



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 29 January 2025 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

23 January 2025

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 29 January, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

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">➤ 23 October 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 New Contracts Awarded over £10,000 <ul style="list-style-type: none">➤ Report OC01/24 to follow
5.	Lighting at Victoria Park <ul style="list-style-type: none">➤ Report OC02/24 to follow
6.	Review of Environmental Policy <ul style="list-style-type: none">➤ Report OC03/24 to follow
7.	Music in the Park Programme 2025/26 <ul style="list-style-type: none">➤ Report OC04/24 to follow

8.	Heart in England in Bloom ➤ Report OC05/24 to follow
9.	Work Programme and Operations Update ➤ Report OC06/24 to follow
10.	Environmental Matters ➤ Report OC07/24 to follow
11.	Planning Consultations ➤ Report OC08/24 to follow
12.	Date and Time of Next Meeting ➤ Wednesday 12 March 2025 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
Wednesday 23 October 2024 at 6.00pm**

Councillors

Present

F Matthews-Jones (Chair)
S Austin
C Bovey
A Cherry
J MacLusky (from 6.04pm)
J Leibrandt
D Watkins

Absent

D Mead (apologies)
J Green (apologies)
S Meager

Also in attendance

L Blake - Town Clerk
C Porter – Operations Manager
L Wall – Minute Clerk
Cllr Marilyn Birks, Mayor

In the absence of Councillor David Mead, Chair of Operations and Planning Committee, the Vice-chair Councillor Freya Matthews-Jones chaired the meeting.

36. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors David Mead and Jude Green.

37. DECLARATIONS OF INTEREST

None.

38. 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 September 2024.

Cllr Julie MacLusky joined the meeting.

39. PUBLIC PARTICIPATION

None.

40. REVIEW OF CHARGES FOR SPORTS PITCHES 2025/26

Report OC01/24 was received and accepted.

Operations and Planning Committee had discussed charges for the financial year 2025/26 at its previous meeting and made recommendations to the Full Council meeting on 9 October. However, at that meeting, Full Council asked that Operations and Planning Committee reconsider the charges recommended for junior sports pitches as they felt the increase was rather large.

The Operations Manager explained that the current charges only covered the cost of line marking paint, not any labour for pitch maintenance or cleaning of changing

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rooms. Therefore charges should be realistic to avoid the cost of running the pitches falling on precept payers.

The report included the following table, showing a comparison between Malvern Town Council's current charges and those of two other local councils:

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

Members of the committee found the table useful as it showed that although the suggested increases in charges had seemed quite large, they were in fact reasonable in comparison.

It was also suggested that junior football clubs be advised of the Town Council's grants scheme.

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

- 1) Hire of junior football pitch (season) increased from £127 to £195
- 2) Hire of changing rooms junior (season) increased from £110 to £195

and that football teams using the Town Council's pitches and facilities are directed to the grants scheme for possible help in funding at their clubs.

Committee members requested that the comparison of charges and other factors behind this recommendation be included in the report to be submitted to Full Council.

41. **VEHICLE/MACHINERY REPLACEMENT FUND 2025/26**

Report OC02/24 was received and accepted.

The Operations Manager informed the meeting that the mowers were used a lot by the Operations Team and therefore it was important to buy good quality machines, which also held their value when being sold on. Mowers are generally replaced on a seven-year rolling plan as by this time the machine hours worked will be fairly high. It was also helpful to have the same make of mowers for ease of operation between machines.

It was **RECOMMENDED** that funding be taken from the vehicle and machinery replacement fund to purchase a new replacement mower in 2025, being a John Deere X940 at a cost of £22,000.

It was further **RECOMMENDED** that the amount placed into the Vehicle and Machinery Replacement Fund be increased to £25,000 per year as from 2025/26.

42. **PUMP TRACK AT ADAM LEE**

The Town Clerk updated the meeting regarding the progress of the pump track at Adam Lee. Planning permission has been granted but with certain conditions that must be complied with before work can commence. These relate mainly to

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biodiversity at the site, and the reports needing to be commissioned will add around £1200 to the project cost. After a meeting with the contractor, Clarke and Kent, it is thought that it may be possible to commence works in January.

43. **CHRISTMAS COMES TO MALVERN 2024**

Report OC03/24 was received and noted.

