



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 15<sup>th</sup> March 2012

### Place

The Council Chamber, South Street, Farnham GU9 7RN

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TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 15<sup>th</sup> MARCH 2012, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY**. The Agenda for the meeting is attached

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Lynch'.

**Iain Lynch**  
Town Clerk

### Members' Apologies

**Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, the Mayor's Secretary, by 5 pm on Wednesday 14<sup>th</sup> March 2012.**

### Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only.

### Questions by the Public

Prior to the commencement of the meeting, the Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda, to which an answer will be given or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. A maximum of 15 minutes will be allowed for the whole session.

**Members of the Public are welcome and have a right to attend this Meeting**

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7.00pm on Thursday 15<sup>th</sup> March 2012.

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The Council Chamber, South Street, Farnham

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### Presentation by the Farnham Clinical Commissioning Group

Dr Jane Dempster of the Farnham Clinical Commissioning Group will make a short presentation on the proposed changes in healthcare provision in Farnham and respond to questions.

### Questions by the Public

Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda. A maximum of 15 minutes will be allowed for the whole session.

#### 1 Apologies

To receive apologies for absence.

#### 2 Minutes

- (i) To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 19<sup>th</sup> January 2012 – to follow **Appendix A**

#### 3 Disclosure of Interests

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any personal or prejudicial interests in line with the Town Council's Code of Conduct, or of any gifts and hospitality in line with Government Legislation.

#### NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to [ginny.gordon@farnham.gov.uk](mailto:ginny.gordon@farnham.gov.uk) by 12 noon on the day before the meeting or handed to the Town Clerk at the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless dispensation has been obtained.*

#### 4 Statements by the Public

The Town Mayor to invite members of the public present, to indicate on which item on the agenda if any, they would like to speak.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to speak forthwith, in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

- 5 Town Mayor's Announcements**  
To receive the Town Mayor's announcements.

## **Part I – Items for Decision**

**6 Working Group Notes**

- i) To receive the notes of the Farnham in Bloom Working Group held on 25<sup>th</sup> January 2012 and 7<sup>th</sup> March 2012 **Appendix B, C**
- ii) To receive the notes of the Tourism and Events Working Group held on 2<sup>nd</sup> February 2012 **Appendix D**
- iii) To receive the notes of the Cemeteries and Appeals Working Group held on February 16<sup>th</sup> 2012 **Appendix E**
- iv) To receive the notes of the Corporate Development and Audit Working Group held on 21<sup>st</sup> February 2012 **Appendix F**

**7 Planning Applications**

To receive the minutes of the Planning Consultative Group held on 26<sup>th</sup> January 2012 9<sup>th</sup> February 2012, 23<sup>rd</sup> February 2012 and 8<sup>th</sup> March 2012. **Appendix G, H, I, J**

The actions of the Planning Consultative Group are taken under the scheme of delegation.

**8 Revised Standing Orders**

**Appendix K**

Following the publication of new national Model Standing Orders, to adopt revised Standing Orders for Farnham Town Council.

**9 Update on Consultations**

To receive an update on current consultations including:

- Surrey Transport Plan
- East Hants Core Strategy
- SCC Flooding Review
- Waverley Borough Council Core Strategy (report Farnham Town Council's April meeting)
- TAG/Farnborough Airport Noise Action Plan 2012

## **Part 2 – Items to Note**

**10 Reports from other Councils**

To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council

**11 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies.

**12 Exclusion of the Press and Public**

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 13 of the agenda in view of the confidential items under discussion

## **Part 3 – Confidential Items**

### 13 **Contracts**

**Exempt L**

To consider proposals in relation to contracts for Insurance, IT Support and Software.

The Town Mayor will close the meeting.

Note: The person to contact about this agenda and documents is Iain Lynch, Town Clerk, Farnham Town Council, South Street, Farnham, Surrey, GU9 7RN. Tel: 01252 712667

#### Membership:

Councillors Jill Hargreaves (Town Mayor), Stephen Hill (Deputy Town Mayor), David Attfield, David Beaman, Patrick Blagden CBE, Carole Cockburn, Pat Frost, Carlo Genziani, Sam Hollins-Owen, Graham Parlett, Jessica Parry, Julia Potts, Jennifer O'Grady, Stephen O'Grady, Susan Redfern, Jeremy Ricketts, Roger Steel, John Ward

Distribution: Full agenda and supporting papers to all Councillors (by post)



# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Thursday 19<sup>th</sup> January 2012

