



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

**For meeting to be held on Wednesday 12 March 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



5 March 2025

townclerk@malvern-tc.org.uk
01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

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

Cllr David Mead (Chair), Cllrs Sean Austin, Caroline Bovey, Anne Cherry, Jude Green, Josephine Leibrandt, Julie MacLusky, 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 12 March, 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. 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">➤ 29 January 2025 (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.	Election of Vice-Chair <ul style="list-style-type: none">➤ To elect a Vice-Chair of the Operations and Planning Committee
5.	Commemoration for Nick Houghton <ul style="list-style-type: none">➤ Report OC01/24 to follow
6.	Review of Charges for Park View Community Room <ul style="list-style-type: none">➤ Report OC02/24 to follow
7.	Music in the Park Programme 2025/26 <ul style="list-style-type: none">➤ Report OC03/24 to follow

8.	VE Day Celebrations ➤ Report OC04/24 to follow
9.	Pump Track at Adam Lee ➤ Verbal update
10.	Skatepark at Victoria Park ➤ Verbal update
11.	Work Programme and Operations Update ➤ Report OC05/24 to follow
12.	Environmental Matters ➤ Report OC06/24 to follow
13.	Planning Consultations ➤ Report OC07/24 to follow
14.	Date and Time of Next Meeting ➤ Wednesday 30 April 2025 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 January 2025 at 6.00pm

Councillors

Present

D Mead (Chair)
F Matthews-Jones
S Austin
C Bovey
A Cherry
D Watkins
J Green
J Leibrandt (from 6.05pm)

Absent

S Meager
J MacLusky

Also in attendance

L Blake - Town Clerk
C Porter – Operations Manager
J Winkworth – Minute Clerk
Cllr Marilyn Birks, Mayor (from 6.02pm)

49. APOLOGIES FOR ABSENCE

None received.

50. DECLARATIONS OF INTEREST

None.

51. 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 23 October 2024.

PUBLIC PARTICIPATION

None.

52. REVIEW OF NEW CONTRACTS AWARDED OVER £10,000

Report OC01/24 was received and accepted.

Two projects had been completed which were over £10,000 in value.

JAMAICA CRESCENT PLAY AREA

51 out of 60 had been awarded for this contract. The new equipment had been well received but marks had been deducted due to delays in completing the project, albeit some were weather related.

JOHN DEERE MOWER

The purchase of the John Deere Mower was very successful. The Operations Team were used to the consistency of the controls and handling of John Deere vehicles.

They are very reliable, and the brand continues to hold a good resale value. Problems are rare and there are low repair costs.

53. LIGHTING AT VICTORIA PARK

Report OC02/24 was received and accepted.

The Town Clerk explained the reasons behind the recommendation as the area at the front of the new hub can be quite dark and not user friendly at night. It was felt that more spotlights were required to improve the public experience of the building. The Operations Manager reassured the committee that the lighting would be controlled by MTC and would not remain on during the night.

It was **AGREED** to install 5 lampposts to light the pathway from Pickersleigh Road Car Park to the new Community Hub.

Cllr Leibrandt arrived at 6.05pm

54. REVIEW OF ENVIRONMENTAL POLICY

Report OC03/24 was received and accepted.

The Committee were asked to discuss and review the Environmental Policy as per the report and to make any changes where necessary.

Committee members felt there were no major changes needed to the policy.

The Chair pointed out that section 2.1 regarding the annual report based on MTC's Carbon footprint should be delayed until November so that the footprint to the building, data wise, is based on a full year for audit purposes.

It was **AGREED** that an annual report would be submitted to Operations and Planning Committee in November based on Council's activities in reducing Carbon Emissions.

It was **RECOMMENDED** to approve and adopt the Environmental Policy in its current format with no changes being required.

55. MUSIC IN THE PARK PROGRAMME 2025/26

Report OC04/24 was received and accepted.

Committee discussed the format for the 2025 Summer programme. Members suggested that instead of one rock/pop band that another steel band or gospel choir could be included. A suggestion of a calypso style band was also made.

Officers would investigate costs and feasibility of these music styles and report back to the next meeting.

Cllr Austin wondered if Malvern Theatres had been in touch regarding the Sunday dates during the year in relation to their building project. The Operations Manager reassured the committee that our dates were secure and the building works would commence after the Bands in the Park Events had finished.

56. HEART OF ENGLAND IN BLOOM COMPETITION 2025

Report OC05/24 was received and noted.

Cllr Watkins wanted to express his thanks to Lyndsey Davies for the huge amount of work involved with preparing the portfolio which accompanies the Bloom entry.

Councillors felt that more sponsorship could be investigated and that local businesses could be approached for this.

