



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 29 April 2026 at 4.30 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



22 April 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 29 April 2026, commencing at 4.30pm 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 Operations and Planning Committee meeting: <ul style="list-style-type: none">➤ Wednesday 1 April 2026 (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.	Malvern/Britain in Bloom 2026 <ul style="list-style-type: none">➤ Report OC01/25 to follow
5.	Labyrinth at Malvern Cemetery <ul style="list-style-type: none">➤ Report OC02/25 to follow
6.	Junior Park Run Plans <ul style="list-style-type: none">➤ Report OC03/25 to follow

7.	Review of Charges for Park View Community Room ➤ Report OC04/25 to follow
8.	Town Council Events 2026 ➤ Verbal Update
9.	Work Programme and Operations Update ➤ Report OC05/25 to follow
10.	Skatepark at Victoria Park ➤ Verbal Update
11.	Victoria Park Play Area ➤ Verbal Update
12.	Planning Consultations ➤ Report OC06/25 to follow
13.	Date and Time of Next Meeting ➤ Wednesday 27 May 2026 at 6pm

**MINUTES OF A MEETING OF
THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL**

**held in the Park View Meeting Room, Community Hub, Victoria Park
Wednesday 1 April 2026 at 3.30pm**

Councillors

Present

D Mead (Chair)
A Cherry (Vice Chair)
S Austin
H Clements
M Jones
J Leibrandt (3.32pm)
D Watkins
W Whittaker

Absent

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

Also in attendance

L Blake - Town Clerk
C Porter – Operations Manager
J Winkworth – Minute Clerk
Cllr M Birks (3.34pm)

86. APOLOGIES FOR ABSENCE

Apologies were **NOTED** from Councillor Bovey who had substituted Cllr Clements and from Councillor Green who had substituted Cllr Jones.

87. DECLARATIONS OF INTEREST

None.

88. 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 28 January 2026.

Cllr Josie Leibrandt arrived at 3.32pm.

PUBLIC PARTICIPATION

None.

89. REPLACEMENT JOHN DEERE MOWER 2026/27 BUDGET

Report OC01/25 was received and accepted.

The Committee **RECOMMENDED** to approve the purchase of a replacement John Deere mower X949 from Company A.

Cllr Marilyn Birks arrived at 3.34pm.

90. REPLACEMENT EVENT FOR MAYOR'S BONANZA

Report OC02/25 was received and accepted.

Committee members noted the suggestion from Officers to refresh the events programme by introducing a new event to replace the Mayor's Bonanza.

The new event would be themed to fit with the Malvern in Bloom and Britain in Bloom entry and judging timeline for 2026.

It was **RECOMMENDED** to replace the Mayor's Bonanza in 2026 with a new event called "Malvern in Bloom: Community in Colour" to take place on Saturday 11 July 2026.

91. MAYOR'S PEAKS CHALLENGE 2026

Report OC03/25 was received and noted.

The Town Clerk updated the committee regarding the event taking place Saturday 2 May 2026.

The start and finish meeting point has moved to Rose Bank Gardens due to the ongoing works within Priory Park.

Volunteers are required for the meeting points at:

- Hollybush
- British Camp
- Lower Beacon Car Park

Officers had secured sponsorship for T-Shirts, medals and dog goodies so proceeds from this event will go to the Mayor's Charity, Malvern Special Families.

92. REVIEW OF CHARGES FOR PARK VIEW COMMUNITY ROOM

Report OC04/25 was received and accepted.

The Town Clerk updated the committee regarding the income from the Community Room bookings for the current financial year.

Following Councillors discussions, it was **AGREED** that further information regarding staffing costs for room bookings would be provided at the next meeting with a view to discuss further.

93. WORK PROGRAMME AND OPERATIONS UPDATE

Report OC05/25 was received and accepted.

The Operations Manager confirmed that works had commenced on Victoria Park Play Area refurbishment.

The Lodge refurbishment is due to start week commencing 7 April 2026.

There were no further updates.

The Chair thanked the Operations Manager and the team for their continued hard work.

94. SKATEPARK AT VICTORIA PARK

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

UNADOPTED

The Town Clerk is in receipt of the updated design, location and plans following a recent meeting between the contractor and skateboard users. The Bowling Club comments have also been taken into consideration.

Cllr Newbigging, Cllr Cherry, the Operations Manager and the Town Clerk are due to meet with the Bowling Club in the near future to discuss the amended plans.

Cllr Helen Clements left the meeting at 4.25pm

95. VICTORIA PARK PLAY AREA

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

Work has commenced on the play area, with additional works commencing mid-May for a period of 6 to 7 weeks. The toddler play area will remain open along with the swings, but all other areas will be closed due to health and safety requirements.

