



# **MALVERN TOWN COUNCIL**

## **OPERATIONS AND PLANNING COMMITTEE**

### **REPORTS**

**For meeting to be held on Wednesday 13 September 2023 at 6.00 PM  
In the Council Chamber, Belle Vue Terrace, Malvern**

# MALVERN TOWN COUNCIL

Town Clerk  
28-30 Belle Vue Terrace  
Malvern  
WR14 4PZ



7 September 2023

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
Tel: 01684 566667

## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To Members of the Operations and Planning Committee (Quorum 6)

Cllrs David Mead (Chair), Freya Matthews-Jones (Vice-chair), Sean Austin, Caroline Bovey, Anne Cherry, Jude Green, Josephine Leibrandt, Lou Lowton, 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 Council Chamber, Belle Vue Terrace, Malvern on Wednesday 13 September 2023, commencing at 6.00 pm 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.	<b>Apologies for Absence</b> To receive and note apologies for absence
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Operations and Planning Committee meeting: ➤ 19 July 2023 (previously circulated)
<b>Public Participation</b> <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.	<b>Obelisk to mark the Platinum Anniversary of Queen Elizabeth II</b> ➤ Report OC01/23 to follow
5.	<b>Malvern Link Stones</b> ➤ Report OC02/23 to follow
6.	<b>Review of Rules and Regulations at Great Malvern Cemetery</b> ➤ Report OC03/23 to follow

<b>7.</b>	<b>Review of Town Council Events/Suggestions for New Events</b> ➤ Report OC04/23 to follow
<b>8.</b>	<b>Work Programme and Operations Update</b> ➤ Report OC05/23 to follow
<b>9.</b>	<b>Environmental Matters – including rainwater harvesting at Great Malvern Cemetery</b> ➤ Report OC06/23 to follow
<b>10.</b>	<b>Planning Consultations</b> ➤ Report OC07/23 to follow
<b>11.</b>	<b>Date and Time of Next Meeting</b> ➤ Wednesday 18 October 2023 at 6pm

**UNADOPTED**

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

**Held in the Council Chamber, Belle Vue Terrace, Malvern on  
Wednesday 19 July 2023 at 6.00 pm**

**Councillors**

**Present**

S Austin  
A Cherry  
J Green  
F Matthews-Jones (Vice-chair)  
D Mead (Chair)  
D Watkins

**Absent**

C Bovey (apologies)  
J Leibrandt (apologies)

**Also in attendance**

L Blake – Town Clerk  
C Porter – Operations Manager  
L Wall – Minute Clerk  
Cllr C Hooper, Mayor (until 6.20pm)

**15. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllrs Bovey and Leibrandt were **NOTED**.

**16. DECLARATIONS OF INTEREST**

None.

**17. 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 31 May 2023

**18. PUBLIC PARTICIPATION**

None.

**19. SWING AT MICHAEL'S CRESCENT PLAY AREA**

Report OC01/23 was received and accepted.

The Town Clerk explained that the provision of DDA equipment at Michael's Crescent had been raised by a local resident following the recent refurbishment of this park. The suggested basket swing would be usable by all ages and abilities, and was thought to be a more-inclusive option than the harness-style swing seats. Although there was no provision in the budget for this item, funding could be taken from general reserves.

The Operations Manager explained that the installation would necessitate taking out a small set of existing toddler swings, but toddlers could use the new basket swing and there were further swings just outside the play area which would have a flat seat replaced with a toddler seat.

Members of the committee agreed that provision of DDA equipment wherever possible throughout the town council's play areas was important, whilst noting that not every play area would be suitable due to various factors.

## UNADOPTED

It was **AGREED** to supply and install a basket swing in Michael's Crescent play area at an approximate cost of £7,500 including extension of the safety surface.

### 20. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC02/23 was received and accepted.

The Operations Manager explained that projects within the programme were underway, noting the following:

- Refurbishment of Jamaica Crescent play area would be considered at the September meeting of Operations and Planning committee, and if agreed, works would commence in October/November.
- The order for a new pump track at Adam Lee had been placed but before works commenced, there would be a user consultation event on 8 August, a chance for users to discuss the design with the contractors.

Members of the committee congratulated the operations team on the success of the hanging baskets and rose bed at Rosebank Gardens.

### 21. **TOWN COUNCIL EVENTS**

The Town Clerk updated the meeting on the following town council events:

- Heart of England in Bloom: the portfolio had been printed and once again was a colourful and informative booklet. The town was also looking good thanks to the efforts of the operations team and partner organisations, and was now ready for the judges arrival the following day.
- Bands in the Park: concerts continued to be popular and the upcoming performance by Cinderford Brass Band would include a collection for St Richard's Hospice, the mayoral charity for 2023/24.
- The Mayor's Bonanza had been cancelled and one of the bands previously booked to play at the event would now play in Priory Park on 28 August. On the same day, the basketball players would hold a free training event on the courts at Victoria Park, and the Town Clerk suggested that the town council could contribute a small amount of funding towards this.

***Cllr Hooper left the meeting at 6.20pm***

#### **Ideas for future town council events**

The Town Clerk explained that the events programme was in need of refreshing as some events held previously such as the Health and Wellbeing Fair had run their course and would not be held again in 2023/24. It was also thought that The Mayor's Peaks Challenge would not be held in 2024 as it would be in aid of St Richard's Hospice, who already have their own event planned on a similar date.

Members commented as follows:

- The co-operation of MHDC was required to ensure that events were spread throughout the year.
- The carnival was a hugely popular event in years gone by but was a very large event to organise and possibly was no longer suitable due to health and safety requirements for floats etc.
- Malvern Link and Barnards Green did not have as many events as Great Malvern and this disparity should be addressed.

## UNADOPTED

- The proposed extension of Malvern Theatres into Priory Park would negatively affect the available area of the park for events, and organisers of some events would probably be looking at alternative venues.

It was **AGREED** that the agenda for the next meeting of Operations and Planning Committee will include an item to consider possible new events for future years and members were encouraged to bring any ideas for this to the meeting.

### 22. **ENVIRONMENTAL MATTERS**

Report OC03/23 was received and noted.

The Chair explained that this was now a regular item on the Operations and Planning Committee agenda, giving members the opportunity to raise any environmental matters.

Mound in Victoria Park – a resident had asked if this could be sown with wildflowers. The Operations Manager explained that it had now been mown following complaints about the overgrowth, but it was not considered a suitable area for wildflower planting.

### 23. **PLANNING CONSULTATIONS**

Report OC04/23 was noted.

41 Geraldine Road, Malvern, Planning ref: 21/01513/FUL

The appeal against refusal of planning permission had been dismissed. On behalf of the residents' group, Cllr David Mead thanked the council for its support in objecting to this application, but reminded councillors that there was second application still pending.

### 24. **DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 13 September 2023 at 6.00 pm.

The meeting finished at 6.50 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 13 September 2023**

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

**OBELISK TO MARK THE PLATINUM JUBILEE OF QUEEN ELIZABETH II**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Committee is recommended to agree that the obelisk commissioned for the Platinum anniversary of Queen Elizabeth II is now installed in an area to the southern end of Rosebank Gardens where there are three similar structures. Climbing roses will be planted at the base.

