



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 27 May 2026 at 6 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



20 May 2026

townclerk@malvern-tc.org.uk
01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Operations and Planning Committee (Quorum 5):

Cllrs Sean Austin, Marilyn Birks, Caroline Bovey, Anne Cherry, Helen Clements, Emma Green, Julie MacLusky, David Mead, David Watkins and 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 27 May 2026, commencing at 6pm 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.	Election of Chair To elect a Chair of the Operations and Planning Committee for 2026/27
2.	Election of Vice-chair To elect a Vice-chair of the Operations and Planning Committee for 2026/27
3.	Apologies for Absence To note apologies for absence.
4.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests.
5.	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 29 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>	
6.	Charity Fundraising at the Christmas Light Switch-on Event <ul style="list-style-type: none">➤ Report OC01/26 to follow

7.	Labyrinth at Malvern Cemetery ➤ Verbal Update
8.	Section 106 Funding ➤ Report OC02/26 to follow
9.	Town Council Events 2026 ➤ Verbal Update
10.	Skatepark at Victoria Park ➤ Verbal Update
11.	Victoria Park Play Area ➤ Verbal Update
12.	Work Programme and Operations Update ➤ Report OC03/26 to follow
13.	Environmental Matters ➤ Report OC04/26 to follow
14.	Planning Consultations ➤ Report OC05/26 to follow
15.	Date and Time of Next Meeting ➤ Wednesday 1 July 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 29 April 2026 at 4.30pm**

Councillors

Present

D Mead (Chair)
S Austin
D Watkins
W Whittaker
J MacLusky
C Bovey
J Leibrandt (4.36pm)
A Cherry (4.43pm)

Absent

E Green (Apologies)
N Wanklin (Apologies)

Also in attendance

L Blake - Town Clerk
C Porter – Operations Manager
J Winkworth – Minute Clerk
Cllr K Newbigging
Cllr M Birks (4.55pm)

98. APOLOGIES FOR ABSENCE

Apologies were **NOTED** from Councillor Green who had substituted Cllr Newbigging and apologies for lateness were **NOTED** from Councillors Cherry and Leibrandt.

99. DECLARATIONS OF INTEREST

None.

100. 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 April 2026.

PUBLIC PARTICIPATION

None.

101. MALVERN/BITAIN IN BLOOM 2026

Report OC01/25 was received and accepted.

The Town Council have been informed of the two dates for the Regional and National Judging Days for the Malvern/Britain in Bloom 2026 entries.

22 July 2026 Regional

5 August 2026 National

The route will commence from Victoria Park on both judging days, and the same route will be used.

A further planning meeting will take place in the Park View meeting room on Thursday 7 May at 5pm.

Cllr Josie Leibrandt arrived at 4.36pm.

102. LABYRINTH AT MALVERN CEMETERY

Report OC02/25 was received and accepted.

An example of a Labyrinth was handed out to Councillors whilst the Operations Manager gave a brief update on this idea which forms part of the Bloom Campaign for 2026.

It was **AGREED** that Town Council working with a group of volunteers would create a labyrinth of turf and stone in the front lawn of Great Malvern Cemetery.

Cllr Anne Cherry arrived at 4.43pm.

103. JUNIOR PARK RUN PLANS

Report OC03/25 was received and noted.

The Town Clerk distributed a proposed route for the Parkrun within Victoria Park for the Councillors to view and updated the committee on a recent meeting which took place on site with a Parkrun Ambassador.

Following a lengthy discussion, it was **RECOMMENDED** in principle to allow Parkrun to use the land within Victoria Park for their weekly Parkrun sessions on a Sunday morning provided the event was fully self-sustaining and run by volunteers through the Parkrun Structure and funding was in place from Public Health Grant monies.

Cllr Marilyn Birks arrived at 4.55pm

104. REVIEW OF CHARGES FOR PARK VIEW COMMUNITY ROOM

Report OC04/25 was received and accepted.

The Town Clerk had provided further information as requested at the previous Operations and Planning meeting earlier in April.

Following a short discussion, a number of proposals were put forward and considered.

