



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 28 January 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



21 January 2026

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 28 January 2026, 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. J. Blake'.

Linda Blake
Town Clerk

| No. | Agenda Item |
|--|--|
| 1. | Apologies for Absence |
| 2. | Declarations of Interest |
| 3. | Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Operations and Planning Committee meeting: <ul style="list-style-type: none">➤ Wednesday 19 November 2025 (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. | Bands in the Park Programme 2026 <ul style="list-style-type: none">➤ Report OC01/25 to follow |
| 5. | Events 2026 <ul style="list-style-type: none">➤ Verbal update |
| 6. | Review of Contracts over £10,000 <ul style="list-style-type: none">➤ Report OC02/25 to follow |
| 7. | Environmental Matters <ul style="list-style-type: none">➤ Environmental Policy Report OC03/25 to follow➤ Review of Environmental Achievements Report OC04/25 to follow |

| | |
|------------|---|
| 8. | Work Programme and Operations Update ➤ Report OC05/25 to follow |
| 9. | Skatepark at Victoria Park ➤ Verbal Update |
| 10. | Victoria Park Play Area ➤ Verbal Update |
| 11. | NPPF Consultations ➤ Report OC06/25 to follow |
| 12. | Planning Consultations ➤ Report OC07/25 to follow |
| 13. | Date and Time of Next Meeting ➤ Wednesday 11 March 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 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.

UNADOPTED

| 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 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 | |

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.

UNADOPTED

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**

UNADOPTED

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)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 28 January 2026 at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

BANDS IN THE PARK PROGRAMME 2026

1. Purpose of Report

- 1.1. For committee discussion.

2. Recommendation

- 2.1. Committee is asked to agree that the programme of band concerts for Summer 2026 will be based upon the successful programme held in 2025 with 6 brass bands, 2 jazz bands, 2 blues bands, 2 country/folk, 6 rock/pop and 1 steel band.
- 2.2. Committee is asked to note that the programme for 2026 will be 19 weeks of Sunday band concerts from 10 May to 13 September.

3. Background

- 3.1. Bands in the Park is a long-standing, successful event held during the summer months in Priory Park.
- 3.2. In 2022, it was agreed to expand the range of music by introducing other music genres such as blues, rock, pop alongside the traditional brass bands. This has proved to be popular and Sunday afternoon concerts now regularly attract a large and diverse audience.
- 3.3. In 2024, a Steel Band was introduced into the programme and this style of music received very positive reviews. Operations and Planning Committee then agreed in January 2025 that a Calypso Band should be trialled in 2025, but unfortunately this did not meet with the same amount of success as the Steel Band.
- 3.4. Officers plan to put together a similar schedule to 2025, minus the Calypso Band but including an extra Country/Folk Band, however suggestions are invited from Committee members as appropriate.
- 3.5. All Bands will perform from 2.30pm until 4.30pm on Sunday afternoons in Priory Park on the Bandstand. Renovation works will be taking place in the area at the rear of the theatre, but whilst vehicle access will not be possible and some grassed areas will be off limit, it is feasible that these concerts can proceed as normal.
- 3.6. All concerts will be attended by a member of Malvern Town Council's Operations Team to assist with set up and take down. However, at least one Councillor will be required to steward at each concert and to be present for the duration of the event. Stewarding involves interacting with the public, handing out leaflets and making announcements on the PA system about the forthcoming programme and the current band.
- 3.7. Councillors should note that the band booked for Sunday 28 June will have a military theme to fit in with Armed Forces Day, but that there are no plans for a larger event on this day due to the space/access constraints within the park.

- 3.8. Since Priory Park is a public area and there is no charge for the event, the Council does not have a responsibility to provide direct first aid facilities to the public. The Council does ensure that the band have made their own first aid provision.

4. Financial Implications

- 4.1. Costs will be managed within the 2026/27 budget for Bands in the Park which is £8,000.

5. Legal Implications

- 5.1. Hire for the use of Priory Park and the bandstand is permitted under agreement with Malvern Hills District Council.
- 5.2. A Performing Rights Society Licence is required for the bands programme as they are live performances from street/cover music.

End
Linda Blake
Town Clerk

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REVIEW OF CONTRACTS AWARDED OVER £10,000

1. Purpose of Report

- 1.1. For noting and comment where necessary.