**3. Background**

- 3.1. In October 2021, Council agreed to mark the Platinum anniversary of HM Queen Elizabeth II's accession to the throne with a hand-forged obelisk located in the centre of the circular bed at the entrance to Rosebank Gardens.
- 3.2. The obelisk was constructed in forged steel with a simple royal crown painted in gold at the top. it was installed in Rosebank Gardens and officially unveiled by the Mayor on 1 June 2022 (see Appendix A).
- 3.3. In December 2022, Operations and Planning Committee agreed to fund a project to raise the front of the entranceway bed in Rosebank Gardens. This project completed in early 2023 has dramatically improved the aesthetics of the entranceway and the bush roses planted have flourished to create an impressive display which attracted praise from the Heart of England in Bloom judges (see Appendix A).
- 3.4. At the meeting in December 2022, committee discussed the possibility of relocating the Jubilee obelisk and it was agreed that this would be reviewed again at a later date.
- 3.5. Officers feel that after the alterations to the entranceway bed this obelisk should now be relocated, so as not to detract from or overwhelm the overall vistas at the entranceway to the gardens. It is felt that this would be better located in an area to the southern end of the gardens where there are other obelisks with climbing roses in place (see Appendix A).

**4. Financial Implications**

- 4.1. Town Council staff would install the obelisk and there would be costs of approximately £100 to purchase climbing roses to plant at its base.

**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  
MALVERN TOWN COUNCIL  
to be held on Wednesday 13 September 2023  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**MALVERN LINK STONES**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Committee is recommended to agree to the Malvern Link stones being permanently placed in a newly created flower bed, to be sited in the grassed area immediately on entering Great Malvern Cemetery.

**3. Background**

- 3.1. Following a resolution at Full Council on 6 September not to install a fountain in front of the Malvern sign in Rosebank Gardens, the Malvern Link stones are no longer required for that particular area.
- 3.2. Officers now suggest that the stones could be placed in a newly created flower bed inside the entrance of Great Malvern Cemetery (see figure 1), which would provide a use for them and preserve them for posterity. The circular bed would be formed around the stones and appropriate planting installed.
- 3.3. The Malvern Link stones are currently being stored on one of the tarmac cemetery roads (see figure 2) which will be shortly required for funeral vehicles as the burial area expands.

**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



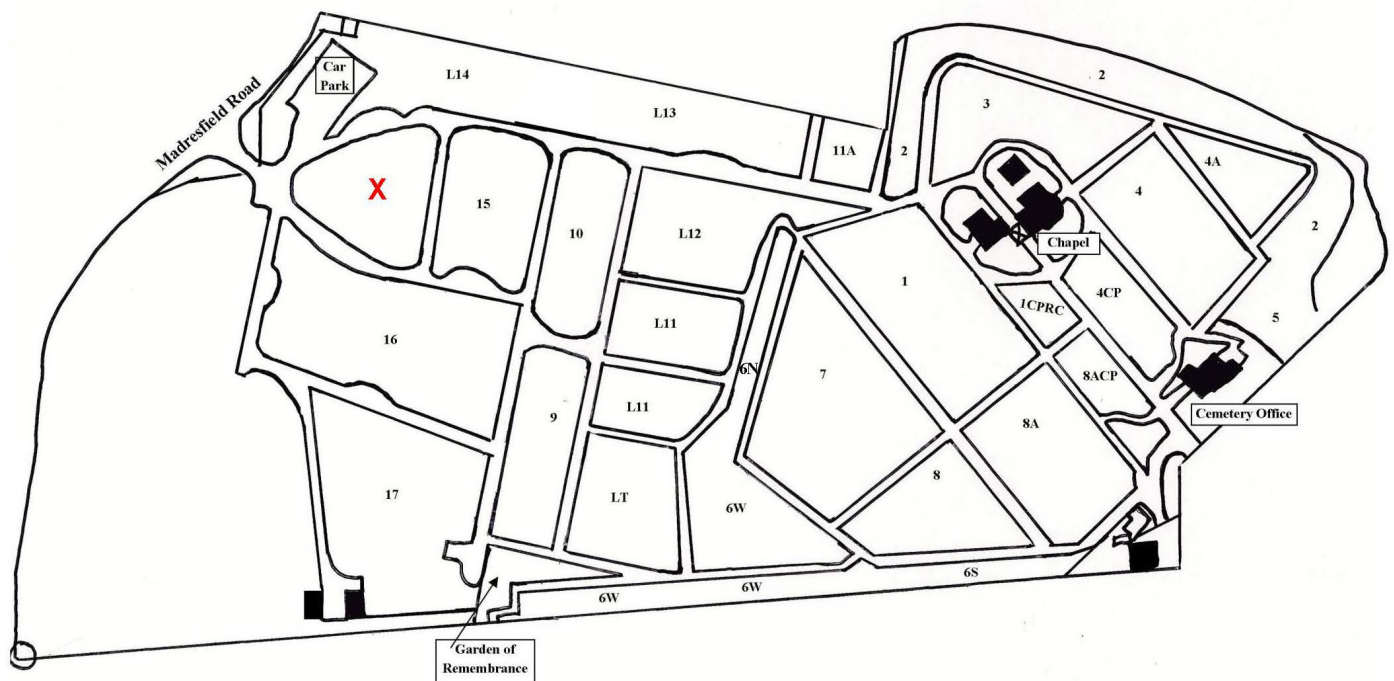


Figure 1 Location of flower bed marked X



Figure 2 Stones on cemetery road

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

**to be held on Wednesday 13 September 2023  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**REVIEW OF RULES AND REGULATIONS FOR  
GREAT MALVERN CEMETERY**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Committee is recommended to consider and agree the draft rules and regulations for Great Malvern Cemetery as drawn up by the Cemetery Rules and Regulations Task and Finish Group, and attached at Appendix A.

**3. Background**

- 3.1. The Local Authorities' Cemeteries Orders 1977 (LCAO) requires that cemeteries must be kept in good order and repair. The Town Council introduced a scheme of regulations for the management of the cemetery in 2002 and these regulations were last reviewed in 2014.
- 3.2. The cemetery rules and regulations contain a variety of information including:
- opening times
  - general rules for conduct and behaviour
  - rules for interments
  - memorials
  - maintenance and upkeep of graves
  - traffic control
  - fees and charges
  - a map
- 3.3. A major review of the rules and regulations was carried out in 2014, mainly concentrating on rules applicable to upkeep of graves and memorials, but Officers have, over the past year, identified a number of items that require modification or clarification as well as a need for some additions to the rules.
- 3.4. The task and finish group, along with officers, have now formulated a revised set of rules and regulations that are clear and specific, easily understandable by members of the public, and unambiguous in order that they can be clearly enforced Officers of the Council.
- 3.5. The recommendation from this committee will be forwarded to Full Council for approval after which the updated rules and regulations will be made available in digital format and accessible from the Town Council website.
- 4. Financial Implications**
- 4.1. None pertaining to this report.

**5.     Legal Implications**

- 5.1.     The regulations include the statutory requirements contained within the Local Government Act 1972, the Local Authorities' Cemeteries Order 1977 (LCAO) and the Health and Safety at Work Act together with any other relevant legislation that governs this service.
- 5.2.     The Local Authorities' Cemeteries Order 1977 Regulation 4 requires that local authorities' cemeteries must be kept in good order and repair. A set of clear regulations regarding the maintenance of the cemetery will help to achieve this.

End  
Linda Blake  
Town Clerk



## **Great Malvern Cemetery**

Madresfield Road  
Malvern  
WR14 2AS

### **Rules and Regulations**



## CONTENTS

### **Contents**

INTRODUCTION .....	1
MANAGEMENT OF THE CEMETERY .....	2
INTERMENTS .....	3
EXCLUSIVE RIGHT OF BURIAL.....	5
HEADSTONES AND OTHER MEMORIALS.....	6
MAINTENANCE AND UPKEEP .....	9
TRAFFIC CONTROL .....	9
FEEES AND CHARGES .....	10
GENERAL.....	10
MAP OF GREAT MALVERN CEMETERY.....	1



## **CEMETERY RULES AND REGULATIONS**

### **INTRODUCTION**

Great Malvern Cemetery is a working cemetery with a long and interesting history, dating from the early 1860's. At over fifteen acres, and with many ancient/ trees, it is a beautifully maintained area that we hope you agree provides a peaceful final resting place for your loved ones.