The Town Clerk gave a brief update on arrangements for the Christmas Lights Switch On event and asked for more volunteers to help on the day. The publicity for this event will include the Christmas window trail starting on 23 November, the Christmas event in Malvern Link on 29 November and the Great Malvern Christmas Market on 30 November. Barnards Green is not having an event this year but the Town Council will again erect a Christmas tree and lights in one of the brick planters within Barnards Green.

44. **PARKING AT VICTORIA PARK**

The Town Clerk explained that she had received a request for permission to park campervans overnight in the car park at Victoria Park. Before more intensive research was carried out, it was for Operations and Planning Committee to consider the implications of allowing this, how fees could be successfully imposed, and whether there would need to be a change in byelaws. Campervan parking could also have an adverse impact on car park space availability for other users, and it was expected that spaces would become even more popular once the café was open.

After discussion, the following points were made:

- There are many other free overnight parking facilities within the locality, and these are advertised online and in booklets.
- Allowing overnight parking could lead to campervans staying longer than one night, therefore taking up valuable daytime parking spaces
- There could be other associated problems such as litter left behind and people wanting to use the public toilets for washing and/or the emptying of campervan toilet cassettes

It was **AGREED**:

- i. that overnight parking of campervans would not be allowed and signs would be erected stating that vehicles over 2 tonnes in weight were not allowed to park in the Victoria Park car park between the hours of 8pm and 8am.
- ii. to produce flyers to inform campervans of the rules and include a link to a website advertising other nearby sites where they could park up.

45. **WORK PROGRAMME AND OPERATIONS UPDATE**

The Operations Manager presented work programme OC04/24.

He reported that at Adam Lee, tenders had been sought for the playground equipment, but the pump track had been delayed due to the planning permission conditions. Planting up of the borders outside the community hub would be taking place in the next couple of weeks, weather permitting.

46. **ENVIRONMENTAL MATTERS**

Report OC05/24 was received and noted.

No environmental matters were raised.

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47. PLANNING CONSULTATIONS

Report OC06/24 was received and noted.

No planning matters were raised.

48. DATE AND TIME OF NEXT MEETING

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 4 December 2024 at 6.00 pm.

The meeting finished at 7.20 pm.

.....(Chairman)

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

to be held on Wednesday 29 January 2024 at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link

REVIEW OF CONTRACTS AWARDED OVER £10,000

1. Purpose of Report

- 1.1. For noting and comment where necessary.

2. Recommendation

- 2.1. Committee is asked to note the review of contracts over £10,000 during the third quarter as attached at Appendix A.

3. Background

- 3.1. As part of the Audit Committee's work in 2022/23 a review of the Council's arrangements to procure work, goods and services was undertaken and it was recommended that a tender summary report be made after the award of any contract over £10,000 in value.
- 3.2. During the year to date, two projects were completed with costs above £10,000:
- I. Jamaica Crescent
 - II. John Deere Mower

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

REVIEW OF CONTRACTS AWARDED OVER £10,000 – YEAR TO DATE

Name of Project	Jamaica Crescent Play Area	John Deere Mower X950
Marking	Marks out of 10	Marks out of 10
Value for Money	9	9
Quality and Design	9	9
Innovation and Sustainability	9	8
Availability to carry out contract	8	10
Duration of work against schedule	7	10
Effectiveness of guarantees and warranties	9	10
Total (out of 60)	51	56
Notes/comments	Delayed by weather but happy to wait for ground conditions to improve.	Quality machine operative happy to use. Quality finish to mowing.

A REPORT OF THE TOWN CLERK TO
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LIGHTING AT VICTORIA PARK

1. **Purpose of Report**
 - 1.1. For decision.
2. **Recommendation**
 - 2.1. To install 5 lampposts along the pathway from Pickersleigh Road Car Park to the new Community Hub.
3. **Background**
 - 3.1. The Community Hub meeting room is used regularly after hours.
 - 3.2. Users are having difficulties with the unlit path between the Pickersleigh Road Car Park and the new hub.
 - 3.3. Extra lighting has already been installed on the front of the building to help light the Front Car Park.
 - 3.4. The lampposts will have a sensor to automatically come on at dusk but an override switch so that the lights will only be on when needed.
4. **Financial Implications**
 - 4.1. The approximate cost would be £3,500.
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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MALVERN TOWN COUNCIL
to be held on Wednesday 29 January 2024 at 6.00pm
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ENVIRONMENTAL POLICY