Visual displays of the new play area will be signposted in the café and the notice board within Victoria Park.

96. PLANNING CONSULTATIONS

Report OC06/25 was received and accepted.

None.

97. 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 29 April 2026 at 6.00pm.

The meeting finished at 4.30pm.

.....(Chair)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 29 April 2026
in the Park View Community Room, Malvern, at 4.30pm**

MALVERN/BITAIN IN BLOOM 2026

1. Purpose of Report

1.1. For noting.

2. Recommendation

2.1. Committee are asked to note the progress of the Malvern/Britain in Bloom Campaign for 2026.

3. Background

3.1. As previously informed, Malvern in Bloom has an outstanding record in the Heart of England in Bloom Awards having won a 'Gold Award' for many years and gradually increasing its scoring within the large Town category to this year, 97 out of 100 points.

3.2. Each year, the Heart of England in Bloom judges can nominate the best entries from the regional competition into the National Britain in Bloom competition and Malvern in Bloom has received this nomination for 2026 by winning the Large Town Category in the Heart of England in Bloom.

3.3. Officers have confirmed two judging dates for the campaign this year. The Large Town Category for Heart of England in Bloom will be judged on Wednesday 22 July 2026, and the National Britain in Bloom competition will be judged on Wednesday 5 August 2026.

3.4. The proposed draft route for both judging dates is as follows:

- Community Hub – Welcome of Judges & Victoria Park
- Malvern Link Common – Malvern Hills Trust
- Belle Vue Island – Malvern Spa Association
- Great Malvern Library – Volunteer Garden Group
- Malvern Cube – Manager, Trustees and Volunteers
- Great Malvern Cemetery – Operations Manager & Operations Team
- Morgan Factory – Post Tour Reception

Officers are liaising with a wide range of groups, and volunteers who play a huge part in making the route and campaign a success.

3.5. As part of the campaign this year, Officers worked in partnership with the Three Counties Showground to hold a Blossom Tour of their orchards, in aid of the Mayor's charity. This was extremely well received, and discussions are underway to hold this again in the future.

3.6. Officers are also working on local competitions, workshops and talks linked to the Bloom campaign and involving a wide section of the community, including the following:

- Photographic competitions 10-18yr olds and 18+yr olds, various categories
- Allotment Competition, various categories (produce to be judged at the Malvern in Bloom – Community of Colour event)
- Officers are liaising with schools on a proposed school garden competition.
- Officers are planning a series of workshops/talks with local groups, and are hoping to pull together a series of talks on a range of bloom related topics including but not limited to seasonal planting, a floral workshop and a children's clay workshop.
- Malvern in Bloom – Community in Colour. This event being held on 11 July will have a focus of bloom themes as well as being a family fun day, incorporating elements from the Mayor's Bonanza.

3.7. Committee members are asked to note that the competitions are advertised on Malvern Town Council website, social media pages, by direct liaison with schools and allotment holders (email, telephone), distribution of flyers at events/activities and notice boards.

3.8. The next Malvern in Bloom meeting is scheduled for 7 May 2026 at 5pm, at the Community Hub. Committee members are welcome to attend this meeting, if they feel they can assist/support with the campaign leading up the judging dates.

4. Financial Implications

Entry into the Heart of England Large Town Category is £180, this can be contained within the Heart of England budget.

5. Legal Implications

5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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LABYRINTH AT GREAT MALVERN CEMETERY

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Malvern Town Council working with a group of volunteers should create a Labyrinth of turf and stone in the front lawn of Great Malvern Cemetery.

3. Background

3.1. A member of council has suggested to officers that a labyrinth could be established as part of the Bloom campaign. Officers are suggesting that this should be located in the front grassed area of Great Malvern Cemetery.

3.2. The Labyrinth would be constructed of turf and stone. The turf would be lifted to a depth of 75mm and the remaining trench filled in with coloured stone (colour to be confirmed).

3.3. The Labyrinth will incorporate the stones from the old link fountain that are already in the centre of the grassed area. A picture of an example labyrinth will be distributed at the meeting.

3.4. Officers have approached a local company, Raytheon, who are looking for volunteer opportunities. Raytheon would like to run a design competition and also supply the manpower to help construct the Labyrinth.

4. Financial Implications

4.1. Approximate costs are expected of £200, which can be contained within the overall Bloom budget.

5. Legal Implications

5.1. None pertaining to this report.

End

Charles Porter

Operations Manager

**A REPORT OF THE TOWN CLERK TO
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JUNIOR PARKRUN PLANS

1. Purpose of Report

- 1.1. For noting and/or approval in principle.

2. Recommendation

- 2.1. Operations and Planning Committee are asked to note outline plans for a junior parkrun at Victoria Park and to make suggestions as necessary.

