting which is a floral and horticultural delight. Plans for the Malvern Link Common suggest a bio-blitz survey which would be a useful development. The excellent pump trail for fit cyclists would benefit from some In Bloom input in the entrance area but this would need careful planning given the need for parking and drop off facilities. Improvements being carried out at the rear of the theatre were noted in previous reports and were felt to need some horticultural input. As this area was not visited on today's full programme it would be helpful if 'In Bloom' could check this out. A further challenge, discussed, but not included on the route, is the work that needs to be carried out on land adjacent to the hillside rose bank garden and any horticultural implications.

Judges Feedback Section B – Environment:

B1 Local Identity and Pride of Place

- Previous visits have focused on familiar outstanding sites such as the Rose bank gardens and the Priory grounds. This year however a brave decision was made to introduce judges to less well-known areas of the town. This was a highly successful strategy as it demonstrated that 'in Bloom' activity occurs across a variety of sites not just those that feature on colourful postcards or calendars.
- Signage throughout the town is excellent and tells the story of a town steeped in history and famous for its springs and wells.
- A levy on the local Council Tax is a clear indicator as to the extent to which the Council and residents value their town.
- Tourist literature and further evidence contained in the portfolio reinforce local identity and pride of place.

B2 Natural Environment

- Care for the natural environment is a strong feature of the 'In Bloom' entry and characterised through the strong links with the Malvern Hills Trust (established by Act of parliament 1884) and the District Council.
- The Town Council's commitment to caring for the natural environment is exemplified through membership of organisations such as Caring for God's Acre.
- The Malvern Link Common is a wonderful example of how the natural environment can be celebrated and accommodated not 'somewhere out in the countryside' but within the town boundaries.
- Bird and bat boxes, care for creature habitats, insect 'hotels' all observed in areas such as The Cube and Library gardens but these were only a small fraction of those planned and identified in the portfolio.

B3 Environmental Management

- The Town Council leads by example with clear policies and practical implementation programmes to manage the local environment. This includes a tax levy on residents, ring fenced to support this work.
- Peat free recycled compost is prepared and distributed from the cemetery workstation, and a large rainwater tank serves 90% of the towns watering needs in a normal year. (This year was not normal!).
- Council work machinery and tools are fully electric avoiding the need for flammable fuel storage and providing more efficient, effective and environmentally effective work practices.

- The involvement of so many volunteers endorses the Town Council priorities which in turn further encourages volunteers in managing the local natural environment.

Notes.

Again, the high scores awarded in this section afford little scope for identifying significant areas for development.

Recent developments, such as the new pump trail, would be sites worth considering for improving signage and natural environment features.

The plans for activities for primary school pupils to become involved in activities such as nature trails and scavenger trails would be an exciting development!

Judges Feedback Section C – Community:

C1 Year Round Activity and Future Commitment

- Pages 36-42 provide clear evidence of 'In Bloom' and Council activity throughout the year with programmes of work schedules set out on a seasonal basis. Photographs and observations by judges confirm that what was planned, has been achieved.
- The Town Council has launched a social media campaign illustrating 'In Bloom' activity on a public platform. And from social media there is no escape!
- The portfolio gives an unqualified statement for continued commitment, (quote) "you can guarantee there is always something new and exciting to look forward to in Malvern -you'll have to come back next year to find out what's been going on".

C2 Communication, Education and Awareness

- The new Council offices and information hub are impressive. It is not a traditional architectural gem, but it is a building fit for purpose. Its proximity to the town centre, the children's playground the well-used benches set amongst hanging baskets and rose beds are a delight.
- Signage and pictorial displays throughout the town promote an awareness of the town's historical and cultural heritage. They are attractive and educative with a light and informal touch. This serves a dual purpose, reinforcing what residents might already be aware of but adding considerably to the visitor experience – an important aspect of the town economy.
- A wide range of tourist information, T shirts kitchen cloths, fridge magnets and colour-prints all communicate in their different ways.

C3 Support and Funding

- It would be wrong and impractical to single out all the organisations and individuals who provide support whether in funding, activity or both, but, if desperate to know more, refer to the portfolio.
- Rewards for support and funding for an 'In Bloom' entry are not always tangible or indeed financial but without this support there would be probably no Malvern in Bloom and no Gold Award. So - Thank you!

