



MALVERN TOWN COUNCIL

FULL COUNCIL

REPORTS

**For meeting on Wednesday 4 March 2026 at 6.00 pm
In the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link**

MALVERN TOWN COUNCIL

Town Clerk
Community Hub
Victoria Park Road
Malvern Link
WR14 2JY
Tel: 01684 566667



26 February 2026

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

MEETING OPEN TO MEMBERS OF THE PUBLIC

To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Wednesday 4 March 2026 in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link, WR14 2JY commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. J. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To note apologies for absence.
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Council meetings as noted below: <ul style="list-style-type: none">➤ 14 January 2026 (Extraordinary meeting)➤ 11 February 2026
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.	Mayor's Announcements The Mayor to make any relevant announcements/written report
5.	Update on Town Council Operations and Activities <ul style="list-style-type: none">➤ Verbal update by the Town Clerk
6.	Reports by County and District Council Representatives in Attendance Verbal reports or written submissions as appropriate
7.	Town Council Ward Reports/Representatives on outside bodies Verbal reports or written submissions as appropriate

8.	<p>Members Questions</p> <ul style="list-style-type: none"> ➤ The Chair will invite members who have written in with questions to present them to Council
9.	<p>Calendar of Meetings 2026/27</p> <ul style="list-style-type: none"> ➤ Report CL01/25 to follow
10.	<p>Recommendations from Audit Committee</p> <p>The Chair of Audit Committee to present any recommendations for approval by Council from the meeting held on Wednesday 25 February 2026</p> <ul style="list-style-type: none"> ➤ Report CL02/25 to follow
11.	<p>Engagement of Community Development Officer</p> <ul style="list-style-type: none"> ➤ Report CL03/25 to follow
12.	<p>Local Government Reorganisation Consultation</p> <ul style="list-style-type: none"> ➤ Report CL04/25 to follow
13.	<p>NPPF Consultation</p> <ul style="list-style-type: none"> ➤ Report CL05/25 to follow
14.	<p>Notice of Motion – Staffing Committee</p> <ul style="list-style-type: none"> ➤ Report CL06/25 to follow
15.	<p>Notice of Motion - Resident Housing Support and Community Engagement Initiative</p> <ul style="list-style-type: none"> ➤ Report CL07/25 to follow
16.	<p>Date and Time of Next meeting</p> <ul style="list-style-type: none"> ➤ Wednesday 8 April 2026 at 6.00pm
<p>Exclusion of the Press and Public</p> <p><i>To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i></p>	
17.	<p>Minutes from Previous Meeting</p> <p>To receive and confirm as a correct record the minutes of the previous meeting taken in private session.</p> <ul style="list-style-type: none"> ➤ Document to be handed out at meeting
18.	<p>Rose Bank Gardens Update</p> <ul style="list-style-type: none"> ➤ Verbal update

**UNADOPTED
MALVERN TOWN COUNCIL**

MINUTES OF EXTRA-ORDINARY COUNCIL MEETING

in the Park View Meeting Room, Victoria Park Road, Malvern Link

held on Wednesday 14 January 2026 at 6pm

Councillors

Present

M Birks (Chair)

D Watkins

I Dawson

A Cherry

C Fletcher

K Newbigging

J MacLusky

D Mead

N Wanklin (6.01pm)

W Whittaker (6.01pm)

C Hooper (6.01pm)

E Green (6.02pm)

J Leibrandt (6.02pm)

M Jones (6.02pm)

L Lowton (6.03pm)

Absent

S Austin (Apologies)

D Ward (Apologies)

C Bovey (Apologies)

Also in attendance

L Blake, Town Clerk

J Winkworth, Minute Clerk

144. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Sean Austin, Deb Ward and Caroline Bovey were **NOTED**.

Councillors Nathan Wanklin, Wayne Whittaker and Clive Hooper arrived at 6.01pm.

145. DECLARATIONS OF INTEREST

None.

Councillors Emma Green, Josie Leibrandt and Mel Jones arrived at 6.02pm.

PUBLIC PARTICIPATION

None.

Councillor Lou Lowton arrived at 6.03pm.

146. OPERATIONAL IMPLICATIONS OF NOTICE OF MOTIONS

The Mayor invited Councillors to give their views on the operational implications of Notice of Motions. With the recent introduction of two new committees, meetings are now being held on most Wednesday evenings and with the work required to issue agendas, reports and minutes on a weekly basis, this has resulted in less staff time being available to action resolutions.

It was noted that there is currently no requirement for any plans to be put in place for the deliverance of Notices of Motions meaning that the following elements are not fully considered when the motion is debated.

UNADOPTED

- Full Consideration of costs (resource implications)
- Staff time required for implementing the Notices of Motion
- How are the Notices of Motions going to be managed?