Committee **AGREED** that Malvern would enter the Heart of England in Bloom competition in 2025 under the category 'Town'.

57. WORK PROGRAMME AND OPERATIONS UPDATE

Report OC06/24 was received and noted.

- The Operations Manager informed the committee that the team were very happy with the new Tractor.
- Work is still to progress on the Bike Pump Track – awaiting decision from MHDC which is due on 4 February 25.
- Cllr Bovey asked about the slabbing outside at the rear of the hub. The Operations Manager advised that there is the requirement for more slabbing in that area which would give a wider area of pathway but leave a small patch of grass for mowing.
- Cllr Watkins asked about the equipment from Modulek. Four pieces of fitness equipment has been put in by the trim trail along with a table tennis table.
- Cllr Birks asked about the topping up of graves and wet pour elements from the programme of works. The topping up of graves is ongoing and the Wetpour renewal is continuing. For reference, this is the surface matting under the play equipment – safety matting.
- The Skatepark Focus and Task Group has a meeting scheduled for 13 March where the tender specification will be discussed.
- The Chair asked for thanks to be passed onto the Operations Team for all their hard work.

58. ENVIRONMENTAL MATTERS

Report OC07/24 was received and accepted.

There were no Environmental matters to discuss.

59. PLANNING CONSULTATIONS

Report OC08/24 was received and accepted.

There were no discussions relating to the list included in the Appendix, but Cllr Leibrandt had been contacted by a resident about an issue with Planning Application M/24/01731/FUL at 61 Abbey Road. Cllr Leibrandt updated the Councillors with the planning application information and the resident's concerns regarding drainage, environmental and parking issues.

Following a lengthy discussion, it was **AGREED** that the Town Clerk would draw up an objection based on the drainage issues and the build not being in-keeping with the character of the area.

60. DATE AND TIME OF NEXT MEETING

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 12 March 2025 at 6.00 pm.

The meeting finished at 7.05 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 12 March 2025 at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

COMMEMORATION FOR NICK HOUGHTON

1. Purpose of Report

- 1.1. For discussion and recommendation to Full Council.

2. Recommendation

- 2.1. Committee are asked to discuss the best ways for Nick Houghton to be remembered and honoured and to present a recommendation to Full Council.

3. Background

- 3.1. Nick Houghton died aged 59 on 10 December 2024. His death was sudden, saddening and his loss felt by many.
- 3.2. At the time of his death, Nick Houghton was a Town Councillor having been elected to the Town Council in 2019. He also served as Mayor of Malvern for two years from May 2021 to May 2023.
- 3.3. In January 2025, a Notice of Motion was submitted to Full Council recommending that the new Community Hub building in Victoria Park should be named 'The Nick Houghton Community Hub' as a fitting tribute to Nick.
- 3.4. This proposal had been supported by Nick's family, but an amendment was proposed at the meeting as Councillors felt it was too soon to make a decision on how best to recognise Nick's contributions to the Town Council.
- 3.5. Full Council resolved that Nick Houghton should be remembered in some significant way and that the decision on how best to do this should be sent to the March meeting of Operations and Planning Committee for discussion and then presentation to Full Council.
- 3.6. Discussions on a fitting tribute to Nick are invited.

4. Financial Implications

- 4.1. These will be entirely dependent on discussions arising from this item.

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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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 dispensations or discounts should be included in the fee structure.

3. Background

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

- £15.00 per hour for private use and
- £12.00 per hour for Community Group use

All charges are subject to V.A.T.

- 3.2. Bookings for the Park View meeting room have been steadily increasing since it began to be used in September 2024. The room has been used by fitness groups, children's groups, for birthday parties, drama groups, official meetings, community coffee and cake amongst others.
- 3.3. The Park View meeting room is also used for all Town Council related meetings and during these periods there is no income generation.
- 3.4. The budget for 2024/25 and 2025/26 set targets for income generation from this room and consideration also has to be given to balancing income received against the running costs for heating, lighting and the caretaker's time.
- 3.5. For fitness groups who play music there is also a licensing charge of £2.27 per session and committee may wish to consider whether hire charges include this or should be increased?
- 3.6. Officers are regularly approached by Community Organisations, Partner Organisations and Councillors to ask for free of charge room hire.
- 3.7. Committee are asked to consider the current charges for room hire as well as whether any rules on free hire or discounts should be introduced to reflect certain groups' needs or certain hire times on a first come, first serve basis. For example, an afternoon could be blocked out for use by Councillors on a first come arrangement.
- 3.8. Members are asked to note that weekends are expected to be premium bookings times during Spring and Summer and Wednesdays are currently nearly always fully booked.

3.9. Officers have also taken steps recently to advertise the Park View Community Room in a local magazine to help boost hire rates.