The following rules and regulations apply to Great Malvern Cemetery, Madresfield Road, Malvern, WR14 2AS, and any other cemetery which may be established by, or come under, the control of Malvern Town Council (hereafter known as 'the Council') after the adoption of these regulations.

All local authority managed cemeteries are subject to standards and conditions known as cemetery rules and regulations. These are designed to inform all cemetery users of the aspects of the management of the cemeteries and the reasonable requirements applicable to them.

Whilst rules and regulations are a necessary requirement for the management of the cemetery, every effort has been made to avoid restricting the rights and choices of the individual. Therefore, these rules and regulations have been prepared with a balance between individual rights/information and the need to regulate for clean, safe and tidy cemetery grounds.

These regulations include the statutory requirements contained within The Local Government Act 1972, the Local Authorities' Cemeteries Order 1977 (LACO) and the Health and Safety at Work Act together with any other relevant legislation that governs this service.

The cemeteries are managed in accordance with the Local Authorities' Cemeteries Order 1977 under which burial authorities are responsible for maintaining statutory burial registers and grave plans, establishing rules and regulations relating to the management of the cemeteries and the memorials permitted with them and setting fees for burials and memorials.

All contractors wishing to work within the Town Council cemetery must provide annually, evidence of Public Liability and Employer's Insurance cover to indemnify the Town Council against any claims arising from any acts or omissions.

No memorial shall be altered or interfered with after it has been erected in the cemetery according to the design submitted to and approved by the Town Council. Nor shall any work of any kind or description be undertaken or carried on within the cemetery without the consent of the Town Council first being obtained.

***The Council is empowered to alter or amend the foregoing rules and regulations at any time and to introduce further regulations as it considers necessary.***

## **MANAGEMENT OF THE CEMETERY**

1. The cemetery will be open to the public during the following times:

**Cemetery** - open daily during the following hours:

1 April to 30 September	8.00 am to 6.00 pm
1 October to 31 March	8.00 am to 4.00 pm

**Cemetery Office** - excluding Good Friday, Christmas Day and Public Holidays:

Monday to Friday	8.30 am to 3.00 pm
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2. Any unauthorised entry when the cemetery is closed to the public contravenes the Local Authorities' Cemeteries Order 1977, Section 18(2).
3. All persons entering the cemetery will be subject to these rules and regulations and any other orders and controls applicable, and as updated from time to time.
4. All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of the Local Authorities' Cemeteries Order 1977, Section 18(1) below:  
No person shall:
  - a) wilfully create any disturbance in a cemetery;
  - b) commit any nuisance in a cemetery;
  - c) wilfully interfere with any burial taking place in a cemetery;
  - d) wilfully interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any such matter; or
  - e) play at any game or sport in a cemetery.
5. Visitors to the cemetery shall not unreasonably interrupt the Council's employees at their duties or employ them to execute private work within the cemetery or extend to them any gratuity. No employee of the Council is to demand or receive any gratuity.
6. All enquiries, compliments, requests and complaints from or by members of the public must be made either to the Operations Manager or Supervisor at the Cemetery Lodge in the cemetery or at the offices of Malvern Town Council, 28 – 30 Belle Vue Terrace, Malvern.
7. No animals shall be permitted to enter the cemetery other than dogs on a short lead. Only assistance dogs may enter the cemetery office or cemetery chapel.
8. No person shall operate any sound reproducing equipment or play any musical instrument in the cemetery or chapel without the prior consent of the Council.
9. No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit orders for the same, within the cemetery.
10. Any person using a motor vehicle in the cemetery shall only do so on a carriageway suited to the purpose, except with the consent of the Council.
11. All visitors to the Cemetery must keep to the footpaths or roads provided for that purpose, except whilst visiting a grave or vault, and should refrain from touching trees, shrubs, plants or flowers.

12. No person shall deposit, throw or otherwise deposit and leave in the cemetery any wastepaper or refuse of any kind, except in the litter bins provided for the purpose.
13. Smoking and vaping are prohibited in the chapel or near any place where an interment is taking place.
14. The operation of the Council's cemetery and any interments therein, will be carried out strictly in accordance with the provisions of The Local Authorities' Cemeteries Order 1977 and such other Regulations as may be made by the Secretary of State for the Home Office, from time to time.
15. No interment shall take place, and no headstone or memorial shall be placed in the cemetery, nor shall any additional inscription be made on a headstone or memorial, without the prior consent of the Council.
16. Scattering of ashes is not permitted anywhere in the cemetery.

### **INTERMENTS**

An interment means burial in the ground, deposit of an urn or casket containing cremated remains into the ground or burial in the ground of cremated remains in the garden of remembrance.

17. Interment times are outlined below:

**Table of interment times to be inserted here.**

Interments will not be permitted at any other time.

18. The time appointed for an interment will be that at which the funeral cortège is to arrive at the entrance gate of the cemetery where the interment is to take place. The Funeral Director or person in charge of the funeral, arriving after the appointed time, must act under the direction of the Council as to when the funeral service may proceed.
19. Prior telephone booking is required for every interment, which must be confirmed in writing using the prescribed form – 'Notice of interment'. The form and correct payment must be received at the offices of Malvern Town Council at least five clear working days prior to the interment taking place.
20. The Council will accept no responsibility whatsoever for verbal arrangements, where such arrangements have not been so confirmed.
21. The notice of interment must contain full details of the deceased; the proposed interment; the grave to be used, and, in the case of new lawn or cremated remains graves, the signature of the owner of the Exclusive Right of Burial confirming that they have read and agreed to abide by the relevant regulations regarding headstones, memorials and the maintenance and upkeep of the grave.
22. Where the owner of the Exclusive Right of Burial is deceased and no application has previously been made to transfer ownership, the Council must be satisfied that correct ownership is established before accepting a booking.
23. The Council will not accept responsibility for the consequences arising from the loss or delay of any such notice of interment, order or other document sent by post, nor for the accuracy of the details contained in the notice of interment.

24. In cases of emergency, certified by acceptable medical authority, Regulations 19 - 23 may be waived in the interest of public health.
25. The person or persons arranging the interment shall be responsible for the attendance of a Minister of Religion, to officiate at the burial service, and for the payment of any fee to which the Minister is entitled.
26. For booking purposes, it is assumed that services in the cemetery chapel will take approximately half an hour unless notified otherwise. Services for more than an hour must be approved by the Council at the time of booking and an additional fee paid.
27. Any form of religious service may be used, but any other ceremony is subject to the approval of the Council. Alternatively the coffin may be committed without a service.
28. A certificate for burial issued by the Registrar of Births and Deaths or a Coroner's Order for Burial, or a duplicate copy thereof, must be delivered to the Council, or its designated officer, when the funeral cortège arrives at the Cemetery.
29. Any person procuring an interment without the production of such certificate or order will be required to make a written declaration on the prescribed form in accordance with Section 1(1) of the Births and Deaths Registration Act 1926.
30. In the case of interment of cremated remains, a certificate of cremation for burial purposes, issued by the Cremation Authority will be required.
31. Foetal remains<sup>1</sup> cannot be interred in Great Malvern Cemetery but a memorial plaque may be placed in the delegated area of the Garden of Remembrance.
32. Every body brought into the Cemetery for interment shall be contained in a suitable coffin, of perishable material, and shall be interred in that coffin. No coffin shall be accepted unless it bears adequate particulars of the identity of the deceased person or persons therein.
33. Cremated remains may be interred in a perishable casket/container or poured into the grave. They may also be placed in or on a coffin, at the same time as a body is interred, but will be subject to the usual fee for the interment of ashes, and the relevant paperwork must be produced.
34. The responsibility for providing sufficient bearers to carry the coffin reverently from the hearse into the Chapel, or to the grave, whether mourners are present or not, rests with the Funeral Director.
35. All graves will be prepared by persons employed by the Council.
36. No body shall be buried in a grave in such a manner that any part of the coffin is less than 3'0" below the level of any ground adjoining the grave, provided that the Council may, where they consider the soil to be of a suitable character, permit a coffin to be placed not less than 2'0" below the level of any ground adjoining the grave.