2. Recommendation

- 2.1. Committee is asked to note the review of contracts over £10,000 for the period 1 April 2025 until 31 December 2025.

3. Background

- 3.1. As part of the Audit Committee's work in 2022/23 a review of the Council's arrangements to procure work, goods and services was undertaken and it was recommended that a tender summary report be made after the award of any contract over £10,000 in value.
- 3.2. During the year to date, five projects were completed with costs above £10,000:
- I. Adam Lea Pump Track
 - II. Adam Lea Play Equipment
 - III. Refurbishment of Toddlers Play Equipment at Victoria Park
 - IV. Renewal of Insurance 2025/26 (second year of three)
 - V. Erection of Christmas Lights

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

REVIEW OF CONTRACTS AWARDED OVER £10,000 – YEAR TO DATE

| Name of Project | Adam Lea Pump Track | Adam Lea Play Equipment | Refurbishment of Toddlers Play Equipment at Victoria Park | Insurance 2025/26 | Erection of Christmas Lights |
|--|----------------------------|--------------------------------|--|--------------------------|-------------------------------------|
| Marking | Marks out of 10 | Marks out of 10 | Marks out of 10 | Marks out of 10 | Marks out of 10 |
| Value for Money | 9 | 10 | 10 | 9 | 10 |
| Quality, Design and Scope | 10 | 9 | 9 | 9 | NA |
| Innovation and Sustainability | 9 | 9 | 10 | NA | NA |
| Availability to carry out contract | 10 | 9 | 10 | 10 | 10 |
| Duration/Quality of work against schedule | 10 | 10 | 8 | 9 | 10 |

AGENDA 6 REPORT OC02/25
APPENDIX A

| | | | | | |
|---|--|--|--|---|---|
| Effectiveness of guarantees and warranties | 10 | 10 | 10 | 9 | 10 |
| Total (out of 60) | 58 | 57 | 57 | (out of 50) 46 | (out of 40) 40 |
| Notes/comments | Excellent company to work with. Good communications, took pride in their work. The finished pump track has been praised from all quarters. | National company who were happy to take on a smaller contract which has been well received by the public, with an excellent outcome. | Company were able to quote and complete the project with short notice. The public have received the project very well. | Responsive and helpful advisors and good communication regarding Council's changing needs. Claims have been dealt with effectively. | Excellent communication. The company are a long-standing contractor and continue to give quality service and value for money. |

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ENVIRONMENTAL POLICY

1. Purpose of Report

- 1.1. For discussion.

2. Recommendation

- 2.1. Committee are asked to discuss and review the Environmental Policy as attached at Appendix A and to make any changes if necessary.

3. Background

- 3.1. The Environmental Policy was last reviewed by the Operations and Planning Committee in January 2025. It is scheduled for review in January 2026. The current policy is attached to this report.

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



MALVERN TOWN COUNCIL

ENVIRONMENTAL POLICY

| | |
|------------------|---|
| Reviewed by: | Operations and Planning Committee – 29 January 2025 |
| Adopted: | Full Council – 12 February 2025 |
| Next review due: | January 2026 |

MALVERN TOWN COUNCIL

ENVIRONMENTAL POLICY

1. Introduction

- 1.1. Malvern Town Council (hereafter referred to as 'The Council') recognises that the day-to-day operations of the council can impact both directly and indirectly on the environment and will work to protect and improve the environment, through good management and by adopting best practice.
- 1.2. The Council is committed to providing a quality service in a manner that ensures a safe and healthy workplace for all employees and minimizes the potential impact on the environment. The council will operate responsibly and in compliance with all relevant environmental legislation, regulations and approved codes of practice, and will strive to use best practice at all times.

2. Aims of this policy

Malvern Town Council will:

- 2.1. measure the Council's carbon footprint each year to assess the environmental effects of the Council's activities and strive to continually reduce its carbon emissions. An annual report will be made to Full Council to demonstrate the progress in complying with the environmental policy.
- 2.2. uphold the Council's declaration of a climate emergency and consider the environmental impact of the Council's operations by taking action to reduce carbon emissions and greenhouse gases where practical.
- 2.3. integrate environmental concerns and impacts into all decision making and activities.
- 2.4. seek to protect and, where possible, enhance the quality of the natural environment of Malvern and its open spaces.
- 2.5. promote the efficient use of materials and resources throughout the Council, re-use or recycle where possible and seek to minimise waste, including water, electricity, raw materials and other resources.
- 2.6. use electronic/paperless means of communication wherever possible in all Town Council operations.
- 2.7. purchase recyclable, recycled and environmentally responsible products and materials when available and economically suitable.