4. Financial Implications

4.1. The budget for room hire income in 2025/26 has been set at £7,500

4.2. Any reduction in charging structure may have an implication on the ability to hit budget targets but this can be a council policy decision.

5. Legal Implications

5.1. V.A.T must be charged on all room hire charges at The Community Hub.

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 12 March 2025
in the Community Hub, Victoria Park Road, Malvern Link at 6.00 pm

SUGGESTIONS FOR MUSIC IN THE PARK 2025

1. Purpose of Report

1.1. For discussion and decision.

2. Recommendation

2.1. Committee is recommended to consider the quotations received for the addition of an extra steel band or gospel choir or a calypso/caribbean band to the Music in the Park programme for 2025.

3. Background

3.1. Following the Operations and Planning Committee meeting held on 29 January 2025, Officers were asked to research steel bands, calypso/caribbean bands and gospel choirs and the feasibility of them performing at the Town Council's Sunday afternoon concerts throughout the summer months.

3.2. The following table shows quotations received for steel bands.

BAND	NUMBER IN BAND	FEE	OFFICER RATING OUT OF 5
Band A	3 band members	£700	5
Band B	4 band members	£900	4
Band C	3 band members	£850	4

3.3. Committee should note that a steel band was included in the Music in the Park programme for the first time in 2024 and proved very popular. This quotation is for a second steel band.

3.4. The following table shows quotations received from calypso/caribbean style bands.

BAND	NUMBER IN BAND	FEE	OFFICER RATING OUT OF 5
Band A	4 band members	£900	4
Band B	4 band members	£900	5
Band C	4 band members	£875	5

3.5. The following table shows quotations received from gospel choirs.

CHOIR	NUMBER IN CHOIR	FEE	OFFICER RATING OUT OF 5
Choir A	100 – 150 choir members	£350	5
Choir B	50 – 150 choir members	£450	4
Choir C	100 – 200 choir members	£900	5

3.6. Committee should note that all of the gospel choirs contacted stated that two hours of continuous singing would be difficult, and all choirs suggested that they would be happy to perform two 45-minute sessions but would require 20-25 minutes break in between.

3.7. Gospel choirs have a large number of members, and therefore not everyone will fit on the bandstand. Some members would stand in the bandstand and the remainder to one side, but an issue would arise in wet weather however, as the choir numbers would have to be restricted by available space in the bandstand.

3.8. With an 18-week programme of Music in the Park during the summer, there is competition between bands for places. Committee have suggested that one of these music genres could be added into the programme and a rock/pop band slot removed.

4. Financial Implications

4.1. All fees would be contained within the Music in the Park budget of £7,350 for 2025/26.

5. Legal Implications

5.1. A PRS licence would need to be obtained and hire forms for using Priory Park completed, along with risk assessments and site maps submitted to Malvern Hills District Council.

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 12 March 2025
in the Park View Community Room, Malvern, at 6.00 pm**

VE DAY CELEBRATIONS 2025

1. Purpose of Report

- 1.1. For decision and review.

2. Recommendation

- 2.1. Committee is asked to agree an event to celebrate the 80th Anniversary of VE Day and to be held on Saturday 10 May at Victoria Park.
- 2.2. Committee is asked to consider a budget of £1,000 for this event.

3. Background

- 3.1. 2025 marks the 80th anniversary of VE day (Victory in Europe Day) commemorating the end of the second World War on 8 May 2025. Officers are suggesting that a day of celebration is held on Saturday 10 May from 10am – 5pm to allow as many of the community to attend as possible.
- 3.2. The location for this celebration will be Victoria Park and the Park View Community Room at the Community Hub with veterans and the wider community invited to come to celebrate this anniversary.
- 3.3. The suggested timetable includes a veteran's big breakfast in the morning from 10-12 where local veterans will be invited to a decorated Park View Community Room to enjoy a locally sourced breakfast box with the sounds of a Brass Band playing in the background.
- 3.4. In Victoria Park officers are purposing family friendly activities, local armed forces charities, groups and businesses alongside local cadet and youth groups be in attendance. Military vehicles will be on display with live music and talks throughout the afternoon.
- 3.5. All organisations and groups attending will bring all their own equipment, including gazebos and display materials for the event.
- 3.6. A small trail would be created for children to enjoy throughout the day and where they can find themed clues and cards around Victoria Park to spell out a word like "World War Two". Once completed they will "win" a small prize from a lucky dip bag containing keyrings, small craft sets, fidget toys, etc.
- 3.7. The afternoon will also include performances from the People's Show Choir Malvern and a Jazz band playing music of the era combined spilt with readings and poems from local historians including Malvern Museum, U3A Military History Society and the Women's Institute, yet to be confirmed.
- 3.8. A local business will be found to provide a fish & chips offering for the public alongside tea, coffee and cake throughout the afternoon.
- 3.9. Due to the size, nature and similarity of this event to Armed Forces Day, Officers would strongly recommend only running one large event of this type in 2025. Armed

Forces Day on 29 June would therefore be a small event with a Military Brass Band to avoid duplicating events so close together.

