



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 1 April 2026 at 3.30 PM
in the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link**

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 28 January 2026 at 6.00pm**

Councillors

Present

D Mead (Chair)
A Cherry (Vice Chair)
S Austin
C Bovey
M Jones
K Newbigging
N Wanklin
D Watkins
W Whittaker

Absent

E Green (apologies)
J Leibrandt (apologies)
J MacLusky (apologies)

Also in attendance

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

73. APOLOGIES FOR ABSENCE

Apologies were **NOTED** from Councillors Emma Green, Josephine Leibrandt and Julie MacLusky. Councillors Mel Jones and Karen Newbigging, respectively, were substitutes for Councillors Green and Leibrandt.

74. DECLARATIONS OF INTEREST

None.

75. 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 19 November 2025

PUBLIC PARTICIPATION

None.

76. BANDS IN THE PARK PROGRAMME

Report OC01/25 was received and accepted.

UNADOPTED

The Town Clerk gave a brief outline following the success of last year's Bands in the Park.

It was **AGREED** that the Bands in the Park Programme will take place in Priory Park for a duration of 19 weeks over Summer 2026 between 10 May and 13 September. The programme will include the following genres of music: 6 brass bands, 2 jazz bands, 2 blues bands, 2 country/folk, 6 rock/pop and 1 steel band.

Councillor Clive Hooper arrived at 6.09pm.

77. **EVENTS 2026**

The Town Clerk gave a verbal update to the committee.

Taste of the Hills Event

The events team are currently planning this ticketed event in aid of the Mayor's charity, Malvern Special Families which will take place at Malvern Cube on Sunday 8 March 2026. There will be a selection of food vendors in place along with talks, demonstrations and tastings for public to attend.

Peaks Challenge

Planning is under way for the Mayor's Peaks Challenge will take place on Saturday 2 May 2026.

78. **REVIEW OF CONTRACTS OVER £10,000**

Report OC02/25 was received and accepted.

The review of contracts awarded over £10,000 for the period 1 April 2025 to 31 December 2025 was **NOTED**.

79. **ENVIRONMENTAL MATTERS**

Report OC03/25 was received and accepted.

Environmental Policy

The Committee were asked to discuss and review the Environmental Policy which was scheduled for review in January 2025 and to make any changes where necessary.

It was **RECOMMENDED** to agree the Environmental Policy with the following amendment to point 2.21 by adding the word 'fireworks' so it reads as follows:

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

Environmental Achievements

Report OC04/25 was received and accepted.

The Committee **NOTED** the Environmental Achievements for 2025 as per the report.

There were no further environmental matters raised by Councillors present.

80. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC05/25 was received and accepted.

The Operations Manager confirmed that the Play Area refurbishment works at Victoria Park are due to start by the end of March 2026.

The refurbishment of the Cemetery Lodge costings are due soon. All works for 2025 should be completed by the next meeting.

UNADOPTED

There is a slight delay on the arrival of the John Deere Mower which is due to be delivered at the beginning of February 2026.

The new Kawasaki buggy to replace the electric vehicle has arrived.

81. **SKATEPARK AT VICTORIA PARK**

The Town Clerk gave a verbal update on the progress of this project.

A good response was received to the online survey asking users what features they would like to see within the new skatepark.

A draft design will now be produced ahead of an in-person Public Consultation meeting which will take place in the Park View Meeting Room on Tuesday 10 February from 5.30pm til 7pm for a drop-in session. Officers will be present for any questions.

82. **VICTORIA PARK PLAY AREA**

The Town Clerk gave a verbal update on the progress of this project.

A public consultation was carried out, and the Town Council received many responses. The tender document went out taking consideration of the public's responses.

Following receipt of five tenders, a meeting took place earlier in the week to mark them. The panel included a trustee of Malvern Special Families.

Post tender negotiations are being collated at present following specific advice on equipment for children with sensory and other disability requirements with a plan to present to Full Council on 11 February.

To secure the funding, the ground works need to commence by 31 March 2026.

83. **NPPF CONSULTATIONS**

Report OC06/25 was received and accepted.

The Committee were asked to consider whether the council should submit a response on proposed changes to the NPPF.

It was **AGREED** that the Town Council formulate a response to Full Council on 4 March 2026 and a working party would meet to collate this.

The working party will consist of Cllrs David Mead, Clive Hooper, Marilyn Birks and David Watkins, who will meet in due course.

84. **PLANNING CONSULTATIONS**

Report OC07/25 was received and accepted.

Copper Beech House – M/26/00038/FUL

Cllr Birks wished to obtain reassurance from MHDC on this application that there would be no impact on the environment with regards to roof lanterns and new roof lights.

UNADOPTED

It was **AGREED** that the Town Clerk and Chair would investigate this application further to gain more understanding on the environmental impact of roof lanterns and roof lights, and a comment would be submitted as appropriate.

85. 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 11 March 2026 at 6.00 pm.

The meeting finished at 7:02pm.