Cllr Emma Green left the room at 6.34pm.

Cllr Dawson suggested that it would be useful to see a report of any outstanding Notices of Motions including what the constraining factors have been in their delivery.

Cllr Emma Green returned to the room at 6.37pm.

Cllr Josie Leibrandt left the room at 6.38pm.

Cllr Mead stated that Town Council staff have a finite capacity and so there should be more consideration for staff resource implications, long term or short term, costings and who may lead on the project as this will have consequences for the day to day running of the Town Council.

Cllr Josie Leibrandt returned to the room at 6.41pm.

The need for an extra member of staff to assist with meetings was discussed and it was noted that a meeting of the Chairs of Committees had taken place to try and reduce the number of regular meetings.

Cllr Mel Jones left the room at 6.48pm.

Some Councillors felt that there was already a clear process for the submission of Notice of Motions in place and that resource implications could be reviewed more fully once a motion has been agreed.

Cllr Mel Jones returned to the room at 6.50pm.

It was **AGREED** that the Town Clerk present a report on any outstanding Notices of Motions, and the reasons for those, at the next Full Council meeting in February 2026.

147. **DATE AND TIME OF NEXT MEETING**

It was **AGREED** that the date of the next meeting of Full Council would take place on Wednesday 11 February 2026 at 6.00pm.

There were no press or public present at this meeting, although formal exclusion took place.

EXCLUSION OF THE PRESS AND PUBLIC

To resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Cllr Julie MacLusky left the room at 7.08pm, returned at 7.10pm and subsequently left the meeting at 7.11pm.

148. **ROSE BANK GARDENS UPDATE**

Report CL01/25 was circulated at the meeting, and the Chair gave the Councillors time to read the report.

Councillors Anne Cherry, Wayne Whittaker, Lou Lowton, Mel Jones, and Karen Newbigging left the room between the period of 7.24pm and returned by 7.31pm.

A discussion took place between the Town Clerk and the Councillors and it was noted that further information should be available for the next meeting.

Cllr David Mead left the meeting at 7.50pm.

UNADOPTED

Under Standing Order 3X, Councillor Clive Hooper proposed that the meeting be extended until 8.10pm. A vote was taken and the extension agreed.

149. STAFFING COMMITTEE MATTERS

A discussion took place regarding Staffing Committee matters.

A number of points around the workings and progress of this committee were raised and discussed. No formal resolutions were made.

The meeting finished at 8.10 pm.

.....(Chair)

DRAFT

**UNADOPTED
MALVERN TOWN COUNCIL**

MINUTES OF FULL COUNCIL MEETING

**in the Park View Meeting Room, Victoria Park Road, Malvern Link
held on Wednesday 11 February 2026 at 6pm**

Councillors

Present

M Birks (Chair)
S Austin
C Bovey
A Cherry
H Clements
I Dawson
E Green
C Hooper
M Jones
J Leibrandt
L Lowton
R McLaverty-Head
D Mead
K Newbigging
N Wanklin
D Watkins
W Whittaker (6.04pm)
D Ward (6.08pm)

Absent

C Fletcher (Apologies)
J MacLusky

Also in attendance

L Blake, Town Clerk
C Porter, Operations Manager
J Winkworth, Minute Clerk
Malvern Gazette Reporter
Councillor C McSweeney, WCC

The Mayor welcomed Councillors to the Full Council meeting and brought to the Councillors attention the format change to the agenda for this meeting. The Exclusion of the Press and Public will take place after Public Participation, which it was anticipated would take approximately half an hour, after which they would be welcomed back into the meeting.

150. APOLOGIES FOR ABSENCE

Apologies for absence from Councillor Clive Fletcher was **NOTED**.

151. DECLARATIONS OF INTEREST

None.

152. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes from the meeting of 17 December 2025, be approved and adopted as a correct record.

PUBLIC PARTICIPATION

NONE

EXCLUSION OF THE PRESS AND PUBLIC

To resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

UNADOPTED

153. **ROSE BANK GARDENS**

Report CL01/25 was distributed at the meeting.

A private discussion took place led by the Mayor and Town Clerk and a separate set of minutes will document the resolutions made.

Cllr Wayne Whittaker arrived at 6.04pm and Cllr Deb Ward arrived at 6.08pm.

FULL COUNCIL RESOLVED TO READMIT THE PRESS AND PUBLIC.

Cllr McSweeney, Malvern Gazette Press Officer and the Minute Clerk returned to the meeting room at 6.48pm.

154. **MAYOR'S ANNOUCEMENTS**

The Mayor updated the Councillors on her recent engagements and welcomed questions on the recently circulated report regarding Mayoral Events and the pilot Warm Spaces Project.

