



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 23 October 2024 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



17 October 2024

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, Jude Green, Josephine Leibrandt, Julie MacLusky, Freya Matthews-Jones, Simon Meager, David Watkins

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 23 October 2024, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

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

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To receive and 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">➤ 17 September 2024 (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.	Review of Charges for Sports Pitches 2025/26 <ul style="list-style-type: none">➤ Report OC01/24 to follow
5.	Vehicle/Machinery Replacement Fund 2025/26 <ul style="list-style-type: none">➤ Report OC02/24 to follow
6.	Pump Track at Adam Lee <ul style="list-style-type: none">➤ Verbal update

7.	Christmas Comes to Malvern 2024 ➤ Report OC03/24 to follow
8.	Town Council Events ➤ Verbal update
9.	Parking at Victoria Park ➤ Committee discussion
10.	Work Programme and Operations Update ➤ Report OC04/24 to follow
11.	Environmental Matters ➤ Report OC05/24 to follow
12.	Planning Consultations ➤ Report OC06/24 to follow
13.	Date and Time of Next Meeting ➤ Wednesday 4 December 2024 at 6pm

UNADOPTED

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

**held in the Park View Meeting Room, Community Hub, Victoria Park
Tuesday 17 September 2024 at 6.00 pm**

Councillors

Present

D Mead (Chair)
J Green
M Jones (Substitute for S Austin)
J Leibrandt
F Matthews-Jones
D Watkins

Absent

S Austin (apologies)
A Cherry (apologies)
C Bovey (apologies)
J MacLusky (apologies)
S Meager (apologies)

Also in attendance

L Blake - Town Clerk
C Porter – Operations Manager

The meeting started at 6.07pm.

19. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors Sean Austin, Anne Cherry, Caroline Bovey, Julie MacLusky and Simon Meager. Cllr Austin had substituted Cllr Melanie Jones.

20. DECLARATIONS OF INTEREST

None.

21. 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 Chairman:

- Operations and Planning Committee meeting 17 July 2024.

22. PUBLIC PARTICIPATION

None.

The Chair announced that under Standing Order 1a, he would be altering the order of business so that those agenda items requiring a decision before the next scheduled meeting would be considered first.

23. AGENDA ITEM 5 – ADDITIONAL CCTV CAMERA AT VICTORIA PAK

Report OC01/24 was received and accepted.

It was **AGREED** to install an additional CCTV camera at Victoria Park to cover the area inside the entranceway foyer.

UNADOPTED

24. AGENDA ITEM 8 – REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONS SERVICES 2025/26

Report OC04/24 was received, and the Town Clerk explained that setting the level of operational charges was needed to finalise income projections as part of the annual budget process each year.

The Committee discussed each category of operational charges in turn.

Cemetery Charges

Officers explained that they had looked at cemetery charges set by other councils and that the charges in Great Malvern Cemetery are comparatively low. The Operations Manager informed members that costs for maintaining the cemetery are also increasing and committee should carefully consider the need to try and offset these running costs with the income being received.

It was **RECOMMENDED** that an 11% increase be applied to all cemetery charges for the year 2025/26, with resulting figures being rounded down to the nearest pound.

Allotments

It was **RECOMMENDED** that the allotment charge for a 125 square metre plot be increased by £1 to £41 per annum for 2025/26

Sports pitches

Committee discussed the changes in sports pitch usage over the last ten years and officers explained that most teams using Town Council facilities are now junior teams who are charged less than half the amount that a senior team would pay. Income received per annum at just over £1,000 does not even cover the cost of purchasing line marking paint for the pitches, with staff time and costs to run the pavilions being additional.

Members felt that the service that junior teams receive is similar to that of a senior team and that charges should be increased to reflect this.

It was **RECOMMENDED** that a 4.5% increase be applied to all senior sports charges for the year 2025/26, with resulting figures being rounded down to the nearest pound.

It was further **RECOMMENDED** that charges for junior football teams should be increased as follows

Hire of junior football pitch (season) increased from £127 to £200

Hire of changing rooms junior (season) increased from £110 to £190

25. AGENDA ITEM 9 – ASSET REFURBISHMENT / REPLACEMENT BUDGET 2025/26

Report OC05/24 was received and noted.