Notes:

The portfolio of evidence is a superb document but at 41 pages of detailed text and photographs it is not for the fainthearted. However, it raises a new and perhaps greater challenge to accompany the main portfolio. Can you create an edited version of one (or two) sides of folded A4 paper that the general public can pick up and read and which refers to the main portfolio (in the hub and library?) for those who want to know more. Now that would be an achievement!

There are only a few references to involving young people in 'In Bloom' activities such as schools and scouts. It may be that such involvement is already happening but not sufficiently emphasised. It may however be a real need for development. Either way you would be sowing seeds for the future.

		10-9	8	7-6	5
A1	<u>Overall Impression</u> Taking account of all relevant factors, how strong is the impact of the entry in creating a memorable impression? Are designs and materials used appropriate to their locations? Emphasis here is on coordination and overall quality.	High impact with excellent attention to detail delivering the desired results in an appropriate and consistent manner.	Most areas are high impact with very good attention to detail although some inconsistencies.	Good overall impact although not always balanced. Some areas make an impact but others need to be more vibrant with better design.	Although generally satisfactory , more attention to detail is required in order to increase impact and improve consistency of design.
A2	<u>Maintenance of Planted Areas</u> Are the areas within the entry maintained to an appropriate standard, including cultivation, weeding, feeding, pruning, grass maintenance, tree management and maintenance? (See B3 for maintenance techniques)	Excellent standards of cultivation. Very consistent throughout. Horticultural maintenance and general care is outstanding.	Standards are very good with few exceptions. Horticultural maintenance is managed consistently.	Standards of horticultural maintenance are good and fairly consistent. A few exceptions where further attention is required.	Standards are generally satisfactory . However, the horticultural maintenance programme requires further attention to detail in some areas.
A3	<u>Plant Selection</u> Are the plants or trees, used in the planting schemes, suited to their growing conditions, locations and purposes? Is there a diverse range of plant-species to attract a variety of insects and wildlife? Is there year-round interest, where appropriate?	Excellent plant selection with extensive year-round interest, and almost no exceptions.	Plant selection is very good overall with only a few exceptions and ample year-round interest.	Plant selection is generally good , but there is room for improvement in some areas in order to extend year-round interest.	Plant selection is generally satisfactory , however it requires further consideration in order to extend the season and maintain interest.

A4	<u>Plant Quality</u> Are the plants or trees vibrant and grown to their full potential? Are they generally free of pests and diseases?	Plant quality is excellent , plants are very healthy, vigorous and grown to their full potential.	Plant quality is very good , plants are mostly healthy and vigorous, with only a few exceptions.	Plant quality and health is generally good , but not always consistent. Lack of vigour in some areas.	Plant quality and health is generally satisfactory , but could be improved.
		10-9	8	7-6	5
B1	<u>Local Identity & Pride of Place</u> Is there a sense of place, with appropriate acknowledgement of local heritage (including biodiversity) and its relevance for the community; e.g. art in the landscape, signage, interpretation, etc. Consider the pride taken in hard landscape (including streets), open spaces (including grass areas, wild areas and beaches if appropriate), street furniture maintenance, etc. To include cleanliness, absence of litter, graffiti vandalism, flyposting/temporary signage, chewing gum, and effective dog fouling control measures.	Extensive evidence of efforts to highlight/enhance local identity. An excellent impression made about what makes the area unique. Street furniture including litter bins and seating is in excellent condition.	Considerable evidence of efforts to highlight/enhance local identity. A very good impression made about what makes the area unique. Street furniture including litter bins and seating is in very good condition.	Some evidence of efforts to highlight/enhance local identity. A good impression made about what makes the area unique. Street furniture including litter bins and seating is in good condition.	Little evidence of efforts to highlight/enhance local identity. A satisfactory impression made about what makes the area unique. Street furniture including litter bins and seating is in variable condition.
B2	<u>Natural Environment</u> Is there an understanding of what biodiversity means locally? Have efforts been made to create, restore or maintain appropriate habitats to support wildlife? What has been done to assess the effectiveness of any interventions? E.g. through surveys. Is nature being considered in all activities, rather than just restricting wildlife-friendly practices to a specific project or area?	The natural environment is managed to an excellent standard supporting an extensive range of flora and fauna, with little improvement required. Extensive effort to assess the impact of interventions.	The natural environment is managed to a very good standard across the whole entry, supporting a considerable range of flora and fauna. Considerable effort to assess the impact of interventions.	The natural environment is managed to a good standard supporting a range of flora and fauna. Some effort to assess the impact of interventions. Nature is considered across some activities.	The natural environment is managed to a generally satisfactory standard supporting some flora and fauna. Little effort to assess the impact of interventions. Nature is considered across very few activities.