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<sup>1</sup> For the purposes of this document, the definition of foetal remains is "a human foetus of less than 24 weeks gestation that has at no time since delivery shown any visible sign of life."

37. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave, on a previous occasion, by means of a layer of earth not less than 6" in depth.
38. When any grave is re-opened for the purpose of making another burial no person shall disturb any human remains already interred or remove therefrom any soil.
39. After interment, no body or cremated remains may be removed from a grave without the production of the Ecclesiastical Faculty and/or Licence for Exhumation required by law. The original documents will be required for this purpose.
40. In the case of the re-opening of a private grave where written consent of the owner of the burial rights, the Deed of Grant of Exclusive Right of Burial or other reasonable evidence of ownership cannot be produced, the Council will require to be indemnified against any action arising as a result of permitting the interment.
41. If it is deemed necessary in the interest of public health a coffin shall be taken direct to the grave and not to the cemetery chapel.

#### **EXCLUSIVE RIGHT OF BURIAL**

Exclusive Right of Burial means the Exclusive Right, granted by Deed, of the registered owner to determine who may be interred in or commemorated on the grave in question; such Exclusive Right to be for a period of 75 years. The purchase of a grave space is for the Exclusive Right of Burial and not for the purchase of land. The land remains the property of the Council at all times.

42. Grave spaces are only available, for the purchase of Exclusive Right of Burial, at the cemetery and in accordance with these rules and regulations, and the scale of fees and charges applicable to such purchase at that time.
43. All such private graves will be initially excavated to the standard depth decided by the Council, for that particular section of the cemetery, and the interment fee will be charged accordingly.
44. New lawn and C. R. graves will normally be allocated in strict rotation within each section. A grave other than in rotation may be subject to the discretion of the Council. Plans showing the grave spaces are kept at the cemetery office, where they may be seen during normal office hours, upon application from the cemetery staff. Records dating before 1950 are kept by the Worcestershire Archive and Archaeology Service in Worcester.
45. The Council cannot be held responsible if, due to factors outside its control, the full number of interments in a grave cannot be achieved.
46. A grant of Exclusive Right of Burial is for a period of 75 years and confers no other right than that of burial. It does not include the purchase of land which remains the property of the Council at all times.
47. No pre-purchasing of graves is allowed at the cemetery.
48. Any transfer of ownership of Exclusive Right of Burial will be subject to the production of satisfactory evidence of title and the approval of the Council. Such transfer must be registered in the records of the cemetery and the Deed of Grant

of Exclusive Right of Burial must be produced for endorsement at the cemetery office and the appropriate transfer fee paid.

49. No new vault will be permitted to be constructed in the cemetery.

#### **HEADSTONES AND OTHER MEMORIALS**

50. A headstone or memorial may only be erected on a grave space within the cemetery in accordance with these regulations and upon payment of the appropriate fee. The right to erect a headstone or memorial will be for the unexpired portion of the Grant of Exclusive Right of Burial.
51. Permission to erect, reinstate and add further inscriptions to a memorial can only take place with the grave owner's permission or with the agreement of proven representatives.
52. The erection of a headstone or memorial on a public grave will be subject to the discretion of the Council and in accordance with these regulations and upon payment of the appropriate fee. Where permission is granted to erect a headstone upon a public grave, it will be subject to the right of the representatives of other persons interred in the grave to have those persons commemorated thereon. As there is no right to erect a headstone or memorial on a public grave, such headstone or memorial does not in itself confer any rights and remains at the pleasure of the Council.
53. Application for approval to place a new headstone or memorial in the cemetery, alter or add to any inscription or replace, add to or remove from the cemetery any headstone or memorial must be submitted to the Council.
54. Such notice must be submitted at least two weeks in advance of the proposed date of erection and must include:
- a) The grave number and name of the deceased;
  - b) In the case of a new headstone or memorial a drawing of the headstone/memorial and its specification including the type, colour and finish (i.e. polished, honed etc) of the material to be used and showing all dimensions including those of the foundation slab;
  - c) Any text to be cut upon the headstone/memorial or any text to be altered or added to any existing headstone/memorial and the method of lettering;
  - d) The name, address and signature of the person placing the order for the headstone work to be undertaken who should be the owner of the Exclusive Right of Burial. If such owner is deceased the applicant must state their relationship to the deceased owner. If the owner is alive but is not making the application, the applicant must provide a letter signed by the owner confirming and authorising such an application;
  - e) The name, address and telephone number of the headstone mason.
55. The approval of the Council for any such application will be confirmed by the issue of a headstone permit, valid for a period of three months. No work should be undertaken until the permit has been issued. Any such permit is issued on the understanding that the work undertaken will fully comply with the details of the

application form and the requirements of these rules and regulations. Any work that does not so comply will not be permitted to remain in the cemetery.

56. No permit is required for cleaning only, up-righting and re-levelling, repair of existing lettering, or painting of existing inscriptions unless the headstone/memorial is to be removed from the cemetery.
57. It is advised that headstones and memorials on lawn graves are not erected within three months of the date of burial to allow settlement of the ground.
58. Memorials and headstones for CR graves may be erected on the day of the interment of ashes or at any point thereafter.
59. All new headstones and memorials shall comply with the National Association of Memorial Masons (NAMM) *Memorial Specification Guide* to be read in conjunction with NAMM *Recommended Code of Working Practice*.

**Diagrams of permitted headstones with dimensions to be inserted here.**

60. Each headstone or memorial shall be set on a foundation slab of natural or pre-cast stone or concrete suitably reinforced, in one piece, of the same dimensions as the base of the headstone or memorial and not less than 3" thick in the case of a headstone, or 2" thick in the case of a memorial and situated so that the top surface of the foundation or sub-base is flush with the adjoining ground level.
61. The only exception to this regulation is that in the case of the traditional plots, the sub-base may be of such a width that it bridges the grave and rests on undisturbed ground but the sub-base must still be sunk into the ground so that its top surface is flush with the adjoining ground level.
60. All joints must be properly cemented and cramped, joggled or dowelled.
61. There must be at least two dowels for each dowelled joint. (join 60 + 61 together)
62. Headstones shall be constructed from a single piece of stone, although they may be inlaid with natural stone, lead or bronze as part of the design or inscription. Such inlay shall not reduce the thickness of the main body of the headstone to less than 2" (or 1" in the case of children's graves). The inlaid material must not be raised above the surface of the headstone proper by more than ½" and must be contained within the overall dimensions of the headstone.
63. The base of any headstone or memorial shall be constructed of a single piece of stone, which may be drilled to accommodate up to two flower containers.
64. A headstone must be fixed so that its rear face is set 2" from the rear face of the base, or 2½" if the height of the headstone is greater than 2' 6".
65. A headstone or memorial must be cut from the best quarried natural stone and must be durable and sound. All memorials must be in keeping with existing memorials, in terms of shape and size, within the surrounding area. No headstone or memorial should be painted. Memorials of wooden crosses are permitted in the cemetery.
66. Oval ceramic photographic plaques, not exceeding 4" in height and 3½" in width (or the metric equivalent) may be affixed to the front of headstones only.
67. A headstone or memorial shall be inscribed with its grave number, on the rear face. (combine with 70?)