It was **RECOMMENDED** that the following operations projects be included in the Council's budget for 2025/26:

UNADOPTED

NAME OF PROJECT	DETAILS	ANTICIPATED COSTS
Victoria Park play area	Replace small climbing unit that was removed for safety reasons with a toddler play equipment area adjacent to the café patio.	£20,000
Victoria Park play area	Victoria Park play area was last refurbished in 2009 at a cost of £85,000. Fourteen years later and as a play area which is very well used, plans need to be made for the purchase of new equipment in 2026/27. Given that these costs could be in the region of £150,000, officers feel it would be prudent to begin allocating some funds in this financial year.	£40,000
General	Replacement noticeboards/signage	£4,000
Cemetery	Refurbishment of cemetery lodge – replacement toilet, some carpeting, and general decoration.	£6,000
Total		£70,000

26. **AGENDA ITEM 10 – CHRISTMAS LIGHT SWITCH-ON BUDGET**

Report OC06/24 was received and noted

The Town Clerk explained to committee members that due to a number of factors, the Town Council would be entirely responsible for co-ordinating and managing the Christmas Lights Switch-On this year, with Malvern Hills District Council offering a grant towards costs.

The event will be in a new format in 2024, due to a musical event taking place in Great Malvern Priory and the associated movement of the Christmas arts and crafts market to the following Saturday. Town Council Events Officers have been working hard to create several entertainment / activity centres around the town throughout the day, including the area outside the post office, part of The Priory Grounds, Malvern Library, The Coach House Theatre and an area outside Connells at the bottom of Church Street. The event will culminate with the lights being switched on at 5:30pm.

Unfortunately, event running costs have been rising over recent years and this combined with the change of format, has meant that an extra £2,000 is being requested to run this event.

Councillors asked whether these costs could be contained within the overall Town Council budget and if they represented value for money. Officers pointed out the number of people benefitting from the light switch-on event, were the highest of any Town Council event during the year, and therefore expenditure per attendee was low. Officers felt that any overspend would be offset by savings in other areas.

It was **AGREED** to approve an additional £2,000 for the Christmas Lights Switch-On Event on Saturday 23 November 2024.

27. **AGENDA ITEM 12 – POWICK RAF ASSOCIATION – BATTLE OF BRTAIN ANNIVERSARY**

Report OC07/24 was received and accepted.

UNADOPTED

Committee **AGREED** to a proposal from the RAF Association Worcester and District Branch that an event to commemorate the 85th anniversary of the Battle of Britain in 1940 would be held as part of the regular Bands in the Park programme on Sunday 14 September 2025.

28. **AGENDA ITEM 15 - PLANNING CONSULTATIONS**

Report OC10/24 was **NOTED**.

There were no planning matters raised.

The Chair announced that committee would now return to the beginning of the agenda and cover any remaining items.

29. **AGENDA ITEM 4 – COMMUNITY HUB WORKS**

The Town Clerk informed the committee that works to fit out the new café within the community hub had started and the new tenant was hoping to open in mid-October. The new café is being called Bilberry Cafe and the opening day would be announced as soon as it is confirmed.

New fitness equipment provided as part of the contract with Modulek had been installed this week, with the table tennis table due to be installed shortly.

New signage for the building was being ordered, including signs to say Malvern Town Council Community Hub on the front of the building and Park View Community Room at the rear.

There had been a steady increase in bookings of the Park View Community Room and the new caretaker who has started work is able to open and lock the building to assist with this.

The first payment for the Town Council's feed in tariff from the PV panels had been received recently and was just over £1,000. Officers also have the ability via an App to track power generation and usage on a daily basis.

Councillors noted the hard work that had been undertaken to facilitate the move into the new building and to get new systems such as community room bookings up and running.

It was suggested that information could be published after a year of occupation to show what savings both financially and in terms of energy efficiency had been made by the move to the new hub.

30. **AGENDA ITEM 6 – BIKE SHELTER AT VICTORIA PARK**

Report OC02/24 was received and accepted.

It was **AGREED** to install a new bike shelter at Victoria Park in a location adjacent to the new Community Hub as outlined in the report,

31. **AGENDA ITEM 7 – EV CHARGING POINT AT VICTORIA PARK**

Report OC03/24 was received and noted.