The Mayor officially welcomed Cllr Helen Clements of Link Ward to Malvern Town Council.

The Mayor updated the Council on the recent meeting regarding funding for a Community Development Officer.

155. **UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

Select Committee

The Mayor and Town Clerk will be attending the Select Committee at the House of Lords on behalf of the Town Council at 2pm on Tuesday 10 March 2026 to present the Council's petition against the Malvern Hills Trust Bill.

Grants

Malvern Town Council's Grants Scheme is now live and applications are welcomed. Further information can be obtained from Deborah Powell, Finance Officer. Closing date is Monday 2 March 2026.

Vacancies

Interviews are taking place in two weeks' time for the Weekend Grounds Operative Vacancy.

Adverts have also been placed for the Independent Minute Taker for the Staffing Committee and Parish Lengthsman.

Community Development Officer

Grant Funding has been awarded for the Development Officer position of 20 hours per week over 2 years, to be agreed by Full Council, with the following requirements:

- Development of a Residents Association at Malvern Rise
- Working with Local Community Assets such as the village hall in Poolbrook, (development of)
- Supporting the Town Council's Community Engagement Sub Committee

The Town Clerk is developing a job description ahead of any appointment which will need to be endorsed by Full Council.

Events

The following Town Council events will be taking place over the next few months:

UNADOPTED

- Taste of the Hills at Malvern Cube on 8 March 2026
- Peaks Challenge on 2 May 2026

Plans are in hand to revamp the Mayors Bonanza with a report due to be presented to Operations and Planning Committee in due course.

Britain in Bloom Campaign – two judging events to be held late July/August 2026. First steering group meeting due to take place within the next week to discuss the route and who else to engage within the Community.

Staffing

The office team is currently minus one member of staff due to long term sickness.

There is a continuing impact on the day-to-day operations, and the team are gradually working through the backlog, and patience is requested at this time.

Skatepark update

A recent consultation meeting was well attended by members of the Bowls Club, local residents and skatepark users which enabled a full discussion.

The Skatepark users had the opportunity to discuss a final design with the Operational representative from Maverick Skateparks.

Operations Team

The weather has been extremely difficult and challenging for the staff members to carry out duties at present.

The new vehicle has arrived, and staff are very pleased with it. A new tractor is due to arrive in the next week.

The new Town Council office signage has been erected at Victoria Park.

156. MEMBERS QUESTIONS

Councillor Lou Lowton had submitted two members questions.

Questions and Answers had been circulated in the reports pack prior to the meeting.

Questions

1. Could you update us regarding dates for the staffing training for all staff?
2. Do we have a date for the first meeting of the Environmental Task and Finish Group?

Answers

1. Training for all staff is ongoing, and a number of courses are being organised for the next couple of months.
2. No. This is covered under Agenda Item 16.

Cllr Lowton felt that the first question had not been answered correctly and it was established that she had made an error in wording the question and in fact the query related to training for Councillors on the Staffing Committee, not to Staff.

Training is being sought for all Councillors to participate in,7 to attend as substitutes at future Staffing Committee meetings. This is in process and the Town Clerk is due to meet with the new training company (via CALC) and will have information in due course.

UNADOPTED

With regards to the Environmental Task and Finish Group – the information will be discussed further at a later agenda point.

157. **CALENDAR OF MEETINGS**

Report CL01/25 was received and accepted.

The Mayor gave a brief update as to how this report was devised noting the reduction of meetings for the new calendar year to make the calendar more manageable for Councillors and Staff.

Some concerns were raised by the Chair of Community Engagement regarding the gap between meetings and Full Council, although it was **NOTED** that with 5 committees there would inevitably be some occasions where gaps occur.

Following discussions, it was **AGREED** that the Mayor and Town Clerk review the meeting schedule to make sure the gap between Committees and Full Council are no longer than four to five weeks. This review will be brought back to a future Full Council meeting.

It was noted that the Annual Town Council meeting was not included in this calendar and would be agreed later.

Cllr Emma Green left the room at 7.10 and returned at 7.12pm.

Cllr Lowton left the meeting at 7.13pm and returned at 7.15pm.

158. **SKATEPARK AT VICTORIA PARK**

Report CL03/25 was received and accepted.

The Town Clerk informed Council that after submission of the funding application she had been notified that additional Section 106 monies were available.

It was **RESOLVED** that the budget and contract price for the design and construction of the new skatepark facilities in Victoria Park, Malvern would be increased by £11,772.99 following the conditional offer from Section 106 monies held by MHDC.

159. **PLAY AREA AT VICTORIA PARK**

Report CL04/25 was received and accepted.

Further illustrations were distributed to the committee at the meeting.

The Town Clerk explained the process that had been followed to date.