1. **Purpose of Report**
 - 1.1. For discussion.
2. **Recommendation**
 - 2.1. Committee are asked to discuss and review the Environmental Policy as per attached report and to make any changes if necessary.
3. **Background**
 - 3.1. The Environmental Policy was last reviewed by the Environmental Policy Review Task and Finish Group on 8 May 2024 and agreed by council on 15 May 2024. It is scheduled for review in January 2025. The current policy is attached to this report.
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



MALVERN TOWN COUNCIL

ENVIRONMENTAL POLICY

Reviewed by:	Environmental Policy Review Task and Finish Group – 24 January 2024 Operations and Planning Committee – 8 May 2024
Adopted:	Full Council – 15 May 2024
Next review due:	January 2025

MALVERN TOWN COUNCIL

ENVIRONMENTAL POLICY

1. Introduction

- 1.1. Malvern Town Council (hereafter referred to as 'The Council') recognises that the day-to-day operations of the council can impact both directly and indirectly on the environment and will work to protect and improve the environment, through good management and by adopting best practice.
- 1.2. The Council is committed to providing a quality service in a manner that ensures a safe and healthy workplace for all employees and minimizes the potential impact on the environment. The council will operate responsibly and in compliance with all relevant environmental legislation, regulations and approved codes of practice, and will strive to use best practice at all times.

2. Aims of this policy

Malvern Town Council will:

- 2.1. measure the Council's carbon footprint each year to assess the environmental effects of the Council's activities and strive to continually reduce its carbon emissions. An annual report will be made to Full Council to demonstrate the progress in complying with the environmental policy.
- 2.2. uphold the Council's declaration of a climate emergency and consider the environmental impact of the Council's operations by taking action to reduce carbon emissions and greenhouse gases where practical.
- 2.3. integrate environmental concerns and impacts into all decision making and activities.
- 2.4. seek to protect and, where possible, enhance the quality of the natural environment of Malvern and its open spaces.
- 2.5. promote the efficient use of materials and resources throughout the Council, re-use or recycle where possible and seek to minimise waste, including water, electricity, raw materials and other resources.
- 2.6. use electronic/paperless means of communication wherever possible in all Town Council operations.
- 2.7. purchase recyclable, recycled and environmentally responsible products and materials when available and economically suitable.

- 2.8. ensure sustainable procurement where possible and require suppliers to provide environmental assessments of their environmental activities where requested.
- 2.9. educate and inform all employees and councillors about environmental issues that may affect their work and encourage employees, councillors, contractors and members of the public to support and promote the Town Council's Environmental Policy.
- 2.10. use local contractors whenever possible and viable, to support the local economy and reduce the impact on the environment.
- 2.11. supply all tendering contractors with the current environmental policy to inform them of the Council's commitment.
- 2.12. work with and support other agencies, projects and the wider community to promote best practice in environmental management and encourage the same in the community; support and initiate projects which contribute towards meeting environmental objectives across the wider community.
- 2.13. avoid unnecessary use of hazardous products and materials and seek suitable substitution or alternative solutions. The Council will take all reasonable steps to ensure human health and the protection of the environment when such materials are used to include transport, storage, use and disposal.
- 2.14. where required by legislation or where health, safety or environmental hazards may occur, develop and maintain appropriate emergency responses.
- 2.15. continue to investigate and procure technology for greater overall efficiency, to include machinery and tools with low emissions, IT equipment, vehicles, buildings and any other areas the Council is responsible for.
- 2.16. to consider and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.
- 2.17. to continue to manage and rewild suitable areas of Town Council-owned land with appropriate planting and design – including trees, permanent planting, insect friendly planting, wetland areas, ponds, waterways/streams, wildlife corridors, hedgerows and continue to replace trees with a two-for-one policy to support biodiversity.
- 2.18. to use wherever possible, green energy suppliers for Town Council contracts.
- 2.19. respond positively to new initiatives regarding combatting climate change and incorporate these into day to day operations where practical.
- 2.20. continue to investigate alternatives of pesticides/herbicides on all Town Council land.