.....(Chair)

DRAFT

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 1 April 2026 at 3.30pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

PURCHASE OF REPLACEMENT JOHN DEERE MOWER

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Council is recommended to approve the purchase of a replacement John Deere mower from Company A.

3. Background

3.1. As part of the 2026/27 budget, it was agreed to replace the John Deere Mower using funds from the Vehicle / Machinery Replacement Fund.

3.2. Officers have sought quotes from three suppliers, and they can be seen in the table below.

Company	Machine Type	Price	Trade in or resale value	Cost to change
A	John Deere X949	£20,360	£4,000	£16,360
B	John Deere X949	£21,500	£3,750	£17,750
C	John Deere X949	£27,000	No interest in Trade in machine	£23,000 (approx.)

3.3. Prices have been sought for the John Deere X949, this mower will replace a John Deere X940 which does 95% of its work within the Cemetery.

3.4. The John Deere X949 is the only mower on the market that has 4-wheel steering with 4-wheel drive that is suitable to go in between the rows of graves and turn sharp enough at the end of each row.

3.5. The old John Deere machine has done approximately 10 years with little or no breakdowns and is a proven machine to use.

3.6. Officers are recommending Company A, as they are able to offer the best price as well as a delivery date in April 2026.

4. Financial Implications

- 4.1. £30,000 was set aside in the 2026/27 budget, however purchasing mowers in the winter months seems to bring better value thus more savings to the Town Council.

5. Legal Implications

- 5.1. Financial regulations state that items of expenditure within the annual budget, of over £10,000 must be approved by the appropriate committee.

End

Charles Porter
Operations Manager

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REPLACEMENT EVENT FOR MAYOR'S BONANZA 2026

1. Purpose of Report

- 1.1. For recommendation to Full Council.

2. Recommendation

- 2.1. Committee is asked to recommend to Council the replacement of the Mayor's Bonanza for 2026 with a new event called "Malvern in Bloom: Community in Colour" (working title) to highlight the national participation within the Britain in Bloom finals.
- 2.2. The committee is asked to note the change of date for the new event from 30 August to Saturday 11 July to coincide with the Malvern in Bloom judging timeline.

3. Background

- 3.1. The Mayor's Bonanza event has run for many years within the August bank holiday weekend but has seen declining attendance numbers in recent years with many similar events being held on the same weekend providing more competition.
- 3.2. Malvern in Bloom: Community in Colour will be the first of its kind and will be both a community driven event for charity as well as drawing on the themes from Malvern in Bloom. This event will celebrate the achievements of Malvern in Bloom reaching the national finals as a backdrop whilst still providing a family fun day style event bringing together different areas of the community.
- 3.3. The event will take elements from the Mayor's Bonanza to provide a family friendly event with activities including but not limited to inflatables, face painting, craft workshops and live entertainment throughout the day alongside food vendors that complement the café at Victoria Park.
- 3.4. New additions to the event will be the erection of a nature promise board where families can make pledges/promises to nature like "I will plant more flowers. I want to recycle more etc" writing these on ribbon and tying them to a wooden framed board encouraging more acknowledgement around the environment for younger attendees.
- 3.5. There will also be live planting demonstrations from local allotment holders, A Mayor's Storytime in nature, a variety of outdoor exercise classes including but not limited to chair exercises, yoga, pilates etc, local produce cooking demonstrations and a mini craft market.
- 3.6. This event will also tie into the wider Malvern in Bloom initiative including displays of school artwork around seasonal Malvern themes and a local photography competition with finalists which will be displayed in the Park View Community Room.

- 3.7. The majority of the activities running at the event will be free of charge to enjoy, with a small charge for mini market stalls, and some of the more popular activities to raise money for the mayor's chosen charity.
- 3.8. The live entertainment will consist of live music from local bands alongside local dance and drama groups performing bloom & nature themed pieces from dances to dramatic readings.

4. Financial Implications

- 4.1. Costs will be managed within the 2026/27 budget for Mayor's Bonanza which is £6,500.
- 4.2. Grant funding is also being reviewed and applied for, for the amount of £1,000 which will match funded as part of the wider budget.

5. Legal Implications

- 5.1. A Performing Rights Society Licence is required for the event as they are live performances from street/cover music.
- 5.2. Relevant risk assessment and insurance considerations will be undertaken in regard to demonstrations, workshops and certain activities like inflatables etc.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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MAYOR'S PEAKS CHALLENGE 2026

1. Purpose of Report

1.1. For noting and comment where appropriate.

2. Recommendation

2.1. The Committee is recommended to note the plans for the Mayor's Peak Challenge 2026 and to make any suggestions or comments as appropriate.

3. Background

3.1. The Mayor's Peaks Challenge was run for the first time in 2019 and although not held in 2020 or 2021, it has now run for five years with approximately £2,000 to £3,000 being raised on each occasion.

3.2. The Peaks Challenge initially used the 'Help for Heroes Malvern Hills Challenge' as a model to help with organisation, but Officers have now developed and modified this into a successful base plan which can be run annually.