- 2.8. ensure sustainable procurement where possible and require suppliers to provide environmental assessments of their environmental activities where requested.
- 2.9. educate and inform all employees and councillors about environmental issues that may affect their work and encourage employees, councillors, contractors and members of the public to support and promote the Town Council's Environmental Policy.
- 2.10. use local contractors whenever possible and viable, to support the local economy and reduce the impact on the environment.
- 2.11. supply all tendering contractors with the current environmental policy to inform them of the Council's commitment.
- 2.12. work with and support other agencies, projects and the wider community to promote best practice in environmental management and encourage the same in the community; support and initiate projects which contribute towards meeting environmental objectives across the wider community.
- 2.13. avoid unnecessary use of hazardous products and materials and seek suitable substitution or alternative solutions. The Council will take all reasonable steps to ensure human health and the protection of the environment when such materials are used to include transport, storage, use and disposal.
- 2.14. where required by legislation or where health, safety or environmental hazards may occur, develop and maintain appropriate emergency responses.
- 2.15. continue to investigate and procure technology for greater overall efficiency, to include machinery and tools with low emissions, IT equipment, vehicles, buildings and any other areas the Council is responsible for.
- 2.16. to consider and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.
- 2.17. to continue to manage and rewild suitable areas of Town Council-owned land with appropriate planting and design – including trees, permanent planting, insect friendly planting, wetland areas, ponds, waterways/streams, wildlife corridors, hedgerows and continue to replace trees with a two-for-one policy to support biodiversity.
- 2.18. to use wherever possible, green energy suppliers for Town Council contracts.
- 2.19. respond positively to new initiatives regarding combatting climate change and incorporate these into day to day operations where practical.
- 2.20. continue to investigate alternatives of pesticides/herbicides on all Town Council land.

- 2.21. not permit the release of balloons or sky lanterns on its land.
- 2.22. be peat-free in its horticultural activities.
- 2.23. promote and support the use of public transport, cycling and walking, and support initiatives to improve sustainable transport options.
- 2.24. procure machinery, vehicles, and tools with low emissions where possible.
- 2.25. This policy will be reviewed on an annual basis by the Operations and Planning Committee.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 28 January 2026
in the Park View Meeting Room, Victoria Park Road, Malvern Link at 6.00pm**

ENVIRONMENTAL ACHIEVEMENTS 2025

1. Purpose of Report

- 1.1. For noting.

2. Recommendation

- 2.1. Committee is recommended to note the environmental achievements for the year.
2.2. Councillors are invited to raise any environmental matters which they would like considered/further investigated.

3. Background

- 3.1. The environmental policy is reviewed in January every year.
3.2. The environmental achievements are set out to be noted in January every year.
3.3. 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.

4. Financial Implications

- 4.1. None.

5. Legal Implications

- 5.1. Committee members must be mindful that decisions can only be made on matters clearly listed on the Operations and Planning Committee agenda, thus giving members of the public the opportunity to make representations should they wish.

End

Linda Blake
Town Clerk

Environmental Achievements for 2025

| | From Environmental Policy | Action |
|----|---|---|
| 1. | Measure the Council's carbon footprint each year to assess the environmental effects of the Council's activities and strive to continually reduce its carbon emissions. An annual report will be made to Full Council to demonstrate the progress in complying with the environmental policy. | Carbon footprint scopes 1 and 2 were calculated in late 2025 and presented to Operations and Planning Committee on 19 November 2025. In 2024 the carbon emissions were at 23821kg. In 2025 the carbon emissions were at 13943kg, giving a reduction of 9878kg. |
| 2. | Uphold the Council's declaration of a climate emergency and consider the environmental impact of the Council's operations by taking action to reduce carbon emissions and greenhouse gases where practical. | 90% of hand tools are now electric. An electric vehicle was purchased but unfortunately has proved not to be fit for purpose and so has been replaced. Moving the Town Council Offices to Victoria Park has resulted in ongoing reduction in carbon emissions. |
| 3. | Integrate environmental concerns and impacts into all decision making and activities. | This is a regular item on the Operations and Planning Committee agenda to allow Councillors to raise Environmental matters. |
| 4. | Seek to protect and, where possible, enhance the quality of the natural environment of Malvern and its open spaces. | Wildlife areas at various council sites. Adam Lea Bike Pump Track included a biological net gain of 10%. |
| 5. | Promote the efficient use of materials and resources throughout the Council, re-use or recycle where possible and seek to minimise waste, including water, electricity, raw materials and other resources. | Increase in composting in the Cemetery. Plants reused in other areas where possible. Water harvesting at Cemetery Lodge to provide water for summer watering |
| 6. | Use electronic/paperless means of communication wherever possible in all Town Council operations. | Council dispatches are by electronic means only. Certain large documents are still printed. |