- 2.21. not permit the release of balloons or sky lanterns on its land.
- 2.22. be peat-free in its horticultural activities.
- 2.23. promote and support the use of public transport, cycling and walking, and support initiatives to improve sustainable transport options.
- 2.24. procure machinery, vehicles, and tools with low emissions where possible.
- 2.25. This policy will be reviewed on an annual basis by the Operations and Planning Committee.

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

to be held on Wednesday 29 January 2025

in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm

MUSIC IN THE PARK PROGRAMME 2025/26

1. Purpose of Report

1.1. For discussion.

2. Recommendation

2.1. Committee is asked to note that the programme of band concerts for spring/summer 2025 will be based upon the successful programme held in 2024 with 5 brass bands, 2 jazz, 2 blues, 1 Country/folk, 7 rock/pop and 1 steel band.

2.2. Committee is asked to note that the programme for 2025 will be 18 weeks of Sunday band concerts, from 11 May to 14 September 2025, interspersed with our events programme as detailed at 3.7.

3. Background

3.1. Music in the Park is a long-standing, successful event held during the summer months in Priory Park.

3.2. In 2022, it was agreed to expand the range of music by introducing other music genres alongside the more traditional brass bands.

3.3. This varied programme has proved very popular with most attendees and was expanded in 2024 with the introduction of a steel band, agreed by the Operations and Planning Committee on 29 November 2023.

3.4. Officers plan to put together a similar schedule to that of 2024 which will combine the following genres of music: blues, jazz, brass, folk, light rock, pop and steel. Please refer to Appendix A for the 2024 schedule.

3.5. All bands will perform from 2.30pm until 4.30pm on Sunday afternoons in Priory Park on the bandstand.

3.6. All concerts will be attended by a member of Malvern Town Council's Operations team to assist with set up and take down. However at least one councillor will be required to steward each event and to be present for the duration of the concert. Stewarding involves interacting with the public, handing out the programme of bands, and making announcements on the PA system about the forthcoming programme and the current band. The Council depends on councillor volunteers to ensure the weekly concerts run as smoothly as possible.

3.7. Committee members should note that the following Sunday's form part of the Town Council's annual events programme with some special concert days in partnership with external organisations.

- Brass Band Festival on Sunday 8 June 2025, in coordination with the brass band festival organisers, Town Council agreed to provide a brass band on this Sunday in Priory Park.

- Armed Forces Day on Sunday 29 June 2025 - Officers will be organising an upscaled band concert with additional activities throughout the afternoon, and more details will follow.
- Officers are suggesting that the Mayor's Bonanza is held on Saturday 23 August this year and therefore a normal music in the Park concert will take place on Sunday 24 August 2025.
- Battle of Britain 85th Anniversary on Sunday 14 September 2025 – Officers have been liaising with the RAFA organisation with regards to this forthcoming anniversary event.

3.8. Committee should note that on Sunday 6 July 2025, a Sunday Concert will not be held in Priory Park, as Malvern Hills District Council will be holding their annual Food Festival

3.9. Since Priory Park is a public area and there is no charge for the event, the Council does not need to provide direct first aid facilities. However, the Council does have a responsibility for the band, and to ensure they have made their own first-aid provision.

4. Financial Implications

4.1. Costs can be maintained within the budget of £7,350 for the Music in the Park programme for 2025/26. This does not include other specific events which have their own budgets.

5. Legal Implications

5.1. Hire for the use of Priory Park and the bandstand is permitted by Malvern Hills District Council.

5.2. A Performing Rights Society Licence is required for the Bands programme as they are live performances from sheet/cover music. Officers will ensure the appropriate licences are put in place.

End

Linda Blake
Town Clerk

Authors of Report:
Lyndsey Davies/Amy Bromage
Operations & Office/Communications & Events

MUSIC IN THE PARK SCHEDULE 2024

All performances are in Priory Park Bandstand, unless otherwise stated.