### Place

The Council Chamber, South Street, Farnham

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#### Councillors

- \* Jill Hargreaves (Town Mayor)
- \* Stephen Hill (Deputy Town Mayor)
- \* David Attfield
- \* David Beaman
- \* Patrick Blagden CBE
- \* Carole Cockburn
- Pat Frost
- A Carlo Genziani
- \* Sam Hollins-Owen
- \* Graham Parlett
- \* Jessica Parry
- \* Julia Potts
- A Jennifer O'Grady
- \* Stephen O'Grady
- \* Susan Redfern
- \* Jeremy Ricketts
- \* Roger Steel
- \* John Ward
  
- \* Present
- A Apologies for absence

#### Officers Present:

Iain Lynch (Town Clerk)  
Russell Reeve (Team Leader – Corporate Governance)

### **Presentation by the Farnham Maltings**

Mr Gavin Stride gave a short presentation on the work of the Farnham Maltings. He felt that despite the current economic situation it was a productive time for working in the arts. The Maltings is very successful as a cultural venue, and is economically successful including in attracting EU funding to the area. The Maltings supports over 50 community and voluntary organisations and continues its outreach work in Sandy Hill, Romans Way, and the Chantry.

Despite a major cut in Arts funding national the Maltings was the only Arts Council Funded body in the South East of England to receive an increase in funding. This means it can concentrate on doing the best for Farnham rather than constantly worrying about just surviving. It is developing a theatre programme and a digital satellite broadcast programme and becoming a cultural organisation rather than just an arts – working with other organisation in the town such as the Farnham Museum, and supporting communities who want to do new artistic endeavours. In response to questions, Mr Stride said its ambition was to be there for generations to come to link, nurture and preserve the quality of people's lives.

### **Questions by the Public**

Mrs Celia Sanders referred to the ongoing NHS reform and the threat to local services and was concerned that Farnham patients may be forced to travel further for treatment. She asked if the Town Council would invite the lead GP to address a meeting arranged by the Town Council so that councillors and residents can ask important questions on health service provision. The Mayor thanked Mrs Sanders for her question and said that the matter would be considered.

#### **C123/011 Apologies**

Apologies were received from Cllrs Genziani and Jennifer O'Grady.

#### **C124/011 Minutes**

The Minutes of the Farnham Town Council meeting held on Thursday 1<sup>st</sup> December 2011 were agreed

#### **C125/011 Matters Arising**

Representative on the Green Farnham Group

There were two nominations: Cllr Blagden (nominated by Cllrs Ward and Hill) and Cllr Ricketts (nominated by Cllrs Stephen O'Grady and Attfield).

#### **RESOLVED:**

**Cllr Blagden be appointed as the Council's representative.**

#### **C126/011 Disclosures of Interests**

- i) Cllr Stephen O'Grady declared a personal interest in relation to Item 6 on the agenda (and letter to Waverley Borough Council) as an Executive Member of Waverley Borough Council
- ii) Cllr Julia Potts declared a personal interest in relation to Item 6 on the agenda (and letter to Waverley Borough Council) as an Executive Member of Waverley Borough Council
- iii) Cllr Pat Frost declared a personal interest in relation to Item 9 on the agenda as chair of the Surrey CC Bus Review Group

Other councillors who were members of Waverley Borough Council also made declarations of personal interest in relation to item 6 but were advised that this was unnecessary as they were carrying out their duties as Town Councillors on a matter of interest to the Town and as such they had previously been informed that there was a blanket dispensation for such matters.

**C127/011      Statements by the Public**

- i) Mr David Wylde thanked and congratulated Farnham Town Council on the objection made in relation to the appropriation of land at East Street (item 6). He hoped the Council would reinforce the points made.
- ii) Mr Jerry Hyman spoke about the appropriation of land in respect of the East Street development (item 6). He said FTC had provided a good holding response. He said the CPRE had been fully supportive of the Council's approach. He hoped the Council would strengthen its response as the drawings used by Waverley were out-of-date.
- iii) Mrs Celia Sanders commented on the SCC Bus Review report (item 9) and said this provided an excellent response on behalf of Farnham residents. She strongly supported views expressed in the report.

**C128/011      Town Mayor's Announcements**

- i) The Mayor welcomed Cllr Steel back to his first meeting after a brief absence as a result of illness.
- ii) The Mayor reported on a range of nativity plays, carol services and community events she had attended in the run up to Christmas. She referred particularly to the inaugural Winter event in the bandstand organised by the Farnham in Bloom Community Group which had been a great success.
- iii) The Mayor thanked everyone for their support for the Mayor's Gala Evening at the Farnham Maltings which had raised over £4,500 for the Mayor's Charity.