A Trustee from Malvern Special Families gave suggestions at the evaluation meeting with regards to including fully inclusive play equipment within the play area for all users.

It was **RESOLVED** that Company A would be appointed to supply and install play equipment in order to improve and enhance the play area at Victoria Park.

160. **RECOMMENDATIONS FROM STAFFING COMMITTEE**

Report CL05/25 was received and accepted.

Minute item 17 – Review of Staff Rewards

It was **RESOLVED** that all staff would be given a day off for their birthday or the closest day to it should their birthday fall on a weekend.

UNADOPTED

161. RECOMMENDATIONS FROM AUDIT COMMITTEE

Report CL06/25 was received and accepted.

MINUTE ITEM 19 - RISK MANAGEMENT ARRANGEMENTS AROUND OBJECTIVES

It was **RESOLVED** that Full Council would accept the recommended additions to the risk management objectives report and noted in Appendix A.

MINUTE ITEM 20 - IDENTIFICATION OF RISKS FROM DEVOLUTION PROCESS

It was **RESOLVED** that the following statements would be identified as risks during Devolution:

Risks

- Town Council could end up with more assets than we are able to maintain effectively and not have the budget for ongoing maintenance and repairs / replacement as necessary.
- There could be a loss of opportunity if the Town Council do not move fast enough to negotiate on assets which would be valuable for community/localism or financial possibilities.
- Assets such as buildings, toilets etc could be lost to the community. If these assets are transferred to the unitary authority and they do not wish to maintain them within Malvern, they could be closed or sold.
- The Town Council would inherit cost incurring assets but lose out on income generating assets.
- Loss of localism.
- Possible increase in precept and how this would be received by the taxpayers of Malvern.
- Lack of co-ordinated thinking and the three tiers of Councils not working together overall to get the best outcome for the public
- Extra responsibilities being taken on, which may require skills sets and expertise not currently held by Town Council staff.
- Proposed asset or responsibility not in tune with the local community and its requirements.

162. RECOMMENDATIONS FROM OPERATIONS AND PLANNING COMMITTEE

Report CL07/25 was received and accepted.

MINUTE ITEM 79 - ENVIRONMENTAL MATTERS

Environmental Policy

It was **RESOLVED** to amend point 2.21 within the Environmental Policy to include the word 'fireworks' so it reads as follows:

'not permit the release of balloons, sky lanterns or fireworks on its land'

163. RECOMMENDATIONS FROM COMMUNITY ENGAGEMENT SUB-COMMITTEE

Report CL08/25 was received and accepted.

UNADOPTED

MINUTE ITEM 14 – MAYOR OF MALVERN’S AWARDS SCHEME

It was **AGREED** to support in principle the Mayor of Malvern’s Awards Scheme for 2026.

MINUTE ITEM 15 – RECOGNITION OF KEY DATES

It was **RESOLVED** that the following dates/days be recognised by the Town Council in 2026:

- Volunteer Week – 1 to 7 June 2026
- Youth Day – 12 August 2026
- White Ribbon – 25 November 2026

and for a ‘light touch’ recognition:

- LGBT History Month – February 2026
- Mental Health Awareness – 10 to 16 May 2026
- Refugee Week – 15 to 21 June 2026
- Windrush Day – 22 June 2026

Definition of ‘light touch’ – style of interaction via social media platforms

Under Standing Order 3X, Councillor Josephine Leibrandt proposed that the meeting be extended until 8.15pm. A vote was taken and the extension agreed.

164. RECOMMENDATIONS FROM POLICY AND RESOURCES COMMITTEE

Report CL09/25 was received and accepted.

MINUTE 42 - MANAGEMENT ACCOUNTS FOR THE THIRD QUARTER OF 2025/26 ENDING 31 DECEMBER 2025

It was **RESOLVED** to accept the Management Accounts for the third quarter 2025/26.

MINUTE 43 - REVIEW OF TOWN COUNCIL COMPLAINTS POLICY

It was **RESOLVED** to accept the amendments within the Complaints Policy and publish accordingly.

MINUTE 44 - REVIEW OF ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY

It was **RESOLVED** to accept the Anti-Fraud, Bribery and Corruption Policy in the current format with no further amendments required at present.

Cllr Emma Green left the meeting at 8pm.

165. OUTSTANDING NOTICES OF MOTION

Report CL10/25 was received and accepted.

UNADOPTED

166. TOWN OF CULTURE 2028

Report CL11/25 was received and accepted.

It was **AGREED** that Malvern Town Council would endorse the submission of an Expression of Interest into the UK Town of Culture Competition 2028 by the deadline of 31 March 2026.

167. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting of Full Council would take place on Wednesday 4 March 2026 at 6.00pm.

