

**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 19 November 2025 at 6.00pm**

**Councillors**

**Present**

D Mead (Chair)  
A Cherry (Vice Chair)  
D Watkins  
S Austin  
J MacLusky  
W Whittaker

**Absent**

C Bovey (apologies)  
E Green (apologies)  
J Leibrandt (apologies)  
N Wanklin (apologies)

**Also in attendance**

L Blake - Town Clerk  
C Porter – Operations Manager  
J Winkworth – Minute Clerk  
Cllr M Birks

**57. APOLOGIES FOR ABSENCE**

Apologies were **NOTED** from Councillors Caroline Bovey, Emma Green, Josie Leibrandt and Nathan Wanklin.

**58. DECLARATIONS OF INTEREST**

Cllr Anne Cherry declared an interest in Agenda Item 9 regarding the proposed closure of St Matthias' and St Peters Churchyards, as she has assisted with clearing works at the site.

**59. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and these were signed by the Chair:

- Operations and Planning Committee meeting Wednesday 1 October 2025

**PUBLIC PARTICIPATION**

None.

**60. ASSET RENEWAL AND REFURBISHMENT BUDGET 2026/27**

Report OC01/25 was received and accepted.

The Town Clerk and Operations Manager talked through the projects as listed in Appendix A of the report.

Following this discussion and Councillors questions, it was **RECOMMENDED** that the following Operation Projects are included in the Council's 2026/27 budget.

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 200m <sup>2</sup> 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
<b>Total</b>		<b>£93,000</b>	

#### 61. **VEHICLE AND MACHINERY REPLACEMENT FUND 2026/27**

Report OC02/25 was received and accepted.

The Operations Manager explained that the current mower is the second oldest in the fleet, and it would be prudent to look at a replacement model of a 4-wheel steer mower that would be used exclusively within the cemetery. Alongside this, the team require a new tractor flail as the current one has come to the end of its life.

It was **RECOMMENDED** that funding would be taken from the vehicle and machinery replacement fund to purchase a new John Deere Mower X949 at a cost of £30,000 and a replacement tractor flail at £3,500 in 2026/27.

It was further **RECOMMENDED** that the amount being placed into the Vehicle and Machinery Replacement Fund should remain at £25,000 for 2026/27.

#### 62. **REVIEW OF TOWN COUNCIL CARBON EMISSIONS 2024**

Report OC03/25 was received and accepted.

The Operations Manager gave a brief summary of how the Council's carbon footprint had decreased since 2019, with a large decrease since the move to the Community Hub building.

**63. BRITAIN IN BLOOM**

Report OC04/25 was received and accepted.

The Town Clerk gave a brief summary of the Heart of England in Bloom success and asked the committee to consider if they would like the Town Council to take part in the National Britain in Bloom competition as this would need extra funding and would require extra staff time.

It was **RECOMMENDED** that the Town Council should enter the Town into Britain in Bloom in 2026.

The Operations Manager also gave a brief summary of what this would entail for the Operations Team and Malvern Town Council collectively, staff resources, plants, route, street furniture, for example.

It was **RECOMMENDED** that the Town Council increase the budget for bedding and planting by £3,000, therefore adding to the original budget of £2,500 for the annual bedding and planting on the basis we spend only what is necessary.

**64. LENGTHSMAN SCHEME**

Report OC05/25 was received and accepted.

Following a brief discussion, it was **RECOMMENDED** that the Town Council should appoint an additional lengthsmen for Malvern Town to carry out duties under the lengthsmen scheme run by Worcestershire County Council.

**65. PROPOSED CLOSURE OF ST MATTHIAS' AND ST PETERS CHURCHYARDS**

Report OC06/25 received and accepted.

Following a brief outline from the Town Clerk, the committee **AGREED** there were no objections to the closure of the churchyards at St Matthias and St Peters Churches and that the Town Council were happy to pass on the responsibility for churchyard maintenance to Malvern Hills District Council.

**66. WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC07/25 received and accepted.

The Operations Manager confirmed that the purchase of the replacement John Deere Mower has been moved to early January 2026 and the light bases should be completed in Victoria Park within the next two weeks.

The Chair thanked the Operations Team for their continuing hard work.

**67. REVIEW OF FOOTBALL PITCH POLICY**

Report OC08/25 was received and accepted.

The Football Pitch Policy runs in conjunction with the Council's conditions of hire and use.

An amendment was proposed for item 5.4 within the terms and condition documentation, and it was **RECOMMENDED** that the Football Pitch Policy should be adopted with one amendment in that the charge for additional cleaning of the Changing Room block, if not left as found, should be increased from £20 to £50 per hour.

**68. SKATEPARK AT VICTORIA PARK**

The Town Clerk informed the committee that the initial consultation period has commenced. Once all results are collated a first stage design will be put together and will be followed by an in-person consultation with direct feedback. The successful contractors, Maverick, are directly involved with this part of the process.

**69. VICTORIA PARK PLAY AREA**

The Town Clerk informed the committee that the questionnaires are out for public consultation at present and there has been a good level of response.

**70. ENVIRONMENTAL MATTERS**

Report OC09/25 was received and accepted.

There were no Environmental issues to be discussed.

**71. PLANNING CONSULTATIONS**

None.

**72. 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 28 January 2026 at 6.00 pm.

The meeting finished at 7:32pm.

.....(Chairman)