68. Trade names may be incised, or incised and inlaid to match the main inscription, in figures not more than ½" high, on either side or rear faces.
69. Only the surname of the deceased shall be permitted on the rear face of the headstone or memorial, in figures not exceeding 1" in height.
70. No hewing or dressing of stone, other than the cutting of an inscription or cleaning of the stone will be permitted in the cemetery.
71. All materials and equipment shall be conveyed in the cemetery in such a manner as to prevent damage to walks, paths, roads, or turfed areas and all soil or waste materials shall be removed in a like manner.
72. Mats, boards or canvas shall be used as directed by the Council to achieve this end.
73. All workmen employed on behalf of the owner of the Exclusive Right of Burial or the personal representative of such person, to erect any headstone or memorial or to perform work on an existing vault, headstone or memorial shall carry out their work strictly under the direction of the Council and shall:
  - a) At the cost of the owner fill up and level the ground, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work;
  - b) Perform the work during the normal opening hours of the cemetery office (at all other times access is forbidden);
  - c) Provide their own tools and equipment and complete the work with due despatch.
74. The Council must be informed of the removal of any headstone or memorial from the cemetery.
75. The removal and re-erection of a headstone or memorial to facilitate the re-opening of a private grave or vault or to level such grave or vault shall be at the expense of the grave owner or the personal representative of such person.
76. Any person removing a headstone or memorial to permit a further interment shall either remove the same from the cemetery, after informing the registrar, or place it in the position indicated by the Council.
77. Any headstone or memorial removed from a grave to facilitate an interment shall be replaced as soon as possible after the first anniversary of the last interment, if not before.
78. Any unauthorised headstone or memorial shall be removed at the expense of the grave owner, or the personal representative of such person.
79. Any headstone or memorial erected in the cemetery remains there at the sole risk of, and must be kept in a good state of repair by, the owner of the Exclusive Right of Burial or the personal representative of such person. The Council reserves the right to remove any headstone or memorial, which has become dangerous or unsightly.
80. The Council reserves the right to exclude or remove from the cemetery any headstone or memorial not executed in a workmanlike manner or from sound



materials, or which would in the opinion of the Council disfigure the cemetery, or offend public decency.

#### **MAINTENANCE AND UPKEEP**

81. After an interment has taken place in a grave and time has elapsed for settlement of the ground, the Council, in accordance with the Local Authorities' Cemeteries Order 1977, shall cause the surface of the grave to be levelled and grassed except for any area covered by a memorial.
82. This timescale shall be a maximum of four years and at 42 months the Council may approach Exclusive Right of Burial owners to prepare for this transition.
83. The surface of every lawn grave when settled shall be at ground level, except for an approved memorial permitted in accordance with the Cemetery Rules and Regulations (see previous section).
84. It is the responsibility of the owner of the Exclusive Right of Burial to keep the grave space free from weeds and in a tidy condition. In the event that the grave space is not being kept in a reasonable state of repair the Council reserves the right to level and grass the area.
85. Small bedding plants, subject to the approval and direction of the Council, may be planted in the 18 inches directly in front of the memorial.
86. The Council reserves the right to prune, cut down, or dig up and remove any shrubs, trees, plants and flowers, at any time when the same are unsuitable or have become unsightly or overgrown.
87. The placing on graves of wire mesh, fences, kerbing and any items detrimental to health and safety regulations shall be prohibited. This will be at the discretion of the Council Officer responsible for the cemetery.
88. A maximum of four solar lights shall be permitted on a grave.
89. All items must be placed within the boundary of the grave and must not exceed a height of 18 inches.
90. The Council reserves the right to remove from any grave, flowers, plants, wreaths or other items which have become unsightly or are in a state of disrepair.
91. After a period of four years, the placing of grave adornments shall be restricted to the 18 inches in front of the memorial and at 42 months the Council may approach Exclusive Right of Burial owners in order to prepare for this transition.
92. Christmas wreaths will be removed by the Council after a period of six weeks in each New Year.
93. Any surplus soil removed from a grave is to be deposited in such part of the cemetery as directed by the Council.
94. Should the owner of the Exclusive Right of Burial of any grave desire that the upkeep, maintenance, turfing or planting be undertaken for payment by any firm or contractor other than the Council, a permit authorising such work must first be obtained by such firm or contractor from the Council.

#### **TRAFFIC CONTROL**

95. Admission of vehicles is subject to the following conditions:

- a) Access is available only during the following hours, including Saturdays, Sundays, Good Friday, Christmas Day and Public Holidays:
 

1 April to 30 September	8.00 am to 6.00 pm
1 October to 31 March	8.00 am to 4.00 pm
- b) Access is subject to absolute right of way being given to any funeral cortège in the Cemetery;
- c) No vehicle is to be left in a position so as to cause any obstruction to other traffic;
- d) A speed of 5mph is not to be exceeded;
- e) Vehicles must enter only by the Madresfield Road entrance and leave only by the Madresfield Road entrance, unless otherwise directed;
- f) No liability is accepted by the Council for loss of or damage to a vehicle or its contents, or injury to its driver or passengers howsoever arising;
- g) All requirements of the Council shall be complied with;
- h) Permission for admission of vehicles may be withdrawn at any time.

#### **FEES AND CHARGES**

- 96. The fees and charges prescribed for the use of the cemetery shall be those specified in the scale of fees and charges, as amended from time to time, and available on the Town Council's website.
- 97. Fees and charges applicable to the cemetery shall be doubled if the deceased was not a resident of Malvern Parish at some point during the five years preceding the date of their death. The exception to this is where the deceased is the grave owner and was resident of the Malvern Parish area at the time the grave was purchased and/or the first interment took place. In the event of a Power of Attorney being in force, each case will be considered individually.
- 98. All fees and charges are payable in advance to the Council, except in the case of funeral directors and stonemasons, dealing continuously with the Council, when payment is rendered monthly.

#### **GENERAL**

- 99. All persons (not being employees of the Council) engaged at work in the Cemetery shall comply with all directions and requirements of the Council.
- 100. Burial or memorial services may be held in the Cemetery Chapel subject to the consent of the Council and payment of the appropriate fee.
- 101. A register of all burials and graves from 1950 is kept at the cemetery office. Records pre-1950 are kept by the Worcestershire Archive and Archaeology Service in Worcester, where searches can be made and certified extracts obtained upon payment of the prescribed fee.
- 102. The type or types of memorial available at any time, in the cemetery, shall be determined by the Council's delegated officer who reserves the right to refuse any application or inscription which they consider unsuitable.

103. The Council is empowered to alter or amend the foregoing rules and regulations at any time and to introduce further regulations as it considers necessary.
104. All persons entering the cemetery do so at their own risk and the Council will not accept any liability for injuries or damage sustained howsoever caused.
105. Any of the foregoing rules and regulations may be waived by the Council in exceptional circumstances and the Council shall be empowered to impose temporary restrictions on any matters not specifically covered by these rules and regulations.