Further discussions took place and it was **FURTHER RECOMMENDED** that the Park View meeting room pricing structure should be as follows:

To increase the Private use charge by £2 per hour to £17 per hour plus VAT

Community Group/Charity Use remain the same at £12 per hour plus VAT

105. TOWN COUNCIL EVENTS 2026

Mayor's Peaks Challenge

The Town Clerk thanked everyone for their involvement with the forthcoming event. There are approximate 80 walkers who have registered for the two walks in aid of Malvern Special Families. The Funday will take place in Rose Bank Gardens, welcoming the walkers back.

Bands in the Park

The Operations Manager and Town Clerk had visited Priory Park to carry out a more detailed Risk Assessment taking into account the building works taking place at the rear of the theatres.

The amount of space available to sit in has been drastically reduced and a guidance note will be distributed to stewards each week.

There is no storage this year therefore all equipment will need to be transported each week to the site and set out with the use of a new trolley.

106. WORK PROGRAMME AND OPERATIONS UPDATE

Report OC05/25 was received and accepted.

The Operations Manager confirmed that a new works programme had been compiled for the year.

107. SKATEPARK AT VICTORIA PARK

The Town Clerk updated the committee following a recent meeting with the Bowls Club, discussions went well. Officers will meet with the contractor to determine the next steps and compile a timetable for the works.

108. VICTORIA PARK PLAY AREA

The Operations Manager had met recently with the contractor, and the work will start week commencing 18 May 2026 with a potential build time of 45 days.

The toddler area and swings will be fenced off for the public to use whilst the works are taking place, and it may be possible to open up the trim trail area as work progresses, but signposting will be displayed around the play area and announcements made on social media.

109. PLANNING CONSULTATIONS

Report OC06/25 was received and accepted.

M/26/00578/FUL – 6 -8 Graham Road, Malvern, WR14 2HN

Committee discussed this planning application and felt the Town Council should respond as a committee due to the economic effect this application may have on retail business within the community. The committee felt it was important to have a diverse sector for retail.

110. 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 27 May 2026 at 6.00pm.

The meeting finished at 5.38pm.

.....(Chair)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 27 May 2026 at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

CHARITY FUNDRAISING AT THE CHRISTMAS LIGHT SWITCH-ON

1. Purpose of Report

1.1. For information.

2. Recommendation

2.1. Committee agree that four smaller Malvern based charities will be recipients of the monies raised at the Christmas Light Switch-on on Saturday 21 November 2026. These charities are to be selected by Councillor short listing and a public poll.

3. Background

3.1. At last year's Christmas Light Switch-on event money was raised for a number of local charities rather than the previous format of just raising funds for the Mayor's chosen charity.

3.2. This concept was extremely successful and allowed the Town Council to raise funds for four smaller charities as well as providing a chance for those charities to raise awareness and promote their activities at this well attended event.

3.3. A total of £3,000 was raised, with ARCOS one of the chosen charities raising £750 on their tombola stall.

3.4. If this concept is repeated, all Councillors will have the option of nominating one charity should they wish either via an online link or at a Council meeting.

The proposed criteria are:

- A Malvern based charity located within the Parish boundary
- They should be registered with the Charities Commission for England and Wales
- The charity should provide benefit to the Malvern Community
- They should be able to provide several volunteers on the day of the Christmas Light Switch-on event

3.5. Charities chosen by Town Councillors will be asked to give a short statement on how they would benefit from this donation and then an online poll will then take place to select four successful charities.

4. Financial Implications

4.1. Monies raised at the Christmas Light Switch-on event have been between £1,300 and £3,000 in past years. This can vary both as a result of weather conditions and also how active each charity has been in collections and activities on the actual day of the event.

4.2. If four charities are chosen, it is anticipated that between £400 and £750 per charity could be raised as well as the chance for the charity to raise awareness and promote their activities at this well attended event.

5. Legal Implications

- 5.1. The following licence would be required as part of the Christmas Light Switch-on event:
- Street collection licence for any chosen charities

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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SECTION 106 FUNDING

1. Purpose of Report

1.1. For committee discussion.

2. Recommendation

2.1. Operations and Planning Committee are asked to consider the Section 106 contributions that are available for public open spaces owned by the Town Council and to make recommendations for any actions to be taken.

3. Background

3.1. Officers have received notification from Malvern Hills District Council of the latest position regarding Section 106 funding which is as follows.