The meeting finished at 8.15pm.

.....(Chair)

DRAFT

MALVERN TOWN COUNCIL
CALENDAR OF MEETINGS 2026/2027 - Version 2

2026	
Wednesday 13 May	Annual Council
Wednesday 27 May	Operations and Planning Committee
Wednesday 3 June	Audit Committee
Wednesday 10 June	Policy and Resources Committee (year-end accounts)
Wednesday 17 June	Full Council (year-end accounts)
Wednesday 1 July	Operations and Planning Committee
Wednesday 15 July	Community Engagement Sub-Committee
Wednesday 29 July	Staffing Committee
Wednesday 5 August	Full Council
Wednesday 12 August	Audit Committee
Wednesday 16 September	Operations and Planning Committee
Wednesday 23 September	Policy and Resources Committee
Wednesday 30 September	Full Council
Wednesday 14 October	Operations and Planning Committee
Wednesday 21 October	Staffing Committee
Wednesday 28 October	Policy and Resources Committee (grants)
Wednesday 4 November	Full Council
Wednesday 18 November	Community Engagement Sub-Committee
Wednesday 25 November	Policy and Resources Committee
Wednesday 9 December	Policy and Resources Committee (budget)
Wednesday 16 December	Full Council (budget)

2027	
Wednesday 20 January	Operations and Planning Committee
Wednesday 27 January	Staffing Committee
Wednesday 3 February	Audit Committee
Wednesday 10 February	Full Council
Wednesday 24 February	Operations and Planning Committee
Wednesday 10 March	Community Engagement Sub-Committee
Wednesday 17 March	Audit Committee
Wednesday 24 March	Policy and Resources Committee (grants)
Wednesday 7 April	Full Council
Wednesday 28 April	Staffing Committee
Wednesday 5 May	Policy and Resources Committee
Wednesday 12 May	Community Engagement Sub-Committee
Wednesday 19 May	Annual Council

All meetings commence at 6pm

Meeting of The Electors

Annual Town Meeting – 7pm Wednesday 14 April 2027

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

to be held on Wednesday 4 March 2026 at 6.00pm

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

ENGAGEMENT OF COMMUNITY DEVELOPMENT OFFICER

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to note the approval received from Malvern Hills District Council for Section 106 Funding to employ and manage a part time Community Development Officer and to give approval for the recruitment and appointment of a suitable person to fill this role.

3. Background

3.1. At the Full Council meeting held in November 2025, it was resolved that the Town Council would submit an application for Section 106 funding to support the appointment of a place-based Community Development Officer.

3.2. It was further noted that the official approval of this role would need to be endorsed by Full Council before any recruitment process commenced.

3.3. The Town Clerk worked with the Chair of Council and Chair of Community Engagement Sub-Committee to draft the application which was submitted ahead of the deadline in late November.

3.4. The Section 106 funding has been secured from the development at Malvern Rise, off St Andrews Road, so part of any new role will be required to be placed-based and support this new development.

3.5. Following submission of the grant application several meetings have been held with Malvern Hills District Council, who are the funding manager and Platform Housing Group who have also applied for funding.

3.6. Confirmation has now been received of a funding agreement for Malvern Town Council to employ and manage a part-time Community Development Officer on 20 hours per week for a period of two years.

3.7. The role will need to specifically support:

- The development of a residents' association at Malvern Rise
- Work with local community assets such as Poolbrook Village Hall to strengthen their community offer
- Supporting the Town Council's Community Engagement Sub-Committee

3.8. There are two further clauses attached to this funding as follows:

- The Town Council will undertake Asset-Based Community Development (ABCD) training to ensure that it is able to effectively utilise local strengths, networks and assets in supporting community initiatives.

- As funding has been awarded to both Malvern Town Council and to Platform Housing Group, a Community Engagement Partnership will be established by Malvern Hills District Council to oversee these contributions.

- 3.9. Following approval by Full Council, the next step in the process will be the recruitment and appointment of a Community Development Officer by the Town Council.
- 3.10. The Town Clerk has researched similar roles and used job descriptions from other local organisations to draft a job specification for this role, encompassing the conditions required by the funding and the aims and objectives outlined in the Town Council's application to secure funding for this role. This job description is attached at Appendix A to this report.
- 3.11. Following Council approval, this position will be advertised and a timetable set for recruitment and appointment. It is suggested that this process should be managed by the Town Clerk in conjunction with the Chair of Community Engagement and one other member this sub-committee giving due regard to equality considerations.
- 3.12. It is hoped that an appointment could be made in late April with a starting date as soon as is feasible after that.

4. Financial Implications

- 4.1. The offer of grant funding is for £42,500 over two years.
- 4.2. The Town Council agreed in its funding bid to provide a laptop and office space for this role.