DRAFT

## **GLOSSARY to be completed**

In these rules and regulations, unless the context otherwise requires, the following words and expressions shall have these meanings assigned to them:

**Additional inscription:** means each inscription, inscribed after the first inscription, to ONE other deceased person whether that person be interred in the grave or not. (see also “inscription”)

**Burial:**

- a) of a body in a grave
- b) of cremated remains (ashes), by distribution beneath a layer of turf (no scattering directly onto the soil)
- c) of cremated remains (ashes), placed in a container in a hole in the ground, inside a coffin or on top of a coffin (either a grave or cremated remains plot)

**Casket:** a box-like container for cremated remains, must be of perishable materials

**Cemetery:** means any place provided by the Council for the interment of human remains and any reference to ‘the Cemetery’ shall refer to any or all of the cemeteries to which these Regulations apply.

**Chapel:** means the consecrated and un-consecrated buildings, situated within the boundaries of the Cemetery, used for the purposes of burial or memorial services.

**Child’s grave:** a grave for children up to the age of 5 years.

**Council:** means Malvern Town Council, also known as “The Council”.

**Cremated ashes, cremated remains:**

**Cremated remains plot:** a grave exclusively for the interment of cremated remains.

**Diocese:** district under the jurisdiction of a bishop.

**Eco-coffin:** coffin made with concern for the ecology and environment, e.g. from cardboard, willow, bamboo

**Exclusive Right of Burial:** means the Exclusive Right, granted by Deed, of the registered owner to determine who may be interred in or commemorated on the grave in question; such Exclusive Right to be for a period of 75 years. The purchase of a grave space is for the Exclusive Right of Burial and not for the purchase of land. The land remains the property of the Council at all times.

**Exhumation:** digging up after burial of a corpse or cremated remains.

**Faculty:** a permit issued by the Church of England to allow the introduction of memorials, permit exhumations from consecrated ground in cemeteries or churchyards and carry out other developments in a church and churchyard or on consecrated sections of a cemetery

**Grave:** means a burial place formed in the ground by excavation and without any internal wall of brickwork, stonework or any other lining.

**Grave owner:** the person named as the owner of the Exclusive Right of Burial

**Grave space:** means that area allowed by the Council for the establishment of a grave.

**Headstone:** an upright slab carrying an inscription, and often ornamentation, set at the head of a burial grave.

**Inscription:** means a reference on a memorial to ONE deceased person, whether that person be interred in the grave or not. (See also “additional inscription”)

**Interment:** burial in the ground, deposit of an urn or casket containing cremated remains into the ground or burial in the ground of cremated remains in the garden of remembrance.

**Lawn graves:** cemetery area comprising rows of headstones with mown grass in between, intended to simplify ground maintenance. Graves are laid in an avenue of level grass on Plots 10, 11, 11A, LT11, L12, L13, L14, 15, 16, 17, 18. Memorial objects are strictly limited.

**Memorial:** generic term for any small stone, vase, tablet or other object placed on a grave space, whether inscribed or not, which is not more than 36” high, from ground level.

**Garden of Remembrance** (for cremated remains): memorial garden where ashes are deposited by interment.

**Public grave:** see unpurchased grave.

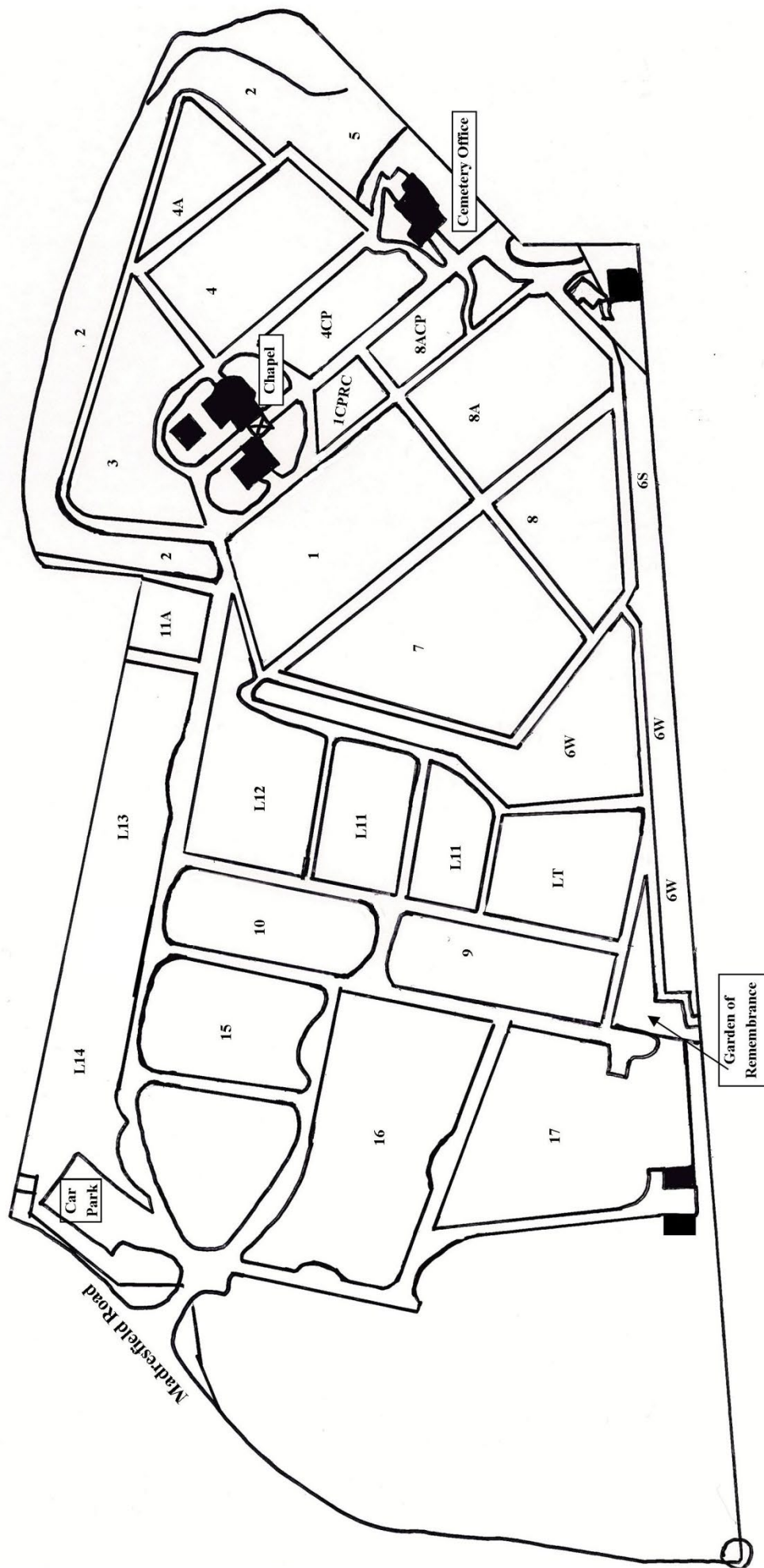
**Tablet:** as plaque but larger.

**Traditional grave:** means a grave on 1, 1CPRC, 2, 3, 4, 4A, 4CP, 5, 6S, 6N, 6W, 7, 8, 8A and 8ACP.

**Unpurchased grave:** previously called “common” or “pauper” grave, where no Right of Burial is granted, may be used for the burial of unrelated people and no right to place a memorial is given. The Council is the holder of the Rights.

**Urn:** container for cremated remains or a decorative feature on a monument.

**Vase:** container for cremated remains plots and graves no larger than 12” x 12”.



**MAP OF GREAT MALVERN CEMETERY**



*Malvern Town Council*  
*28-30 Belle Vue Terrace, Malvern*  
*Worcs, WR14 4PZ*  
*Tel: 01684 566667*

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

**to be held on Wednesday 13 September 2023  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**REVIEW OF TOWN COUNCIL EVENTS/  
SUGGESTIONS FOR NEW EVENTS**

**1. Purpose of Report**

- 1.1. For committee discussion.