Officers explained that a request had been received from Malvern Hills Car Club to locate an electric charging point at Victoria Park. The power and infrastructure for this would be provided by an adjacent house, but a car parking space would be needed in the car park adjacent to Pickersleigh Avenue.

The Operations Manager emphasised that all costs and risks would be borne by the car club. There would be no official designation of a parking space, and the car club would only be able to use the space if no other vehicle was parked there.

UNADOPTED

It was **AGREED** to allow Malvern Hills Car Club to locate an EV charging point on the car park at Victoria Park, immediately adjacent to Pickersleigh Avenue, for a one year period after which it would be reviewed.

32. AGENDA ITEM 11 – TOWN COUNCIL EVENTS

The Town Clerk reported that the Bands in the Park Programme had once again been successful, and that focus was now being turned to Remembrance and Christmas Events for which Councillor volunteers would be sought.

The Chair informed committee that he, along with David Watkins, would be attending the Heart of England in Bloom awards ceremony on Friday 20 September and it was hoped that a good result would be obtained.

33. AGENDA ITEM 13 – WORK PROGRAMME AND OPERATIONS UPDATE

The Operations Manager presented the work programme. Hanging baskets and flags around the town would be taken down in the next couple of weeks and preparations made for the arrival of the spring bedding. The high standard of the hanging baskets this year was noted by committee members.

Council is still awaiting the outcome of the Adam Lee pump track planning application, but it was hoped that this would come before the end of this week.

34. AGENDA ITEM 14 ENVIRONMENTAL MATTERS

Report OC09/24 was received and accepted.

There were no environmental matters raised.

35. DATE AND TIME OF NEXT MEETING

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 23 October 2024 at 6.00 pm.

The meeting finished at 7.18 pm.

.....(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
to be held on Wednesday 23 October 2024 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

REVIEW OF CHARGES FOR SPORTS PITCHES 2025/26

1. Purpose of Report

1.1. For recommendation to Council.

2. Recommendation

2.1. Committee is asked to reconsider the level of charges for sports pitches in 2025/26.

3. Background

3.1. At the Operations and Planning Committee meeting held on 17 September, committee made recommendations to Full Council on the level of charges for the 2025/26 financial year.

3.2. Recommendations for cemetery charges and allotment charges were approved by Full Council on 9 October but agreement was not reached on the charges to be set for sports pitches.

3.3. At the last meeting of Operations and Planning Committee, it was recommended that:

- i. A 4.5% increase be applied to all senior sports charges for the year 2025/26, with resulting figures being rounded down to the nearest pound.
- ii. It was further recommended that charges for junior football teams should be increased as follows:
 - Hire of junior football pitch (season) increased from £127 to £200
 - Hire of junior changing rooms (season) increased from £110 to £190

3.4. Some councillors at Full Council were concerned about the level of increase proposed for junior football teams, whilst others felt this was fair given the costs incurred by the council.

3.5. Officers have investigated the charges of other local councils. A summary of findings is listed below.

Football charges – per season		Malvern Current	Worcester City	Warwick
Senior	Pitch only	£280	£401	£385
	Pitch and changing	£556	£619	£690
Junior	Pitch only	£127	£204	£200
	Pitch and changing	£237	£310	£345

3.6. Committee must now review charges and make a recommendation to the next meeting of Full Council.

4. Financial Implications

4.1. Income from pitch fees and changing room hire is estimated at £1,014 for 2024/25.

4.2. Costs to provide football facilities include:

- A member of staff to open and close gates/changing room and to clean changing rooms after use.
- Line marking paint and staff time to mark out pitches at Dukes Meadow, Lower Howsell and Victoria Park.
- Utility costs for changing rooms at Lower Howsell and Dukes Meadow.

4.3. Councillors must consider that the costs for providing sports facilities must be borne by either the football clubs, precept payers or a combination of both.

5. Legal Implications

5.1. Sporting facilities are provided under the powers of a Town Council covered by the Public Health Act 1875, Local Government Act 1972 and Open Spaces Act 1906.

End
Linda Blake
Town Clerk

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VEHICLE AND MACHINERY REPLACEMENT FUND 2025/26

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. To agree that funding will be taken from the vehicle and machinery replacement fund to purchase a new replacement mower in 2025.