AGENDA ITEM 7
REPORT OC04/25 APPENDIX A

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| 7. | Purchase recyclable, recycled and environmentally responsible products and materials when available and economically suitable. | Office: stationery is from recycled sources where possible. Waste paper and cardboard is recycled. Operations: 80% reduction in herbicides achieved. |
| 8. | Ensure sustainable procurement where possible and require suppliers to provide environmental assessments of their environmental activities where appropriate. | Environmental policies now included in larger tenders and the tender matrix now includes a sustainability score. |
| 9. | Train, educate and inform all employees and councillors about environmental issues that may affect their work and encourage employees, councillors, contractors and members of the public to support and promote the Town Council's Environmental Policy. | Ongoing within the council culture. |
| 10. | Use local contractors whenever possible and viable, to support the local economy and reduce the impact on the environment. | Ongoing. Local Contractors used for many contracts. |
| 11. | Supply all tendering contractors with the current environmental policy to inform them of the Council's commitment. | Ongoing. |
| 12. | Work with and support other agencies, projects and the wider community to promote best practice in environmental management and encourage the same in the community; support and initiate projects which contribute towards meeting national environmental objectives across the wider community. | Three members of staff are in the 'Bike2Work' scheme. Malvern Special Families have supplied input into the new Victoria Park play area. Allotments take the majority of Malvern Town Council's compost. Working with MHDC with regard to flytipping/recycling. |
| 13. | Avoid unnecessary use of hazardous products and materials and seek suitable substitution or alternative solutions. The Council will take all reasonable steps to ensure human | Diesel tank double bunded. No hazardous materials are currently used. |

AGENDA ITEM 7
REPORT OC04/25 APPENDIX A

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| | health and the protection of the environment when such materials are used to include transport, storage, use and disposal. | Environmentally friendly cleaning products are predominantly used. |
| 14. | Where required by legislation or where health, safety or environmental hazards may occur, develop and maintain appropriate emergency responses. | Spill kits readily available. |
| 15. | Continue to investigate technology for greater overall efficiency, to include machinery, IT equipment, vehicles, buildings and any other areas the Council is responsible for. | New building has PV Panels and Air Source heat pumps. New building has timed LED lighting. |
| 16. | To consider and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings. | LED light bulbs used. Efficient heat source pumps are used in the Community Hub. |
| 17. | To continue to manage and rewild suitable areas of Town Council-owned land with appropriate planting and design – including trees, permanent planting, insect friendly planting, wetland areas, ponds, waterways/streams, wildlife corridors, hedgerows and continue to replace trees with a two-for-one policy to support biodiversity. | Planting schemes that were 20% perennial and 80% biannual, now reversed. Plants chosen for drought resistance. Hanging baskets have water reservoir to reduce evaporation. |
| 18. | To use wherever possible, green energy suppliers for Town Council contracts. | No Gas in new building. PV system producing energy that is used in the building. |
| 19. | Respond positively to new initiatives regarding combatting climate change and incorporate these into day to day operations where practical. | Ongoing. |
| 20. | Develop and implement a plan to minimise usage and consider further alternatives of pesticides/herbicides on all Town Council land. | Minimum amounts of herbicides are used. 2025 5 litres of Hilite 0.6 litres of Force |

AGENDA ITEM 7
REPORT OC04/25 APPENDIX A

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| 21. | Not permit the release of balloons or sky lanterns on its land. | Full Council approved new signage for MTC green spaces – these have now been installed. |
| 22. | Be peat-free in its horticultural activities. | Town Council is now peat-free. |
| 23. | Promote and support the use of public transport, cycling and walking, and support initiatives to improve sustainable transport options. | Bikes racks now installed at several locations throughout Malvern area. 'Bike 2 Work' scheme in operation. |
| 24. | Procure machinery, vehicles, and tools with low emissions where possible. | See 2 and 15. |
| 25. | This policy will be reviewed on an annual basis by the Operations and Planning Committee. | Ops Review Annually in January |

To be reviewed in January 2026.