4. Financial Implications

- 4.1. There was no specific budget allocated for VE Day in 2025.
- 4.2. Malvern Hills District Council have confirmed that they could offer a grant of £1,000 and officers are requesting £1,000 of the Town Council funding to match this and to cover music, refreshments and children's activities.

5. Legal Implications

- 5.1. A Premises Licence will be required for refreshments.
- 5.2. A Performing Rights Society Licence is required for the afternoon as there will be live performances from sheet/cover music performed. Officers will ensure the appropriate licences are put in place.

End

Linda Blake
Town Clerk

Author of Report:
Amy Bromage
Events and Communications officer

A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 12 March 2025 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
to be held on Wednesday 12 March 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

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 13
APPENDIX A

Application number	Location	Ward	Description of works	Applicant	Comment deadline
M/25/00209/FUL	90A Worcester Road Malvern WR14 1NY	Link	Conversion of 5 Bedroom HMO (use class C4) into 2 separate Flats (use class C3).	Client Guest, CAPITAL 42 LIMITED	14/03/2025
M/25/00200/FUL	85 Church Street, Malvern, WR14 2AE	Great Malvern	Construction of flat-roofed extension with lantern to first floor restaurant, following removal of existing glazed enclosure.	Mr Kaiser	21/03/2025
M/24/00860/FUL	Station House Worcester Road Malvern WR14 1SW	Link	PLANNING APPEAL Conversion and Change of Use of existing Holiday Let building to form 3no. dwelling houses.	Mr L. Bone	PLANNING APPEAL by 24 March 2025
M/25/00057/FUL	The Old Vicarage, 2 Tibberton Road, Malvern, WR14 3AN	Great Malvern	Part conversion of existing dwelling to create 4 units, and demolition of adjoining bungalow to create 2 new dwellings.	Romina Kaveh	21/03/2025
M/25/00243/HP	32 Frederick Road, Malvern, WR14 1RS	Link	Single Storey Rear Extension to Residential Dwelling.	Mr M Crooke	13/03/2025
M/25/00147/HP	The Beakes, 25 Queens Drive, Malvern, WR14 4RE	Great Malvern	Decking and shed, with close lattice fencing to boundary.	Mr & Mrs M Peden	21/03/2025
M/25/00258/FUL	Site Of Former Pavilion, Victoria Park Road, Malvern, WR14 2JY	Link	Associated Ref:M/23/00936/FUL New council offices, cafe, and community hub building (Variation of conditions 2 and 11 Ref M/23/00936/FUL)	Ms L. Blake	17/03/2025
M/25/00083/FUL	Properties Springfield House 3-5 And 9, Ranelagh Road, Malvern	Link	Change of use of dwelling and garage at 7 & 9 Ranelagh Rd from C3 (dwelling) to C2 (residential institution) Erection of two storey rear extension (part retrospective) single storey extension to link 7 & 9 Ranelagh Road to existing Care Home and retention of gates (retrospective)	Mr F Ghazizadeh	28/03/2025

AGENDA ITEM 13
APPENDIX A

<u>M/25/00324/HP</u>	5 Whitborn End, Malvern, WR14 2XB	Barnards Green	Replacement of Former Stables/Store with Annex Accommodation (Retrospective) Variation of condition 5 M/24/01590/HP.	Mr & Mrs A Wharton	24/03/2025
<u>M/24/01535/LB</u>	2 Worcester Road, Malvern, WR14 4QW	Great Malvern	Associated Ref:M/24/01536/FUL Proposed internal alterations to facilitate change of use to a public house incorporating staff accommodation.	Mr Angus McMeeking	25/03/2025
<u>M/24/01536/FUL</u>	2 Worcester Road, Malvern, WR14 4QW	Great Malvern	Associated Ref:M/24/01535/LB Change of use to a Public House incorporating staff accommodation.	Mr Angus McMeeking	25/03/2025
<u>M/25/00334/FUL</u>	Quality House, Spring Lane North, Malvern, WR14 1BU	Link	Addition of first floor flat roof extension and chimney flue over single storey building for extended B2 (General Industrial) use.	Ms K Bone	25/03/2025
<u>M/25/00336/HP</u>	20 Church Road, Malvern, WR14 1LT	Link	Single storey rear extension	Mr & Mrs Cowlin	28/03/2025