3. Background

- 3.1. In discussions with the Director of Public Health for Worcestershire, the idea of running a junior parkrun in Victoria Park was raised.
- 3.2. Junior parkruns are for children aged between four and fourteen and are held on a Sunday morning over a course of 2km. Parkrun events are free and rely on a team of volunteers to manage, marshal and time the event.
- 3.3. Initial discussions and investigations around this idea have identified support from local running clubs, a possible two lap course and by the date of this meeting a site visit will have taken place with a local Parkrun director to confirm that the proposed route falls within parkrun criteria.
- 3.4. For an event to start three things are required:
- i) Formation of a volunteer team, an event director and a group of around 10-15 volunteers prepared to help regularly.
 - ii) Landowner permission for an appropriate course.
 - iii) Payment of the start-up fee which is £4,000 plus VAT.
- 3.5. The nearest junior parkrun is held at Diglis Park, Worcester, so it is anticipated that there would be support from families in the Malvern Hills area who would appreciate a closer venue. Council could consider holding a trial event to test feasibility and interest.
- 3.6. Junior Parkrun is part of the wider Parkrun organisation. The events offer an opportunity for the whole community to come together and get involved. Children can walk, run or jog and it is a chance for families to be active outside together.
- 3.7. More feedback will be provided at the meeting.

4. Financial Implications

- 4.1. Parkrun is free to enter and take part in and is run by volunteers.
- 4.2. The setup fee for a junior parkrun is £4,000 plus VAT and it is anticipated that this be funded by using a public health grant.

5. Legal Implications

- 5.1. Malvern Town Council will need to give permission as the landowner of Victoria Park.

5.2. Parkrun insurance will be in place to cover the event.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL**
to be held on Wednesday 29 April 2026 at 4.30pm
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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	£2,857
2 nd Quarter	1 July until 30 September	£1,107
3 rd Quarter	1 October until 31 December	£1,857
4 th Quarter	1 January 2026 to 31 March	£2,468
TOTAL		£8,289

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/closing for room bookings. The costs associated with the caretaker average at £300 per month which is a total of £3,600 per annum.
 - 4.3. It should be noted that some elements of the caretakers salary would still be incurred even without external meeting room bookings, as locking and alarm duties remain and the meeting room is used for council business.
 - 4.4. A member of administration staff is responsible for handling room bookings, queries and the paperwork associated with this. It is estimated that this takes up an average of 7.5 hours per week or approximately 382 hours per year, taking into account the Christmas shutdown period. This represents a fixed overhead cost of approximately £6,000 per month.
 - 4.5. The costs associated with administration salaries have been higher than anticipated initially but external bookings take time to process and manage and there can be many queries associated with each booking which all takes time. This is a proportion of a salary cost which is a fixed overhead cost to the council and there may arguably be opportunity costs associated with this.
- 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

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
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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 12
APPENDIX A**

Application number	Location	Ward	Description of works	Applicant	Comment deadline
M/26/00496/FUL	Land At (Os 7760 4943), Upper Interfields, Malvern	Upper Howsell	Associated Ref:M/25/00567/FUL Variation of conditions 2, 4 and 5 (approved plans, scheme of landscaping and deer fence/gate) of planning permission M/25/00567/FUL (change of Use of field to a dog walking park)	Mrs Eva Brunson	01/05/2026
M/26/00530/HP	The Old Bakery, 72 Chance Lane, Malvern, WR14 3QZ	Barnards Green	Removal of existing shed and erection of a garden room	Mr S Houlston	01/05/2026
M/24/00309/FUL	Parkfield Victoria Road Malvern	Great Malvern	Planning Appeal - Two additional apartment units to the rear of the existing apartment block.	Client Kaveh	Planning Appeal 18/05/2026
M/26/00545/HP	81 Poolbrook Road, Malvern, WR14 3JW	Barnards Green	Proposed side and rear single-storey extension, erection of garage and garden room outbuildings	Mr Jozef Burczak	05/05/2026
M/26/00549/HP	2 Stanley Road, Malvern, WR14 2BG	Great Malvern	Single storey side and rear extensions, removal of chimney, changes to fenestration and facing materials and other alterations to dwellinghouse (Part retrospective)	Mr Wesley Small	06/05/2026
M/26/00397/LB	Hsbc, 1 Church Street, Malvern, WR14 2AB	Great Malvern	Upgrade and remedial works to the external building façade, front, rear, and side elevations, including cleaning, restoration and replacement of damaged stonework and details.	Ms Chloe Source	16/05/2026
M/26/00578/FUL	6-8 Graham Road, Malvern, WR14 2HN	Great Malvern	Change of use from retail (Class E) to retail including option for customers to purchase and consume wine on premises (Sui Generis)	Mrs Katherine Thomas	23/05/2026