		Nature is considered across all activities.	Nature is considered across most activities. Very little effort would lift it to excellent.	Requires further work to improve it in places.	Needs significant improvement in places.
B3	<u>Environmental Management</u> Have steps been taken to employ sustainable or ecological gardening practices? E.g. Avoiding chemicals like pesticides and using other biological and physical controls like hand weeding or companion planting. Eliminating the use of peat, implementing solutions like composting, reducing the use of plastics and recycling those used. Taking measures to minimise the use of water. Where local environmental issues have been identified, have plants or greening solutions been considered, e.g. as rain gardens, green roofs/walls, or as barriers for pollution?	Excellent evidence of sustainable gardening practices, including the conservation of resources and minimising negative impacts. Extensive use of plants or greening solutions to address local environmental issues.	Very good evidence of sustainable gardening practices, including the conservation of resources and minimising negative impacts. Considerable use of plants or greening solutions to address local environmental issues.	Good evidence of sustainable gardening practices, including the conservation of resources and minimising negative impacts. Some use of plants or greening solutions to address local environmental issues.	Satisfactory evidence of effort to garden sustainably, conserve resource and minimise negative impacts. Little use of plants or greening solutions to address local environmental issues.
		10-9	8	7-6	5
C1	<u>Year Round Activity and Future Commitment</u> Evidence of forward planning and year-round activities, initiatives or events, highlighting where they are adding value and demonstrating the strengths or uniqueness of the entry.	Excellent evidence of activities taking place throughout the year and of advanced planning. The annual programme of activities is exceptional.	Very good evidence of activities taking place throughout the year and of advanced planning.	Good evidence of activities taking place throughout the year and of advanced planning.	Satisfactory evidence of activities taking place throughout the year and of advanced planning but some areas of improvement needed.
C2	<u>Communication, Education, and Awareness</u> Use of suitable interpretation, enabling learning and a greater understanding of	Excellent use of signage and interpretation, and evidence of involvement in public	Very good use of signage and interpretation, and evidence of involvement in public	Good use of signage and interpretation, and evidence of involvement in public awareness and	Satisfactory use of signage and interpretation, and evidence of involvement in public

	purpose, and environmental importance. Engagement with schools, young people or other groups. Promotion within the immediate area through local and regional communications. Appropriate communications and media involvement evidenced.	awareness and educational programmes. Communications and appropriate media involvement are extremely well evidenced.	awareness and educational programmes. Communications and appropriate media involvement are very well evidenced.	educational programmes. Communications and appropriate media involvement are well evidenced. A few missed opportunities.	awareness and educational programmes. Communications and appropriate media involvement are evidenced but limited and there is room for improvement.
C3	<u>Support and Funding</u> Has the entry made every effort to be inclusive, and engage the support of a wide variety of local groups and organisations? Participation should be representative of the local community. Evidence of fundraising and on-going support from a range of businesses and organisations appropriate to the size of the entry, making it viable and able to continue moving forward.	The range of groups and organisations engaged are an excellent representation of the wider community. Excellent levels of funding to ensure the viability of the entry. Support in all areas is sustainable and outstanding.	The range of groups and organisations engaged are a very good representation of the wider community. Very good levels of funding to ensure the viability of the entry. Support in all areas is very good and will be sustainable over time.	The range of groups and organisations engaged are a good representation of the wider community. Good levels of funding to ensure the viability of the entry. Support in all areas is good and, with effort, will be sustainable over time.	The range of groups and organisations engaged are a satisfactory representation of the wider community. Satisfactory levels of funding to ensure the viability of the entry. Support in all areas is satisfactory and fairly sustainable over time.