Band	Date
Alternative – Sunset Levels	12 May
Brass – Blackwell Concert Band	19 May
Waiting for Gary	26 May
Jazz - Malvern Big Band	2 June
Blues - Blues Retrospective	9 June
Folk - Flatworld Band	16 June
Malvern Civic Week <ul style="list-style-type: none"> • Worcestershire Concert Youth Band 	23 June
Armed Forces Day <ul style="list-style-type: none"> • Malvern Hills District Brass Band • Malvern Rock Choir • Youth Dance Group tbc 	29 June
Alternative – The Barflys	14 July
Jazz – Jazz Collective	21 July
Steel – Family 3 Steel Band	28 July
Alternative – Flat Tonic	4 August
Brass – Nailsworth Silver Band	11 August
Blues – Bourbon Alley Band	18 August
Mayor’s Bonanza	25 August
Alternative – Lee Richardson & Friends	1 September
Brass – Cinderford Band	8 September
Alternative – HotRox	15 September

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HEART OF ENGLAND IN BLOOM COMPETITION 2025

1. **Purpose of Report**
 - 1.1. For noting.
2. **Recommendation**
 - 2.1. Committee are asked to **AGREE** that Malvern enter the Heart of England in Bloom competition in 2025 with the judges judging to take place in Malvern on Thursday 17 July 2025. The category entered is 'Town'.
3. **Background**
 - 3.1. Malvern was awarded a GOLD award in the 2024 campaign; the score was 96 out of 100 and was an improvement by two points from the previous year's result.
 - 3.2. Members of the committee are asked to note that the judges said that "an outstanding feature of the town's entry is the engagement of a wide range of participants" Officers continue to work with many organisations and individuals on this campaign, most working behind the scenes for the good of the community.
 - 3.3. Committee are asked to note that the route is still in its draft format, however it is envisaged that we will include Great Malvern Cemetery, Victoria Park Hub Building and Great Malvern Library with other venues and places still to be announced.
 - 3.4. One of the main aims of the Heart of England in Bloom are to encourage local communities to improve and care for their local environment through imaginative planting of trees, shrubs, flowers, conservation and recycling projects and to eliminate eyesores such as litter, graffiti and vandalism.
 - 3.5. The campaign is based on three core themes,
 - Horticulture
 - Sustainability
 - Community Involvement
 - 3.6. A Malvern in Bloom steering committee will be taking place as of March/April this year, where Councillors and volunteers are welcome to attend to discuss the forthcoming campaign.

4. Financial Implications

- 4.1. The entrance fee for the 'Town' category in the Heart of England in Bloom campaign 2025 will be £165. This forms part of the overall budget for 2025/26 of £7,500 used to fund hanging baskets and troughs, equipment, consumables and judging expenses.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Authors of Report:

Linda Blake

Town Clerk

Lyndsey Davies
Operations & Office Co-ordinator

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

**to be held on Wednesday 29 January 2024 at 6.00pm
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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. 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. 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 11
APPENDIX A

Application number	Location	Ward	Description of works	Applicant	Comment deadline
MI/24/01535/LB	2 Worcester Road, Malvern, WR14 4QW	Great Malvern	Proposed internal alterations to facilitate change of use to a public house incorporating staff accommodation	Mr Angus McMeeking	31/01/2025
MI/24/01536/FUL	2 Worcester Road, Malvern, WR14 4QW	Great Malvern	Change of use to a Public House incorporating staff accommodation	Mr Angus McMeeking	31/01/2025
MI/24/01792/HP	15 Lansdowne Terrace, Malvern, WR14 2AR	Great Malvern	Installation of French doors at ground and first floor, with Juliet balcony to first floor. New windows and doors all in Idigbo hardwood	Mr Joe Gauci	07/02/2025
MI/24/00925/FUL	51 Howsell Road Malvern WR14 1TH	Link	Planning Appeal - Conversion of meeting hall to form two flats.	Hillrow Homes	Initially Refused - now appealing
MI/24/01795/HP	6 Hayslan Avenue, Malvern, WR14 2RF	Great Malvern	Single-storey rear extension and render finish to attached garage.	Mrs S Kealty	29/01/2025
MI/25/00049/HP	1 Piers Close, Malvern, WR14 3JH	Barnards Green	Two storey extension to side and single storey extension to rear.	Mr and Mrs Gregory	06/02/2025
MI/24/01806/FUL	Tanglewood 72 Albert Road South Malvern WR14 3AH	Great Malvern	Proposed change from a care home (C2 use) to a residential dwelling (C3 use)	Mr David Elliott	21/02/2025
MI/24/01756/FUL	Theatre House, Grange Road, Malvern, WR14 3HA	Great Malvern	Demolition of wall and removal of raised bed to create additional parking area	Chris Bassett	21/02/2025