A) Lower Howsell Road - £23,869.19 solely for the purpose of a new Trim Trail and Play equipment at Lower Howsell Road Playing Fields.

B) Land at Adam Lee - £63,469 to be used towards improving and enhancing the existing play area in the vicinity of the development.

3.2. The Community Infrastructure Officer Group has agreed to remove the need for any formal application for funds, as they are so clearly and tightly restricted.

3.3. Officers have looked into the possibilities for using these funds and are providing the following suggestions.

a) Lower Howsell – replacement play equipment to include:

- 1 x 4 seat seesaw (one side with back support)
- 1 bay nest swing (accessible)
- 1 x 2 bay swing & with two flat swings
- 1 cradle swing and one accessible seat

b) Adam Lee

Works have already taken place to install a pump track and extend the play area, therefore Committee could consider:

- Extending the current pump track (£60k)
- New Trim Trail/climbing frame (£25k)
- Tarmacing the Car Park (improving accessibility to play facilities) (£20k)
- Wetpour Improvements (£5k)
- No further works

3.4. Given the larger amount of money and options available at the Adam Lee site, Committee may wish to gather views of residents via a consultation exercise.

4. Financial Implications

- 4.1. Section 106 contributions of £23,869 for Lower Howsell and £63,469 for Adam Lee are available for the Council to use.
- 4.2. If not used, these funds will be returned to the developer and in the case of Adam Lee, there is a repayment date deadline of 31 January 2031.

5. Legal Implications

- 5.1. Malvern Town Council is the legal owner of open spaces at both Lower Howsell Road and Adam Lee.
- 5.2. Section 106 funding is governed via a legal grant agreement which will be signed by MHDC and MTC when works have been agreed and appropriate documents for auditing purposes have been submitted.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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ENVIRONMENTAL MATTERS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Councillors are invited to raise any environmental matters which they would like considered/further investigated.

3. Background

3.1. At Annual Council in May 2022, it was agreed to include an item relating to environmental matters on the Operations and Planning Committee as a standing agenda item.

3.2. 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.

3.3. It should be noted that the Council's Environmental Policy is reviewed annually in January. The Council currently provide environmental achievements on the Town Council website, in the quarterly newsletter and on social media as they occur.

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

**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 14
APPENDIX A**

Application number	Location	Ward	Description of works	Applicant	Comment deadline
M/26/00632/LB	10 Worcester Road, Malvern, WR14 4QZ	Great Malvern	Installation of defibrillator and bleed kit cabinets to external wall of Nationwide Building Society branch	Nationwide Building Society	06/06/2026
M/26/00205/HP	28 Pump Street, Malvern, WR14 4LU	West	Construction of porch to front elevation	Mr D Searby	30/05/2026
M/26/00542/HP	27 Avenue Road, Malvern, WR14 3AY	Barnards Green	Demolition of sheds and walkway, and erection of single-storey extension. Demolition of existing and erection of double garage.	Mr & Mrs Cox	13/06/2026
M/26/00560/HP	76 Albert Road South, Malvern, WR14 3DX	Great Malvern	Remove existing brick outhouse and replace with greenhouse. Widening of driveway entrance and replacement of all windows to property, including new roof light to rear, new flue to side and ground floor balcony with associated works to rear of property.	Mr Richard Hartshorne	13/06/2026
M/26/00725/HP	April Time, 36 Clarence Road, Malvern, WR14 3EQ	Barnards Green	Extensions and alterations including a proposed side annex entrance porch, rear single storey kitchen dining extension and garage extension.	Mr and Mrs Lineker	19/06/2026
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	04/06/2026
M/26/00606/HP	Newlands House, Back Lane, Malvern, WR14 2HJ	Great Malvern	Proposed conversion of integral garage, alterations to fenestration, balconies and new detached garage	Ms J Pittaras	19/06/2026
M/26/00742/HP	16 Howsell Road, Malvern, WR14 1TF	Link	Single storey side and rear extension	Mr & Mrs Bennett	12/06/2026

**AGENDA ITEM 14
APPENDIX A**

M/26/00748/HP	23 Crown Lea Avenue, Malvern, WR14 2DR	Barnards Green	Proposed loft conversion including alterations to reconfigure existing hips to form gables and a flat roof dormer to the rear	Ms Andrea Lawrence	12/06/2026
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