Judges/Entrants notes:

- The form has expandable sections under overall impression and judges' feedback allowing the judges to provide comprehensive and meaningful comments as much as they deem necessary.
- **Maintenance of Planted Areas:** The maintenance schedule should take account of biodiversity needs through the seasons; these will vary depending upon setting and location. Examples could include avoiding hedge trimming in nesting season or leaving some grass longer at certain times of year etc.
- **Plant Selection:** Prioritising perennial or pollinator-friendly plants is encouraged where appropriate. If annual bedding is used, groups should carefully consider the provenance and buy from local nurseries that do not use peat, or, if possible, to grow their own.
- **Natural Environment:**

- The use of sustainable practices and materials should be encouraged wherever possible.
- When creating, restoring or maintaining habitats to support wildlife, any features should be appropriate to the particular place. They could be as varied as ponds, 'dead' hedges, or the connection of several habitats to make 'pollinator pathways'. When used inappropriately something as simple as a bug hotel can become a bird feeder.
- Assessing the effectiveness of interventions is incredibly important and all groups should be encouraged to measure their impact. This can be through a simple survey, or through contributing to a broader citizen science project or national monitoring scheme.

- **Environmental Management:**

- Groups should minimise their use of plastic, choosing alternative materials where possible, and where unavoidable switching to better plastics such as recycled, recyclable or compostable products. Groups should repeatedly re-use items like plant pots and trays.
- Groups are encouraged to identify local environmental issues, and tackle them, using plants. These can be very simple or low-cost interventions, e.g. adding a green roof to a bin store, or planting a hedge to reduce pollution near a main road.

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

**to be held on Wednesday 19 November 2025
in the Park View Community Room, Malvern, at 6.00 pm**

LENGTHSMAN SCHEME

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee are asked to consider the appointment of an additional lengthsman for Malvern Town to carry out duties under the lengthsman scheme run by Worcestershire County Council.

3. Background

- 3.1. Worcestershire County Council manage a lengthsman scheme which is available to Town and Parish Councils within the County. Each Parish is given an amount each year, which is calculated based on the length of road within its boundary. This can cover the undertaking of jobs such as the clearing of gullies, removal of vegetation, clearing of signs, gritting by hand and rotating and charging mobile vehicle advisory signs.
- 3.2. Lengthsman must undertake training as provided by Worcestershire County Council and the Town Council currently has one approved lengthsman who is a member of the Town Council's Operational Staff.
- 3.3. Officers at the Town Council have recently been contacted by local County Councillors who have been enquiring whether additional works such as clearance of vegetation from footpaths and cleaning of road signs can be carried out.
- 3.4. The Town Council have available funds from the lengthsman scheme which could be used for an additional lengthsman. The current lengthsman manages the VAS signs as well as some mowing duties but due to the fact that they are a council employee, other further works would then reduce the amount of hours available for Town Council duties and so is not really viable.
- 3.5. Officers are therefore suggesting that if further works are to be carried out under the lengthsman scheme, then an independent contractor, preferably already qualified under the lengthsman scheme should be appointed.
- 3.6. Work would be co-ordinated by the Operations Manager and Town Clerk based on identified needs and any requests from County Councillors.

4. Financial Implications

- 4.1. The cost to the Town Council of running additional lengthsman duties will just be the overhead costs of managing the scheme.
- 4.2. The current lengthsman budget for Malvern Town in 2025/26 is £6,535.18. Monthly invoices currently amount to in the region of £350 which leaves an available budget of £2,635.18. Invoices are submitted to Worcestershire County Council monthly.

5. Legal Implications

- 5.1. The lengthsman scheme does not alter the legal responsibility for highway maintenance, but devolves responsibility for some works to Town and Parish Councils.
- 5.2. An annual legal agreement for the undertaking of minor highway maintenance works is signed by the Town Council and County Council.

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 19 November 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

PROPOSED CLOSURE OF ST MATTHIAS' AND ST PETERS CHURCHYARDS

1. Purpose of Report

- 1.1. For discussion and decision.

2. Recommendation

- 2.1. Committee are asked to confirm that they have no objections to the closure of the churchyards at St Matthias and St Peters Churches and that the Town Council wishes to pass on the responsibility for churchyard maintenance to Malvern Hills District Council.