2.2. To agree that the amount placed into the Vehicle and Machinery replacement fund should be increased to £25,000 per year as from 2025/26.

3. Background

3.1. The Vehicle and Machinery Replacement Fund was created to put funds aside year on year for replacement of large items such as vehicles and machinery which are purchased on a rolling timetable. By adding to this reserve each year, there is a smoothing effect on the precept, eliminating the need for large funds to be raised in one year.

3.2. The Operations and Planning Committee is asked to agree the following replacement of vehicle/machinery for 2025/26:

Machine	Cost
John Deere X940	£22,000

3.3. The new machine will be a John Deere X940 Signature series tractor, with 48" mowing deck, and power flow collection system.

3.4. These costs will be offset by a release of reserves from the Vehicle Machinery Replacement Reserve.

4. Financial Implications

4.1. The cost of the replacement machinery listed in 3.2 above will be taken from the Vehicle/Machinery Replacement Fund, which is a reserve built up each year to smooth the effect of large purchases against the precept.

4.2. Officers recommend that £25,000 is put into this reserve in the 2025/26 financial year. This is an increase of £5,000 which allows for the gradual build-up of a fund to purchase council vehicles, mowers, tractors and other large equipment, as well as the increasing costs to purchase these. Councillors should also note that the next vehicle scheduled for replacement is the transit truck in 2026.

4.3. The current balance of the Vehicle/Machinery Replacement Reserve is £59,437, with a projected balance at 31 March 2026 of £62,437 should the above recommendations be agreed.

5. Legal Implications

- 5.1. Malvern Town Council is a local precept authority and may issue a precept for each financial year before 1 March in the preceding financial year.
- 5.2. It is important for Council to prepare accurate budgets in order to ensure that they will receive monies during the year which are necessary for the proper carrying out of the Council's functions.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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CHRISTMAS COMES TO MALVERN 2024

1. Purpose of Report

1.1. For noting.

2. Recommendations

2.1. To provide an update regarding the Great Malvern Lights Switch On event taking place on 23 November 2024.

3. Background

3.1. The Christmas Lights Switch On is being entirely organised and co-ordinated by Malvern Town Council this year. It was decided to name the event “Great Malvern Lights Switch On” and for it to form part of several events under the banner of “Christmas Comes to Malvern”.

3.2. Great Malvern Lights Switch On is being held on Saturday 23 November from 10am until 6pm and will see circus performances, workshops, children’s activities, local traders, food and drink stalls, Santa’s grotto and live entertainment across five sites in Great Malvern town centre. These include Malvern Library, Malvern Priory Church grounds, Belle Vue Island, bottom of Church Street outside Connells and The Coach House Theatre.

3.3. The Christmas committee decided to have a theme for this year’s event and chose “The Circus”. Most of the activities have been themed around this concept to give a unified feel to the event across the areas of the town.

3.4. Due to clashes with an event in Malvern Priory, the arts and crafts market run by Boffy Art and Events will be held in the Priory grounds the following week. The Town Council has therefore taken steps to organise a smaller market with stalls being located on Abbey Road and at Malvern Library.

3.5. Officers issued an advertisement for local traders to take part in this smaller market and have received many requests from traders located in Barnards Green, Malvern Link and Great Malvern. Stalls were allocated on a first come, first serve basis and 22 stalls have been booked covering a wide range of craft, gift and food items at the event including:

- Three Bears Bakery
- Hillbilly’s Street Kitchen
- Stitching Peggy
- Thornridge Interiors
- Stitch Hollow
- Veg for Life
- Isla Paige Jewellery

3.6. This event will have three staging areas for live entertainment located across Great Malvern in key areas of the town. These are at the bottom of Church Street by Connell’s, in the grounds of The Priory Church and on Belle Vue Island.