3.3. The Mayor's Peaks Challenge will be held on Saturday 2 May 2026 and the Start and Finish will be located in Rose Bank Gardens, due to the fact that works taking place within Priory Park will make the normal venue unsuitable.

3.4. There will be two route options:

- Long Walk of 18km from Bromsberrow Heath
- Short Walk of 9 km from British Camp

Coaches and mini-buses will take walkers to the Start and participants will receive an event T-Shirt and a medal on completion.

3.5. Officers are suggesting prices as follows:

- Long Walk £22 – with an early bird discount to £19
- Short Walk £17 – with an early bird discount to £14.50

Sponsorship has been secured to pay for the event T-Shirts and finishers medals and therefore all of the entry fees collected can go directly to Malvern Special Families.

3.6. It is hoped to launch this event during the week commencing 16 March and to allow the early bird discount over the Easter holiday period.

3.7. This is a fairly complex event requiring strong co-ordination and event planning as well as numerous volunteers for stewarding at points along the route as well as the start and finish.

3.8. Officers will also be organising a treasure trail within Rose Bank Gardens to provide

an activity for younger children to take part in.

4. Financial Implications

- 4.1. £1,250 was included in the 2026/27 budget for the Peaks Challenge and this will cover the cost of coach hire and first aid provision.

5. Legal Implications

- 5.1. All appropriate licences for the day will be obtained, including the permission to use the Malvern Hills from Malvern Hills Trust.

End

Linda Blake

Town Clerk

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REVIEW OF CHARGES FOR PARK VIEW COMMUNITY ROOM

1. Purpose of Report

- 1.1. For recommendation to Full Council.

2. Recommendation

- 2.1. Operations and Planning Committee are asked to review the current charges for the Park View Community Room, and to consider if any changes are required.

3. Background

- 3.1. In May 2024, Full Council agreed a two-tier charging structure for the Park View meeting room in the Community Hub.

- £15.00 per hour for private use and
- £12.00 per hour for community group/charity use

All charges are subject to VAT.

- 3.2. In March 2025, a further review of the charges took place, and it was agreed that the charges above should remain in place, and that every year the Mayor's charity or charities should be given free use of the room.

- 3.3. In May 2025, it was noted that Performing Rights Society Fees were payable for exercise to music classes and the Council agreed to absorb these costs until 1 April 2026, when an extra cost of £2.27 per session would be added to the room hire charge for these specific classes.

- 3.4. It has been noted by Officers that room bookings have been steadily increasing over recent months, but it is also important to keep charges affordable.

4. Financial Implications

- 4.1. Income from the hire of the Park View Community Room for the current financial year is set out below:

1 st Quarter	1 April until 30 June	£2857
2 nd Quarter	1 July until 30 September	£1107
3 rd Quarter	1 October until 31 December	£1857
4 th Quarter	1 January 2026 to date	£2411

Income is averaging approximately £2,000 per quarter although there was a noticeable drop in income during the summer school holidays when many classes were suspended.

- 4.2. The Town Council employs a caretaker to facilitate set-up and opening for room bookings. A member of the administrative team is responsible for handling room bookings and queries and the paperwork associated with this and they estimate that this takes up about one day or 7.5 hours per week.

5. Legal Implications

- 5.1. The Town Council must charge VAT on its room hire charges as it elected to waive the land exemption and to charge and reclaim VAT on the site at Victoria Park.

End

Linda Blake

Town Clerk

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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 11
APPENDIX A**

Application number	Location	Ward	Description of works	Applicant	Comment deadline
M/26/00316/FUL	Manor House, Grange Road, Malvern, WR14 3EY	Great Malvern	Improvements to pedestrian access including removal of existing pavers; replacement permeable paving; reduction in width to 1500mm; low level plinth wall; formation of new steps and installation of new handrails.	Sarah Jordan	12/04/2026
M/26/00297/HP	17 Wilton Road, Malvern, WR14 3RG	Barnards Green	To remove part of the existing front wall to allow for a parking space.	Mr George Hopkins	19/04/2026
M/26/00429/LB	2 Bank Street, Malvern, WR14 2JN	Link	Associated Ref:M/26/00391/HP - Construction of replacement wall, with new decorative railings and rendered gate piers. Installation of electric car charger. Erection of garden room to rear.	Mr David Tate	25/04/2026
M/26/00391/HP	2 Bank Street, Malvern, WR14 2JN	Link	Associated Ref:M/26/00429/LB - Construction of replacement wall, with new decorative railings and rendered gate piers. Installation of electric car charger. Erection of garden room to rear.	Mr David Tate	25/04/2026
M/26/00417/PIP	Land At OS 7752 4705, Worcester Road, Malvern	Link	Permission in Principle for the construction of up to 4 no. dwellings	Mrs Gannon	09/04/2026
M/26/00344/HP	The Rest, 11 Wedderburn Road, Malvern, WR14 2DF	Barnards Green	Two storey rear extension	Mr & Mrs A & S Lloyd	18/04/2026