3. Background

- 3.1. The Town Clerk has received correspondence from the Parochial Church Council, Malvern Link with Cowleigh Parish informing the Town Council of a request to close the churchyards of St Matthias and St Peters Churches to burials and to transfer churchyard maintenance to the local authorities.
- 3.2. The Town Council is requested to confirm that it has no objections to these closures and that in accordance with other closed churchyards in Malvern, the responsibility for its maintenance will pass to Malvern Hills District Council.
- 3.3. A Ministry of Justice closure form will then be submitted for final approval.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. Section 215 of the Local Government Act 1972, a Parochial Church Council can require the local authority, upon three months' notice, to assume responsibility for the maintenance of a closed churchyard.
- 5.2. This obligation can be declined by the Town Council and passed to Malvern Hills District Council who are the burial authority for the area.

End

Linda Blake
Town Clerk

[illegible]



MALVERN TOWN COUNCIL

FOOTBALL PITCH POLICY

MALVERN TOWN COUNCIL

FOOTBALL PITCH POLICY

This policy is to be read in conjunction with the Council's conditions of hire and use.

1. The Council will provide the same standard of football pitch and facilities in Victoria Park, Dukes Meadow and Lower Howsell.
2. No football club will be offered better facilities than another.
3. The Council will provide basic football pitches:
 - Level pitch – cut, spiked and harrowed on a regular basis
 - Changing facilities with showers
 - Council staff attendance to open, close and clean pavilions and surrounding areas
 - Standard charge throughout the town
 - The Council will provide goalposts, nets and flags
 - Football teams to put up the nets and flags provided
 - The Council does not provide floodlights, stadia, dugouts, or touchline ropes/railings
 - The pitches will be marked to FA specification
 - The Council reserves the right to refuse withdraw football pitches for reasons of poor weather conditions
 - The Council reserves the right to refuse play to any team who are obstructive and or abusive to any members of the Council's staff or Councillors
 - The football season will start on the first Saturday in September each year and will end on the second weekend in May each year
4. The Council will seek to promote the use of sports pitches and involvement in sport by the local community.
5. The Council will review and identify potential areas for improvement and increased value for money in relation to expenditure.
6. The Council does not provide Football League facilities at any of its Recreation Grounds.
7. The Council does not permit football teams or others to sell refreshments of any kind without a Council permit.

MALVERN TOWN COUNCIL FOOTBALL AGREEMENT

CONDITIONS OF HIRE AND USE OF LAND AND FACILITIES

The facilities in Victoria Park, Dukes Meadow and Lower Howsell are provided and maintained by the Town Council for enjoyment by the general public. All users are asked to respect and care for the facilities, which are financed chiefly from the precept levied by the Town Council on the residents of Malvern.

1. SEASON DATES AND PITCH ALLOCATION

- 1.1. The football season will start on the first Saturday in September each year and will end on the second weekend in May.
- 1.2. Games must be played within the season limits unless specifically approved by Council Officers. In the event of cancellations during the season leading to an overrun of scheduled fixture dates, midweek fixtures may be possible towards the end of the season at the discretion of Council Officers.
- 1.3. Whilst every effort will be made to ensure that teams are able to play at their allocated site, the Council cannot guarantee a specific pitch allocation and reserves the right to change pitch allocation on a weekly basis if required.

2. BOOKING SYSTEM

- 2.1. The applicant must provide the names and telephone number of the Fixtures Secretary and a second club official that can be contacted between 9am and 5pm Monday to Friday. The Council will use these names in the event of problems or cancellation of fixtures. The applicant must also provide the name and address of the Treasurer of the club to whom all invoices will be directed.
- 2.2. The applicant must provide the name of the football league in which the club will be playing as well as a contact name and number for this league.
- 2.3. Fixtures should be confirmed no later than noon on the Tuesday before each proposed game, and fixtures received later than this will not be honoured. The Council cannot guarantee to accommodate all bookings but will use its best endeavours to make available alternative Council facilities in the event that the preferred booking is not available.
- 2.4. All fixtures must be requested by email; no fixtures will be accepted over the telephone. Email – hallen@malvern-tc.org.uk
- 2.5. Email confirmation of all fixtures will be given on receipt of fixtures. This confirmation should be obtained and kept as proof of the booking.

3. INVOICING

- 3.1. Applicants wishing to book for an entire season will be invoiced in two instalments.