- 3.7. Entertainment throughout the day will include:
- Solo Circus
 - Malvern Hills District Brass Band
 - Noodle Soup (Jazz/Funk band)
 - Storm in a Teacup (Circus performance)
 - Saxophonist Mandy Harding
 - Malvern Rock Choir
- 3.8. In addition to the live staging areas, this year The Coach House Theatre will also be open for live circus performances and workshops from 1pm - 4pm, and The Theatre of Small Convenience will be running a circus-themed event on the day.
- 3.9. Santa's Grotto will once again be held in Malvern Library from 10am until 4.30pm. The library will also be offering a wide range of family-based activities with a free circus workshop from 12pm - 2pm as well as the addition of hoopla and coconut shy fete stalls and various activities for children to take part in. The Mayor's charity, Cube Youth, will also have a stall.
- 3.10. The area outside the post office in Great Malvern will be filled with child-friendly fete stalls including hook-a-duck, a fairground ride and the Malvern Town Council tombola run by town councillors.
- 3.11. Church Street will remain closed for the duration of the event with the Christmas parade taking place from 5.15pm followed by the big lights switch on at Belle Vue Island at 5.30pm with Ellie Dadd, Phillip Arran and Mark James turning on this year's lights, alongside the Mayor and Father Christmas.
- 3.12. Town Council officers will be running publicity for the event in the form of leaflets, posters, banners and social media.
- 3.13. The Malvern Link Christmas Event will be held on 29 November and Council funding of £1,000 has been agreed towards this.

4. Budget

- 4.1. The Town Council budget for the Christmas Lights Switch On event in 2024 was increased by £2,000 to £8,050. This includes £1,000 for the event in Malvern Link.
- 4.2. In addition, MHDC have provided funding of £2,000 to cover the cost of the security, some entertainment and printing costs.

5. Licences and Road Closures

- 5.1. The following licences and road closures have been granted to be able to hold the Christmas Lights Switch On Event:
- Licence to hold activities/music on Belle Vue Island.
 - Performing Rights Licences for all entertainment areas.
 - Road closure licence from Malvern Hills District Council and Worcestershire County Council for Church Street.
 - Street collection licence.
 - Additional insurance fees, as the event attracts over 2,000 attendees.

End
Linda Blake
Town Clerk

Author of Report:
Amy Bromage
Communications and Events Officer

**A REPORT OF THE TOWN CLERK TO
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ENVIRONMENTAL MATTERS

1. Purpose of Report

- 1.1. For approval and discussion as appropriate.

2. Recommendation

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

3. Background

- 3.1. In September 2019, Full Council declared a climate emergency and formed a Town Council Environmental Panel to review and update the Council's Environmental Policy.
- 3.2. 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.
- 3.3. Within the standing agenda item, Officers will allow for a space to give verbal updates on ongoing projects and initiatives. There will also be the opportunity for committee members to raise any issues they feel need addressing or further investigation. If agreed, these will then be listed as a future agenda item with a report and relevant information being submitted.

4. Financial Implications

- 4.1. None 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
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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. No applications have been raised by ward members.
- 3.3. 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.
- 3.4. Members are asked to look at details of any planning applications for discussion before the meeting to allow an expeditious decision-making process.
- 3.5. 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.
- 3.6. 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/24/01278/FUL	The Willows Shop, 20 Avenue Road, Malvern, WR14 3AX	Great Malvern	Change of use from a shop to a holiday let and external alterations including partial demolition, and reconstruction of side extension	Mrs Jia Wang	24/10/2024
M/24/01152/HP	108 St Andrews Road, Malvern, WR14 3PP	Barnards Green	Rear single storey flat roof extension of existing bungalow with replacement of all windows and doors	Mrs Carole Pugh	24/10/2024
M/24/01362/FUL	Manor Park Club, Albert Road North, Malvern	Great Malvern	Resurfacing of 4no. grass tennis courts with all weather astro	Steve Lewis	30/10/2024
M/24/00153/PIP	Homestead, Halfkey Road, Malvern, WR14 1UL	West	Permission in principle for up to 9no. Dwellings	G Chatterton	Planning appeal lodged, to be determined on basis of written representations by 13 November.
M/24/01314/HP	April Time, 36 Clarence Road, Malvern, WR14 3EQ	Barnards Green	Velux rooflights to rear slope and side gable windows	Mr & Mrs Lineker	01/11/2024
M/24/00724/FUL	7 Upper Chase Road, Malvern, WR14 2BT	Barnards Green	Demolition of existing buildings and construction of three new houses	Bernard Flanagan	04/11/2024
M/24/01211/HP	61 Tennyson Drive, Malvern, WR14 2UL	Great Malvern	Conversion of garage and single storey rear extension	P Cuckney	04/11/2024