**2. Recommendations**

- 2.1. Committee is asked to review the Council's current events programme for the next twelve months and to agree any changes or make suggestions for possible new events as appropriate.

**3. Background**

- 3.1. The Town Council runs an annual programme of events. These are organised by Town Council's events officers and other staff provide assistance as required to facilitate these events on the actual day.
- 3.2. A list of agreed events for the next twelve months is included at Appendix A along with some comments that can be used to review them.
- 3.3. Officers feel that the Town Council events programme needs to be regularly updated and refreshed so that events remain up-to-date, focussed and fulfil people's needs and wishes.
- 3.4. Committee may wish to suggest additional events that could be added to the existing programme whilst considering their cost and the resources required to run them.
- 3.5. Officers have already been approached by a local group about holding a Ukrainian-themed event and parade in the town.

**4. Financial Implications**

- 4.1. The events budget for the 2023/24 has been set at approximately £52,000.
- 4.2. Staff overtime costs are additional to this, although certain staff are unable to claim overtime and are entitled to time in lieu instead.

**5. Legal Implications**

- 5.1. All appropriate licences, risks assessments and insurance will be in place in time for events.

End  
Linda Blake  
Town Clerk



**AGENDA ITEM 7**  
**APPENDIX A**

EVENTS	BRIEF OUTLINE OF EVENT	DATE AND TIME	VENUE	EVENT REVIEW
ARMISTICE DAY	A service held annually in Malvern Priory, to commemorate the signing of the armistice.	Saturday 11 November 10.45am - 12.30pm	Great Malvern Priory Church.	This is a relatively small scale but important annual event to mark Armistice Day and is held on 11 November each year.
FIELD OF REMEMBRANCE	A biennial event where a field of crosses are planted in the gardens of Great Malvern Library in memory of those who have lost their lives in war. Local schools are invited to take part.	Next event scheduled for 2024	Great Malvern Library	This event has helped to engage local schools with Remembrance and to assist with their understanding of wars and their impact. The Field of Remembrance remains in place for a week, and all are invited to take part and lay a cross with donations to the British Legion encouraged but not mandatory.
REMEMBRANCE SUNDAY	A church service to be held, followed by a parade and then wreaths and crosses are laid at Great Malvern library.	Sunday 12 November Morning	Great Malvern Priory Church and then War Memorial at Malvern Library	A Remembrance Sunday church service, parade and wreath laying has taken place for as long as Malvern Town Council has been in existence. This is attended by many groups within Malvern and requires both staff and volunteers to operate the road closures required for the parade.
CHRISTMAS FESTIVAL	A community event, providing a Christmas grotto, children's entertainment, music, dance, food, craft stalls, culminating in a switch-on of lights in Great Malvern.	Saturday 25 November 12noon - 6.30pm	Church Street, Abbey Road, Great Malvern Priory Church, Grounds & Great Malvern Library & Grounds.	Although several partnership organisations work together to organise this annual event. The Town Council provide most of the staffing and also manage the event on the day. 2022 was a very successful and well attended event and the event for 2023 has been based on a similar event plan.
CHRISTMAS CHARITY CONCERT	Partnership concert with Malvern Hills District Brass Band and Hills Singers, raising funds for the Mayor's charities.	Saturday 16 December 1.30pm - 3.30pm	St Matthias Church	The charity Christmas concert has been running for a number of years and is a partnership event between the Town Council and the Malvern Hills District Brass Band. Attendance is usually fair, but the event competes with a few similar events held at this time of year.
HEALTH & WELLBEING FAIR	An event to showcase local holistic and mindfulness practitioners with taster	Saturday 29 April 11am - 5pm	Priory Park.	This event, once held in Rosebank Gardens, had become well attended and popular before Covid-19. Unfortunately, since this time, it has proved increasingly

**AGENDA ITEM 7**  
**APPENDIX A**

EVENTS	BRIEF OUTLINE OF EVENT	DATE AND TIME	VENUE	EVENT REVIEW
	services and demonstrations on a range of activities from yoga to healthy eating.			difficult to attract exhibitors who are willing to pay a fee to cover the costs of the onsite marquee required. Officers feels that this event should either be moved to an indoor venue where costs can be reduced or maybe even cancelled for a period to freshen up the events calendar with some new events.
MALVERN PEAKS CHALLENGE	Raising funds for the Mayor's charities, this is a walk over the Malvern Hills starting from either the Bromsberrow Estate or British Camp and ending in Priory Park.	Saturday 4 May 8.00am until 5pm	Priory Park, and over the Hills.	This event based on the Help for Heroes' walk, has been developed by Town Council Officers into a successful charity fundraiser with over £4,000 raised on 2023. There are difficulties with holding this event in aid of the Mayoral Charity in 2024 due to a similar event being held by St Richards Hospice a short time later. Therefore, Council can either cancel this event for 2024 or agree to run it in aid of another charity, something that has been done in the past. Officers feel that it would be a shame to lose the following, support and reputation of this annual event but appreciate the difficulties faced with a similar event being held by St Richards Hospice.
ARMED FORCES DAY	A themed Bands in the Park afternoon concert to mark Armed Forces Day. This will be a smaller event than in previous years. The Lydbrook Band have been booked for this event and will be performing military style music.	Sunday 30 June 2.30pm – 4.30pm	Priory Park.	A medium scale event was held in Priory Park in 2023 as the event has been gradually built up again after Covid. Groups present said that they enjoyed the day but there were some comments that the overall scale and size of the event should be bigger. It is also difficult to predict how many youth and cadet groups will be able to take part and more activities for attendees to engage in would possibly improve the event.
HEART OF ENGLAND IN BLOOM COMPETITION	A national competition focussing on bedding displays but also activities in relation to the environment, local communities, and wildlife.	June/July	Throughout the Town.	The Town Council have been the driving force of this event for many years. Whilst a considerable amount of work goes into preparing for the judging day and preparing the excellent portfolio, this does give MTC an incentive to strive to achieve high results. More input from MHDC is ideally needed.

**AGENDA ITEM 7**  
**APPENDIX A**

EVENTS	BRIEF OUTLINE OF EVENT	DATE AND TIME	VENUE	EVENT REVIEW
BAND CONCERTS	Free Sunday band concerts for the community. Music from a range of genres including rock, pop, blues, brass bands, country and jazz.	Sundays, 11 May – 15 September 2.30pm – 4:30pm	Priory Park.	Alternative Bands in the Park and Bands in the Park have now been amalgamated into one 18 week programme including a variety of music styles. This series of free concerts are arguably the most popular event that the Town Council puts on, and now provide something for everyone.
MAYOR'S BONANZA	A community event, with fete stalls, fairground rides, music, dance and food, whilst raising funds for the Mayor's charities.	Sunday 24 August 12noon – 5pm	Victoria Park.	This event, unfortunately had to be cancelled in 2023 due to a lack of available staffing resources. The Mayor's Bonanza has been built up over very many years into a large event held at Victoria Park which is very well attended by all sectors of the community. The lack of infrastructure at Victoria Park has meant that the budget for this event has increased to £9,500 but the aim of the Mayor's Bonanza was always to provide free and discounted activities and entertainment for residents of Malvern, whilst raising some funds for charity. Costs will be reduced when the new community hub building is in place.

[illegible]

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

**to be held on Wednesday 13 September 2023  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**ENVIRONMENTAL MATTERS – INCLUDING RAINWATER HARVESTING  
AT GREAT MALVERN CEMETERY**

**1. Purpose of Report**

- 1.1. For noting/discussion as appropriate.