Instalments will be invoiced in August (for pitches booked September to December) and in December (for pitches booked January until May).

- 3.2. The first instalment must be paid by 12 September and the second instalment no later than 31 December. Failure to pay football fees by the date stated will result in the immediate suspension of games until the outstanding debt is paid.
- 3.3. Payment of invoices must be made by bank transfer into the Town Council's Bank Account:

Malvern Town Council

Sort code: 60-83-01

Account number: 20408789

- 3.4. When a team books facilities for the entire season, they will be liable for the entire season's charges and no refund shall be given should the team withdraw from the league or decide to no longer use the facilities.
- 3.5. The applicant is responsible for the payment of all hire charges being made to the Council on demand. Any late payment of fees or late changes to booking details will incur an administration fee of £30.00.

4. CANCELLATION PROCEDURE

- 4.1. Pitch inspections will be carried out on Friday mornings to determine if the pitches are fit to play for the forthcoming weekend. The authorised Council Officer will decide whether or not a pitch is suitable to play and this decision will be final.
- 4.2. The hirer's nominated representatives will be notified of any cancellation on the Friday afternoon prior to weekend fixtures and in the case of the Malvern Football League, the secretary will also be notified of this decision.
- 4.3. The Council may have declared a pitch fit for play on a Friday, but if the weather deteriorates by the time of the match, then the referee in consultation with the club officials will make the final decision as to whether a match will be called off.
- 4.4. When making a decision as to whether to cancel fixtures, the authorised Council Officer will consider not only the state of the weather at that current time but also the effect that may be caused on the long-term state of the pitches over the season.
- 4.5. A hirer wishing to cancel a scheduled booking will be required to contact the Council Offices to give 48 hours' notice of the cancellation.

5. USE OF FACILITIES

Football Team Responsibilities

- 5.1. Football teams must show respect and take care of the facilities. Failure to show due care and attention may result in the Council refusing future application for use of the facilities. In these circumstances no refund of monies paid will be considered.

- 5.2. The hirer reserving the pitch shall be liable for any damage to the ground and to the changing room accommodation provided and will be billed accordingly. Any defect or damage discovered or caused must be reported to the Council office on the first working day following a hiring.
- 5.3. Whilst the Council will make best efforts to ensure that the playing surface is free from litter, glass, dog foul etc., it is the responsibility of each football team to carry out a final check on the day of the match and to ensure that the surface is suitable to play on.
- 5.4. No club shall allow any member or person associated with the Team to clean football boots inside the changing rooms or showers. Changing rooms and shower areas should be left in a reasonably clean and tidy condition after every match and training session. Failure to comply with this condition will result in withdrawal of use of facilities and payment to the Council of additional cleaning charges, which will be levied at £20 per hour.
- 5.5. Football Clubs must ensure that the changing room facilities are correctly closed after each match or training session. This includes turning off all lights and taps and removing of any team equipment.
- 5.6. Clubs must play on the pitch allocated and under no circumstances use any other pitch without permission from Malvern Town Council. Facilities must not be used at any other time than the specified hours for which the facility has been hired unless prior arrangements have been made with the Town Clerk or their representative.
- 5.7. No vehicles are to be driven or parked on any grass area.
- 5.8. The club will be responsible for the conduct of the players and supporters and must ensure that during the period of hire no person associated with the Club causes any nuisance, disturbance or annoyance to other users of the Council's facilities or to nearby residents.
- 5.9. All football clubs must comply at all times with all requests of the Council's Nominated Officers. Abuse and/or failure to comply will result in refusal of future applications for use of the facilities.
- 5.10. Smoking and the consumption of alcohol is strictly prohibited on Council land or within pavilion facilities.
- 5.11. The Council does not permit football teams or others to sell refreshments of any kind without a Council permit.
- 5.12. The club and hirers shall ensure that any portable electrical equipment used on the premises shall comply with the Electrical at Work Regulations 1988.