5. Legal Implications

- 5.1. Upon approval by Council, a grant funding agreement will be signed by Malvern Town Council and Malvern Hills District Council, and funding will be released upon signed acceptance of this agreement.
- 5.2. A Community Engagement Partnership will be established to oversee, co-ordinate and support the effective use of these funds. Draft Terms of Reference for this are attached at Appendix B.
- 5.3. This post will be employed by Malvern Town Council, and an employment contract will be issued.

End

Linda Blake
Town Clerk

JOB DESCRIPTION

Post Title:	Community Development Officer
Responsible To:	Town Clerk
Contracted Hours:	Hours worked Monday to Friday, 20 hours per week on a flexible basis
Salary Details:	SCP 11 – 14 (£28,142 - £29,540) dependent on experience
Contract Type:	2 Year Fixed Term Contract
Work base Location:	Flexible – Home, Community Hub in Victoria Park and mobile working within Malvern.
Special Conditions:	DBS check required Casual car user

CORE DUTIES OF THE POST

- To support community-based activities that improve the financial, physical and mental wellbeing of residents of the Malvern Rise development as well as the wider Malvern Community.
- To support and work alongside Malvern Town Council's Community Engagement Sub-Committee.
- To assist in the coordination, management, and delivery of the Town Council's strategic aim to promote and develop a sense of community engagement.
- To develop a residents' association at Malvern Rise.
- To work with local community assets such as Poolbrook Village Hall to strengthen their relationships with and contributions to the local community.

DETAILED DUTIES AND RESPONSIBILITIES

1. Engage with local communities within Malvern Rise and the wider Malvern community, to identify and build upon existing strengths and assets, including the gifts of residents and organisations, the existing clubs and groups, and local organisations making a difference to the community.
2. Identify people with shared interests, knowledge or skills across the community and provide the opportunity for them to come together regularly to exchange learning and take action through conversation and connections.

3. Lead the way in building and sustaining relationships and partnerships with local residents and groups, including those who are seldom heard. Using a strengths-based approach to identify and encourage collaboration between organisations and residents.
4. Organise online and in person community discussions as a way of bringing people together and engaging with the local community.
5. Work to signpost and support existing facilities and groups and to identify any gaps in services and facilities which could be filled.
6. Connect communities with opportunities, resources, and influence across Malvern by working closely with partner organisations including the voluntary service, other local councils, agencies, businesses and other service providers.
7. Support the initiatives and work of Malvern Town Council's Community Engagement Sub-Committee. To include assistance with preparation for meetings, attendance at meetings and implementation of actions as agreed by the sub-committee and Full Council.
8. Develop and establish a resident's association at Malvern Rise that drives opportunities and empowers local people to take the lead on the development of activities within the local area.
9. Support local people to be involved in decision making and community led initiatives to ensure successful delivery of projects, transforming ideas into action.
10. Identify any barriers to engagement and integration and take steps to reduce or remove these as far as practical.
11. Work confidently alone and alongside other Community Builders in Malvern to ensure successful delivery of projects and increasing learning opportunities.
12. Champion Asset Based Community Development (ABCD) within the role and to work with Town Council Officers and Town Councillors to develop ABCD and ensure that the Council and its partners utilise local strengths, networks and assets in supporting community initiatives.
13. Support the aims and objectives of The Community Engagement Partnership, ensuring the Section 106 contribution is targeted where need and impact are greatest.
14. Actively collect evidence of outputs and outcomes, ensuring consistent implementation of monitoring and evaluation. Including keeping written records, recording case studies and stories as appropriate.
15. To undertake such other duties and / or hours of work which may be reasonably required, and which are consistent with the grading of this post.
16. Be aware of and follow all Malvern Town Council policies and procedures.

17. In all contacts, the postholder will be required to present a good image of the Town Council as well as maintaining constructive relationships with partners and stakeholders.

Person Specification

Essential

- Previous experience of working with communities and supporting community projects.
- Experience of working collaboratively with organisations, community groups, volunteers and local people
- Ability to manage varying interest and potential conflict with confidence and sensitivity.
- Excellent communication and interpersonal skills.
- Capable of working with minimum supervision and using own initiative.
- Self-motivation, able to motivate yourself and other people.
- Ability to work flexibly, both independently and as part of a team
- Good organisational and administrative skills
- Mobile working

Desirable

- Good Knowledge of Microsoft Office
- Knowledge and experience of using diverse types of digital media
- Understanding of the basic aspects of local government service delivery

Draft Terms of Reference

Community Engagement Partnership

S106 Community Development Worker Contribution - Malvern Rise

1. Purpose

The purpose of the Community Engagement Partnership (“the Partnership”) is to oversee, coordinate, and support the effective allocation and use of Community Development Worker (CDW) contribution relating to the Malvern Rise development.