**2. Recommendation**

- 2.1. Committee is recommended to agree to the purchase and installation of a 10,000-litre rainwater harvesting tank to be situated to the rear of the cemetery lodge.
- 2.2. 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. In May 2021, Full Council approved and adopted a new Environmental Policy and Environmental Strategy at the recommendation of the Environmental Panel.
- 3.3. The Environmental Policy has recently been reviewed and updated to accommodate difficulties experienced with budget constraints, limited factors towards current and future technology as well as unrealistic expectations.
- 3.4. 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,
- 3.5. 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.

**Rainwater Harvesting**

- 3.6. Officers have identified an opportunity to save resources by harvesting the rainwater that comes off the large expanse of roof at the rear of the cemetery lodge.
- 3.7. During the warmer months, all hanging baskets, planters and troughs are watered twice a week. This equates to approximately 6,000 litres of water a week, which is currently taken from the mains supply at the cemetery and occasionally from various springs and wells around the town.
- 3.8. The installation of a 10,000 litre tank as shown in Appendix A would give the Town Council a buffer of a week and a half on water usage, if it did not rain.

- 3.9. It is envisaged that by harvesting rainwater at the cemetery, the Town Council's overall consumption of piped water should reduce by approximately 50%.

**4. Financial Implications**

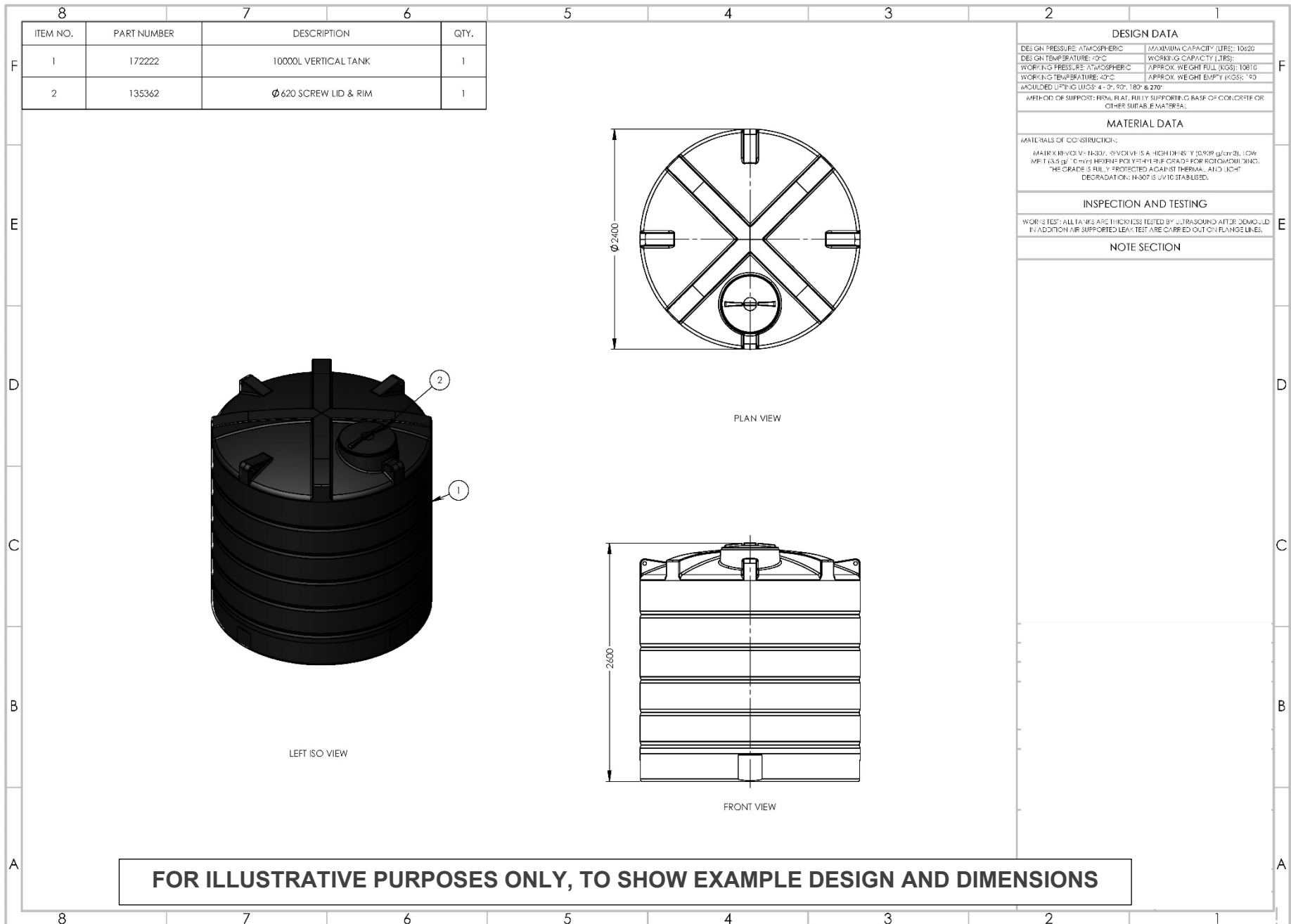
- 4.1. The cost of a new 10,000 litre rainwater harvesting tank and associated fittings will be £1,500.
- 4.2. Town Council staff would position the tank in an appropriate place to harvest the maximum amount of rainfall.

**5. Legal Implications**

- 5.1. None pertaining to this report.

End  
Linda Blake  
Town Clerk

# AGENDA ITEM 9 APPENDIX A



**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held on Wednesday 13 September 2023  
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**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 10**  
**APPENDIX A**

<b>Application number</b>	<b>Location</b>	<b>Ward</b>	<b>Description of works</b>	<b>Applicant</b>	<b>Comment deadline</b>
<a href="#">M/23/00789/HP</a>	2 Red Earl Lane, Malvern, WR14 2ST	Barnards Green	Removal of hedge and replacement with both a fence and a low brick wall	Mrs Barbara Macleod	15/09/2023
<a href="#">M/23/01007/HP</a> <a href="#">associated ref M/23/01008/LB</a>	Worfield House, 50 Worcester Road, Malvern	Great Malvern	Proposed lift shaft	Mr & Mrs P Byrne	20/09/2023
<a href="#">M/23/01204/HP</a>	Priory Holme, 18 Avenue Road, Malvern	Great Malvern	Single storey side extension	Mr & Mrs Sherwood	21/09/2023
<a href="#">M/23/01211/HP</a>	18 Tanhouse Lane, Malvern, WR14 1TZ	Upper Howsell	Proposed single storey rear extension (permission previously granted for two-storey rear extension, not built)	Debbie Abbott	25/09/2023
<a href="#">M/23/01009/ADV</a>	Office C in Unit 5, Grosvenor House, 127 Church Street, Malvern	Great Malvern	Aluminium sign 90x120 cms on two metal legs, bottom of sign 1metre from ground level	Mrs Sharon Hall	26/09/2023
<a href="#">M/23/01213/ADV</a>	Land At (OS 7680 4763) Broadlands Drive, Malvern	West	Installation of 2 x marketing flag poles with flags to advertise the new build development delivering 23 affordable homes and 11 outright sale	Sanctuary Housing Association	27/09/2023
<a href="#">M/23/01219/FUL</a>	Malvern Panalytical Limited, Grovewood Road, Malvern, WR14 1XZ	Link	Remodelling of the existing warehouse facility and construction of a new warehouse extension of approximately 490m2 as approved under planning reference M/22/01628/FUL - variation of condition 6	Mr Matthew Morton	28/09/2023