**WORKING GROUP NOTES**

**Corporate Development & Audit Working Group of 10 January**

Cllr Ward introduced the notes of the Corporate Development and Audit Working Group held on 10th January.

- C129/011      The Mayor read the proposed Loyal Greetings to the Queen to commemorate the sixtieth year of her reign. It was noted that advice was being taken from the Lord Lieutenant's office in relation to the correct timing to send the Loyal Greetings.

**Resolved:**

**that Loyal Greetings be sent to Her Majesty the Queen on the occasion of the Diamond Jubilee of her accession to the throne and that the final wording**



**be delegated to the Town Clerk in consultation with the Mayor and Lead Member for Corporate Development and Audit.**

C130/011 Members noted and welcomed the proposed celebrations to mark the twentieth anniversary of the signing of the Deed of Friendship with Andernach and the points set out in the report.

C131/11 Members discussed the holding objection sent by the Town Clerk to Waverley Borough Council, following publication of an advertisement published in the Herald, in relation to the appropriation and leasing of open space land. Cllr Ward stressed that neither the Town Clerk or the Council had put this matter in the public domain and that proper procedures had been followed in making a response.

Cllr Frost said that she would have hoped that a special meeting of the Council could have been held before the letter had been sent.

Cllr Stephen O'Grady felt that the letter should never have been sent and could not endorse it although he accepted that the matter had been a PR own goal for Waverley. He believed that less than half of the councillors had been consulted and so felt that a correct procedure had not been followed.

Cllr Cockburn took an opposing view. She said it was important that the Town Council stood up for what it held dear in the town and handing over green space to a developer for 125 years was a very difficult concept. The obvious custodian for green spaces was the Town Council.

Cllr Steel said he was disappointed at the lack of communication from Waverley Borough Council and that the holding objection was an excellent letter. He was also unhappy about the lack of information provided to him on this issue as a Waverley Executive Member. He had not been advised of the matter in the period after June when the appropriation maps were drawn up and was disappointed that those details were not sent to the Town Council, with no maps or information directly. The key issue was whether this council wishes for a developer to be given green open space for 125 years. He wondered why consultations always seem to take place over Christmas and the Summer when people are away.

Cllr Attfield said he was delighted to see the letter. Farnham Town Council was standing up for the town. He supported the idea that Farnham Town Council should control the green open space and the developer could have access without needing to take ownership away from the public.

The Town Clerk advised that the draft report setting out the issues and the technical objection had been circulated to all Councillors, and that the points in the letter had been strengthened following comments made at the Planning Consultative Group meeting. He said it was not practical to have organised a special council meeting over the Christmas period. It was made clear that this was a holding objection. The Clerk was also concerned that procedures agreed by Waverley's Executive were not complied with. If they had been, the letter could have waited for the Town Council meeting. It was unfortunate that the Town Council had not been told about the proposals.

Cllr Beaman proposed that the Council supported the sending of the letter and the recommendation from Corporate Development and Audit. This was seconded by Cllr Attfield.

Cllr Ward requested a recorded vote and this motion was seconded by Cllr Steel.

**RESOLVED:**

That the Council to endorse and strengthens the holding objection sent by the Town Clerk on 6<sup>th</sup> January 2012 with the additional questions set out in point 11 of the notes of CDAWG, and the further request for a meeting with Waverley and involvement in future plans for the site.

<b>Name</b>	<b>Vote</b>
Councillor David Attfield	FOR
Councillor David Beaman	FOR
Councillor Paddy Blagden	FOR
Councillor Carole Cockburn	FOR
Councillor Pat Frost	FOR
Councillor Carlo Genziani	ABSENT
Councillor Jill Hargreaves	FOR
Councillor Stephen Hill	FOR
Councillor Sam Hollins-Owen	FOR
Councillor Jennifer O'Grady	ABSENT
Councillor Stephen O'Grady	ABSTAIN
Councillor Graham Parlett	FOR
Councillor Jessica Parry	FOR
Councillor Julia Potts	ABSTAIN
Councillor Susan Redfern	FOR
Councillor Jeremy Ricketts	FOR
Councillor Roger Steel	FOR
Councillor John Ward	FOR

Cllr Frost proposed that the letter was strengthened by the addition of a sentence expressing the Town Council's displeasure that this matter was known by Waverley for a very long and thrust upon the Town Council at short notice. This was seconded by Cllr Steel who also said that The Town Council should not be prepared to let Waverley BC hand the land to a third party. This was agreed.