The contribution provided by the District Council to Malvern Town Council and Platform Housing Group to support community-based activities that improves the financial, physical, and mental wellbeing of residents of the development and surrounding community.

The Partnership will ensure that funding is used transparently, collaboratively, and in line with shared wellbeing outcomes and local priorities.

2. Aims and Objectives

The Partnership aims to:

- Enable joined-up investment in community activity that delivers measurable wellbeing outcomes.
- Strengthen collaboration between the District Council, Town Council, Platform Housing Group, and local partners.
- Ensure the S106 Community Development Worker contribution is targeted where need and impact are greatest.
- Support preventative, inclusive, and resident-led approaches to wellbeing.
- Reduce duplication and maximise the impact of available resources.

Key objectives include:

- Allocating funding to initiatives that support:
 - Financial wellbeing (e.g. skills, employment readiness, debt advice, cost-of-living support)
 - Physical wellbeing (e.g. physical activity, healthy lifestyles, access to services)
 - Mental wellbeing (e.g. social connection, confidence, resilience, mental health support)

- Encouraging participation from residents, community groups, and voluntary organisations.
- Monitoring outcomes and learning to inform future investment.

3. Scope

The Partnership will:

- Work together to agree priorities for the use of S106 Community Development Worker contribution.
- Support and oversee the delivery of community development activity funded through the contribution.
- Support alignment with wider district, town, and housing strategies.
- Monitor delivery, outcomes, and impact of funded activity.
- Share learning and good practice across partners.

The Partnership will not replace existing statutory responsibilities of any partner organisation.

4. Partnership Membership

The Partnership will consist of representatives from:

- District Council - Head of Community & Parking Services and Community Development Officer
- Town Council – Town Clerk and Chair of Community Engagement Sub-Committee
- Platform Housing Group – Community Development Manager

Additional members or advisors may be invited by agreement, including:

- Voluntary and community sector representatives
- Health, wellbeing, or other statutory partners
- Resident representatives (where appropriate)

5. Roles and Responsibilities

District Council

- Hold and manage the S106 Community Development Worker contribution
- Set high-level strategic priorities and intended outcomes
- Provide officer support and guidance where appropriate

- Monitor compliance with S106 obligations funding conditions

Malvern Town Council and Platform Housing Group

- Work collaboratively to coordinate community engagement and development activity.
- Support delivery of community-based initiatives funded through the contribution
- Engage residents and community groups in shaping and delivering activity
- Ensure appropriate governance, financial management, and reporting

Joint Responsibilities

- Work collaboratively and in good faith
- Promote equality, inclusion, and accessibility
- Engage residents meaningfully in shaping activities
- Share data, learning, and outcomes (subject to data protection requirements)

6. Funding and Resource Management

- The District Council will retain responsibility for managing the S106 contribution and financial monitoring
- Use of the contribution will be agreed through the Partnership
- All expenditure will be subject to appropriate audit and reporting requirements

7. Decision-Making

- Decisions will be made by consensus where possible.
- Where consensus cannot be reached, a majority agreement of core partners will apply.
- The Partnership may establish a working group to manage operational matters if required.

8. Monitoring, Evaluation, and Reporting

The Partnership will:

- Agree outcomes and indicators linked to financial, physical, and mental wellbeing
- Receive regular updates on delivery and expenditure

- Review impact, risks, and learning at agreed intervals
- Produce summary reports for partner organisations and stakeholders as required

9. Meetings

- The Partnership will meet quarterly or as agreed
- Meetings may be held in person or virtually
- Notes and action points will be recorded and shared

10. Duration and Review

- These Terms of Reference will apply from [start date]
- The Partnership and Terms of Reference will be reviewed annually or sooner if required
- Amendments may be made by agreement of all core partners

11. Confidentiality and Data Protection

All partners will comply with relevant data protection legislation and confidentiality requirements when sharing information.

12. Equality and Safeguarding

The Partnership will promote equality, diversity, and inclusion and ensure that funded activities meet appropriate safeguarding standards.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 4 March 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. Council are asked to fully delegate the submission of a response on the proposed changes to the NPPF, on behalf of Malvern Town Council to the group of councillors who it was agreed by Operations and Planning Committee would look at this matter and collate a response for approval by Full Council.

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. This matter was considered at Operations and Planning Committee on 28 January and a group of councillors consisting of Councillors Marilyn Birks, Clive Hooper, David Mead and David Watkins were tasked with formulating a response to be forwarded to this Full Council meeting for approval.