[illegible]

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 28 January 2026 at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

NATIONAL PLANNING POLICY FRAMEWORK (NPPF) CONSULTATION

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Operations and Planning Committee are asked to consider whether the council should submit a response on proposed changes to the NPPF, and if so, to agree a group of at least three Councillors to formulate a response to be submitted to Full Council on 4 March 2026.

3. Background

- 3.1. The government has published an updated National Planning Policy Framework (NPPF) with proposed reforms and other changes to the local planning system.
- 3.2. The NPPF is a key document that outlines economic, environmental and social planning policies for England and it serves as a guideline for local planning authorities and developers in helping to understand what is permissible in terms of development and how planning decisions should be made.
- 3.3. The link below will give more information on the proposed changes.
[National Planning Policy Framework: proposed reforms and other changes to the planning system - GOV.UK](#)
- 3.4. An item was listed on the Councillor weekly memo asking for interested parties to come forward and so far, Councillors Hooper and Mead have volunteered to be on a working group.
- 3.5. Given the short timescale and with a closing date of 10 March, it would be preferable to have any meeting during the day in order to ensure staff and room availability.

4. Financial Implications

None pertaining to this report.

5. Legal Implications

- 5.1. The National Planning Policy Framework sets out the Government's Planning Policies for England and how these should be applied.

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 28 January at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link
PLANNING CONSULTATIONS**

1. Purpose of Report

- 1.1. For comment as necessary.

2. Recommendation

- 2.1. The Committee is recommended to note and comment on:
- i. Specific planning applications raised by Ward members, Officers or requested by members of the public.
 - ii. Any major planning applications currently being considered.
 - iii. Any 'live' planning applications as circulated on the weekly planning lists and on the planning application log attached at Appendix A.
- 2.2. The Committee is recommended to nominate a Councillor to speak on behalf of the Town Council at MHDC's Southern Area Planning Committee (SAPC) where relevant.

3. Background

- 3.1. A list of planning applications is sent to members each week. Following a change in the Council's policy dating from December 2013, members are now asked to consider both major and minor applications and comment as appropriate.
- 3.2. Other 'live' applications from the planning log can be raised by Committee members at the meeting. Full details of the applications are available by clicking on the relevant link below.
- 3.3. Members are asked to look at details of any planning applications for discussion before the meeting to allow an expeditious decision-making process.
- 3.4. Members are reminded that the Town Council is a consultee in the planning process and the comments that Council makes will go forward to the District Council as part of the planning application process. Therefore, comments should relate to material planning considerations so that they will be properly considered.
- 3.5. If a Councillor is nominated to speak at an MHDC SAPC meeting, Town Council Officers will await the application being listed on an agenda and will register the Councillor to speak through the agreed procedure.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

AGENDA ITEM 12
RREPORT OC07/25
APPENDIX A

| Application number | Location | Ward | Description of works | Applicant | Comment deadline |
|---------------------------------------|---|----------------|--|----------------------|-------------------------|
| <u>M/26/00038/FUL</u> | Copper Beech House, 32 Avenue Road, Malvern, WR14 3BJ | Barnards Green | Proposed single storey rear and side extensions following removal of existing single storey side element. VARIATION OF CONDITION 2 OF PLANNING PERMISSION M/25/00821/FUL TO INCREASE FOOTPRINT TO REAR & SIDE, REPOSITION OF ROOF LANTERNS AND NEW ROOF LIGHTS, CHANGES TO FENESTRATION. | Mr G Fotios | 13/02/2026 |
| <u>M/25/01850/RM</u> | 34 Meadway, Malvern, WR14 1SB | Upper Howsell | Reserved Matters for access, appearance, landscaping, layout and scale following outline planning permission M/24/00092/OUT for the erection of a single dwellinghouse | Mr Stephen Salisbury | 09/02/2026 |
| <u>M/26/00039/HP</u> | 24 Players Avenue, Malvern, WR14 1DU | Link | The proposal is for a flat roofed dormer extension on the rear roof slope of an existing single-storey rear extension. | Mr Mitch Preedy | 11/02/2026 |
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