[A copy of the amended letter sent is attached at Annex 1 to these minutes]

C132/011

**Offices Update**

Members noted the progress made as set out in the Corporate Development and Audit agenda and **RESOLVED** to:

1. **Welcome the progress in improving the Council Offices and meeting its Health and Safety obligations as employer and owner of the building;**
2. **Approve the Emergency Evacuation Plan and Fire Safety Management Policy Statement;**
3. **Accept Cllrs Hollins-Owen, O’Grady, Ward, Attfield and Hargeaves as volunteers to undertake fire safety and EVAC chair training; and**
4. **Authorise the Town Clerk to accept the most economically advantageous tender for the first phase of secondary glazing for the windows as set out in Appendix H of the agenda of the CDAWG.**

C133/011

**CCTV update**

The current situation was noted and the for the relocation of the CCTV box agreed.

C134/011

**Grants 2011/12**

The final allocation of grants for 2011/12 was noted.

C135/011

**Air Quality**

It was noted that outcomes would be reported through the Infrastructure Planning Group. Councillor Ricketts asked that Waverley be asked to provide an update on its current work with the Defra funding.

**Planning Consultative Group**

The comments made on recent applications set out in Appendix C and D were noted.

C136/011

**Precept 2012/13**

Cllr Ward introduced the report set out at Appendix E. He said that the Council had agreed a Budget with total expenditure of £1,051,817. Of this, £113,700 is recovered by means of fees and charges, leaving the Council to find a further £938,117 to cover its remaining outgoings.

Over the past year the Council had reviewed its fees and charges and carefully looked at all its services and contracts, realising significant savings. To reduce the Budget further would have necessitated cuts in services to the Town such as Farnham in Bloom, Sunday Concerts, Christmas Lights and Public Conveniences, all of which residents value. The Town Council has also not reduced its local Grants budget for 2012/13, even though; unlike larger Councils; the Town does not receive any Government support in the form of Grants or a share of the Business Rates. Apart from the fees and charges mentioned above, the Council’s only source of funding is from local residents in the form of domestic rates (the Parish Precept) or by taking money from its reserves, which are considered to be at a prudent level.

Over the last four years Surrey, Waverley and the local large population centres (Godalming, Haslemere and Cranleigh) have all raised their Precepts by more than Farnham where the Town Council has held its Precept constant since 2009. However, during this period Farnham has continually budgeted for a deficit and had to budget for an increasing amount to be taken annually from Reserves. This was not sustainable and the unanimous recommendation of the Corporate Development and Audit Work Group that the Precept for 2012/13 be set at £938,117 that being a cost for the Average Band D household of £54.10 per annum (£1.04 per week – 69p for Band A).

Cllr Cockburn endorsed the proposals which are prudent and providing the necessary balanced budget.

Cllr Steel supported the proposal, saying that the Town Council offered good value, and it cannot keep eating into reserves. The proposed increase was modest.

Cllr Attfield said he was pleased the Council was not cutting services and the level of precept proposed was appropriate.

**RESOLVED that :**  
**the precept for 2012/13 be set at £938,117 at a cost for the Average Band D household of £54.10 (£1.04p per week).**

C137/011

**Bus Review**

Cllr Beaman introduced the report at Appendix F and highlighted that the position that Surrey found themselves in was similar to that in other parts of the country. He was also concerned that Farnham should protect the position regarding bus provision as much as possible. He provided comments on the merits of each proposal and highlighted some suggestions to make better use of the money available for each route. He outlined the overall conclusions for the report.

Cllr Cockburn said this was a superb report, that Farnham only received a basic service and that the town needed to fight for better services. For example the route 19 did not run at times which would make it useful for commuters.

**RESOLVED that:**  
**the Council respond to Surrey County Council's bus review in respect of its impact on Farnham in a way which is in accordance with the views and comments as set out in Appendix F.**

C138/011

**Annual Meeting of Electors**

Noted that the date was confirmed as 29<sup>th</sup> March 2012 at 7pm.

C139/011

**Reports from Outside Bodies**

- i) Cllr Attfield reported that Speedwatch had had 20 sessions with 148 notifications of excess speed.
- ii) Cllr Cockburn said that no councillor was attending 40 Degreez meetings. It was agreed that 40 Degreez should be reminded that the Council's representative is Cllr Jennifer O'Grady.
- iii) Cllr Cockburn reported that she had been at a meeting with the Gostrey Centre and there was a huge amount of confusion over their future and she was co-ordinating with the Waverley representative (Cllr Gillian Beel).