Council Responsibilities

- 5.13. The Council will ensure that football pitches are mown and marked out on a regular basis, the exception being when wet weather and / or poor ground conditions prevent this. If the Town Council cannot mow the pitches or ensure they are marked to a suitable standard, football teams will be notified of this on a Friday morning to allow the club to make a decision as to whether they wish to continue with their weekend fixtures.
- 5.14. The Council will provide basic football facilities as follows:
- Level pitch - cut, spiked and harrowed on a regular basis.
 - Changing facilities with showers.
 - Council staff attendance to open, close and clean pavilions and surrounding areas.
 - The Council will provide goalposts, nets and flags.
 - The Council does not provide floodlights, stadia, dugouts, or touchline ropes /railings.
 - The pitches will be marked to FA specification.
- 5.15. Where changing rooms have been booked along with a sports pitch, the Council will arrange for these to be unlocked 45 minutes before the booked kick off time.
- 5.16. Where pitch bookings are at Lower Howsell, Council staff will ensure that the car park is opened at least 45 minutes before kick off.
- 5.17. Hot water shall be made available at all changing rooms where showers are provided. All faults should be reported to the Council office on the first working day following a hiring.
- 5.18. The Council will provide nets, flags and posts and for use by the hirer. These remain Council property at all times and must be stored in the designated area within the premises. Goal posts will be erected by the Council at the beginning of each season.
- 5.19. The Council will accept no liability for the premises not being available for the purpose for which it has been hired and reserves the right to cancel and amend bookings without notice. This includes late opening and/or early closing of the facility.

6. PUBLIC LIABILITY INSURANCE

- 6.1. The applicant shall indemnify the Council against any loss, claims or damages in respect of death or personal injury (other than death or personal injury caused by the negligence of the Council, by its Officers, Servants or Agents), or loss of, or damage to property arising out of the hire by the applicant of the facility for the purpose of the hire and must take out a policy of insurance for a minimum of £5 million against any claim by the Council or any persons under this indemnity.

7. ALTERATION OF TERMS AND CONDITIONS

- 7.1. The Council reserves the right to alter the Terms and Conditions at any time, providing reasonable notice is given to the user.
- 7.2. Failure to comply with the above conditions may result in refusal of future applications for use of the facilities.

SIGNATURE OF COMPLIANCE

The..... Club agrees to accept and abide by the Malvern Town Council Conditions of Hire and Use.

I, the Representative of Leigh and Bransford Football Club, confirm that I am a Committee member for the club and that I have the authority of the Committee to enter into this agreement.

Name

Position

Signed.....

Date

Name: **Linda Blake**

Position: **Town Clerk, Malvern Town Council**

Signed.....

Date

If you have any queries or require assistance, please telephone Hazel Allen (Wednesdays only) 01684 566667

Please return this reply slip to: Malvern Town Council, Community Hub, Victoria Park Road, Malvern, Worcestershire, WR14 2JY

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 19 November 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 19 November 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 15
RREPORT OC10/25
APPENDIX A

Application number	Location	Ward	Description of works	Applicant	Comment deadline
<u>M/25/01674/LB</u>	2 Worcester Road, Malvern, WR14 4QW	Great Malvern	New signage to exterior of building	Mr Graham Manwearing	21/11/2025
<u>M/25/01026/PIP</u>	Bluebell Cottage Dragons Lane Leigh Sinton Malvern WR13 5EB	West	Permission in Principle for the proposed erection of one dwellinghouse	Mr Ian White	APPEAL - replies by 25/11/2025
<u>M/25/01597/LB</u>	The Lodge, Back Lane, Malvern, WR14 2HJ	Great Malvern	Remove existing single glazed steel framed windows and replace with double glazed aluminium framed windows in existing openings	Mr Field	28/11/2025
<u>M/25/01714/HP</u>	109 Newtown Road, Malvern, WR14 1PE	Link and West	Proposed single storey rear extension	Mr & Mrs L Phillips	20/11/2025
<u>M/25/01754/HP</u>	4 Coxwell Drive, Malvern, WR14 2NE	Pickersleigh	Erection of single storey rear extension and extension above garage	Mr Jamie Wellham	01/12/2025
<u>M/25/01721/FUL</u>	Various Public Open Spaces, End Hill Way, Malvern	West	Erection of House Martin tower	Miss Lorna Baggett	27/11/2025
<u>M/25/01761/HP</u>	Cedar House, Lawnside, Albert Road South, Malvern, WR14 3AH	Great Malvern	Proposed porch to front elevation	Mr P Byrne	12/12/2025