3.5. Unfortunately, there has been a short timescale and with only one meeting held to date, as this report is written, it will be necessary to give full delegations to this group in order that a full response to the 223 questions can be submitted by the closing date of 10 March.

4. Financial Implications

4.1. 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



**RESOLUTION MOVED ON NOTICE
A Meeting of Malvern Town Council
to be held on Wednesday 4 March 2026 at 6.00pm
in the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link, WR14 2JY**

NOTICE OF MOTION – STAFFING COMMITTEE

To gain Council support for the following:

Proposed Resolution

1. That the Council agrees to reduce the number of members serving on the Staffing Committee from 7 to 5 members

And

2. That the members of the Staffing Committee are redetermined with the Chair and Vice-Chair remaining in position.

Background

Issue 1:

From the Extraordinary meeting that was held on 15 January 2026, it was clear that there have been some issues within the Staffing Committee over the last year. It was clear that things had been very slow going and that because of this, outcomes had not been achieved. There had been confusion over previous minutes and re-visiting these had taken large portions of subsequent meetings. It was also noted that it had been difficult to get all members together to enable meetings to take place and to also find substitutions.

It is therefore proposed that reducing the member size of the Staffing Committee from 7 to 5 will help enable this.

If we could have a vote at the Full Council meeting then we could agree this going forward.

Issue 2:

From the Extraordinary meeting that was held on 15 January 2026, it was clear that there have been some issues within the Staffing Committee over the last year. It was raised that

some of the Staffing Committee were unsure of the reason for the Staffing Committees inception and also felt that it had blurred messages and outcomes.

It is therefore proposed that by redetermining the membership of the Staffing Committee that the Committee could move forward with clear purpose and direction and therefore achieve more effective goals and outcomes.

To enable this to happen it would be beneficial if the Town Clerk could email all Councillors with an Expression of Interest for joining the Staffing Committee prior to the next Full Council meeting on 8 April 2026, we could then issue a List of Potential Members a week before the Full Council meeting, so all Councillors are aware of who is interested in a position on the Staffing Committee and can make the most informed decision before a vote at the Full Council meeting to confirm the membership of the Staffing Committee.

Proposer: Cllr Wayne Whittaker (Pound Bank Ward)

Seconder: Cllr Nathan Wanklin (Chase Ward)



**RESOLUTION MOVED ON NOTICE
A Meeting of Malvern Town Council
to be held on Wednesday 4 March 2026 at 6.00pm
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Malvern Link, WR14 2JY**

**NOTICE OF MOTION – RESIDENT HOUSING SUPPORT AND COMMUNITY
ENGAGEMENT INITIATIVE**

Motion

Resident Housing Support and Community Engagement Initiative

Background

Malvern Town Council recognises its important role in supporting the wellbeing of residents and maintaining strong, constructive relationships between the Council and the community it serves.

Council further recognises that residents across Malvern, including tenants, leaseholders, and private homeowners, occasionally seek guidance from councillors when experiencing housing disrepair, safety concerns, or uncertainty about how to access appropriate support services.

Such issues can have significant implications for health, wellbeing, and quality of life, particularly for vulnerable residents.

Malvern Town Council acknowledges that while the Town Council does not hold statutory housing enforcement powers, it plays a valuable role in community engagement, signposting, and facilitating access to appropriate organisations and services.

Council also notes that councillors are already being approached by residents seeking assistance and information, reflecting public expectation that elected representatives will assist in helping residents access appropriate support.

Therefore, Malvern Town Council resolves:

To formally support the establishment of a Resident Housing Support and Signposting Initiative, with the purpose of:

Providing residents with general guidance and signposting to appropriate organisations, including housing providers, environmental health services, and relevant statutory bodies.

Supporting residents in understanding available routes for resolving housing-related concerns.

Encouraging early engagement and resolution of issues where appropriate.

Strengthening communication between residents and local services.

Enhancing the Town Council's community engagement role.

Delivery

Council notes that the Community Engagement Sub-Committee may appoint a working group of three councillors to undertake this work, and therefore:

No additional staffing resources will be required.

No financial expenditure will be required.

No additional workload will fall upon Council officers.

Relevant ward councillors will be informed where matters arise within their ward, ensuring transparency and collaboration.

The initiative will operate strictly within the Town Council's existing community engagement function and will not exercise enforcement powers.

Governance and engagement context

Council recognises the importance of clear ward representation and effective communication between councillors and residents and supports ongoing efforts to ensure councillors are able to engage effectively within their respective ward areas.

Benefits to the Council and community

This initiative will:

Strengthen community trust and engagement

Provide reassurance to residents seeking guidance

Support vulnerable residents in accessing appropriate

Proposer: Cllr Nathan Wanklin (Chase Ward)

Seconder: Cllr Wayne Whittaker (Pound Bank Ward)