C140/11

**RESOLVED:**  
**to exclude members of the public and press from the meeting at Part 3, Items 13 and 14 of the agenda in view of the confidential items under discussion**

Cllr Steel left the meeting at this point.

C141/11

**Service to Farnham Awards**

Members noted the list of successful nominees for 2012.

C142/12

**Cemetery Appeal**

Cllr O'Grady asked for confirmation that he had no interest to declare on this item (he is related to a member of staff who is involved in the cemeteries service). The Town Clerk confirmed that Cllr O'Grady had no interest to declare.

Members discussed the Appeal Review set out at Exempt Appendix H and agreed a course of action to try and settle the matter.

**Resolved**

**that the Town Clerk be authorised to resolve the matter on the terms proposed in consultation with the Lead Member of Corporate Development and the Lead Member of Cemeteries.**

The Town Mayor closed the meeting at 10.10 pm

Date

Chairman

**Iain Lynch**

Telephone: 01252 712667

(Calls may be monitored or recorded for training purposes)

E-mail: [town.clerk@farnham.gov.uk](mailto:town.clerk@farnham.gov.uk)

Date: 23rd January 2012

Mary Orton  
Chief Executive  
Waverley Borough Council  
The Burys  
Godalming  
Surrey  
GU7 1HR

Dear Mary

**Objection to the intention to appropriate Open Space.  
Objection to the Intention to Lease Open Space Land**

Further to the holding objection sent to you on 6<sup>th</sup> January on behalf of Farnham Town Council and in response to Waverley Borough Council's Advertisement in the Farnham Herald dated 9<sup>th</sup> December 2011, I am now writing to you with the Council's formal response which is a strong objection to both the Appropriation and Leasing of Open Space land.

The holding objection was discussed in detail last week, on January 21<sup>st</sup>, at the meeting of the Full Council. Councillors were very concerned about this matter and voted, with no one against, to endorse and strengthen the holding objection.

Councillors were extremely displeased that this matter had been known about by Waverley for a very long time but that no effort was made to engage with the Town Council earlier. The nature and timing of the advertisement, and the fact that the Borough Council had not followed its agreed timetable was also of huge concern. This meant that the matter could not be discussed properly at a Full Town Council meeting before the published closing date for comments.

Members felt that land which had been bought for public recreation and pleasure grounds and was still open space should **not** be put into the hands of a private developer for 125 or 150 years. Councillors have also indicated that the first time the detail of this was put before the Waverley Executive was in November 2011 and as such it was right that the Town Council made its views clear on what is proposed.

Farnham Town Council thinks that it is very unfortunate that plans which are dated June 2011 are only released just before Christmas and at a time when the Offices are closed, meaning that the public have had very little time to inspect and comment on the proposal. I understand that access to the papers on Waverley's website was also not possible during this period.

It is also very surprising, and disappointing, that no copy of the notice, plans or accompanying documentation were made available to Farnham Town Council despite the commitments made to work closely with Town and Parish Councils in general and to keep Farnham Councillors in particular updated

on East Street related matters. The public statements about a desire to consult and work closely with Town and Parish Councils do not seem to be followed through in practice – and certainly not in a way that is consistent.

The vast majority of councillors feel that the timing, the lack of information about what is proposed and the fact that there are no up-to-date plans of the development to accompany the Appropriation information has been designed to slip through a proposal that is to the detriment of Farnham. (Technically, the first notice relating to the lease is also wrong since the text refers to sections 123 (1) and 123 (2a) of the Town and Country Planning Act 1990 (TCPA) when it should have read the Local Government Act 1972 as referred to in the header).

I should emphasise that the Council as a whole is keen to see a good development in East Street, and that its objection to the Appropriation should not be seen as an attempt to undermine the proposed development. On the contrary, the objection is to ensure that rights to open space north of the River Wey and along Borelli Walk which have been enjoyed by the public for almost a century are preserved for future generations.

As Farnham Town Council understands it, Appropriation of land to any purpose is governed by Section 122 of the Local Government Act 1972 (the 1972 Act), which authorises councils to appropriate for any purpose for which they are authorised “to acquire land by agreement any land which belongs to the council and is no longer required for the purpose for which it is held immediately before appropriation”. Similarly the effect of the appropriation for planning purposes under section 237 of the TCPA is that any existing rights can be overridden.

The land in question does not meet the criteria set out in section 122 of the 1972 Act. Waverley intend to appropriate land which was bought by the Urban District Council for Pleasure Grounds or recreational Open Space purposes and which had this designation when acquired by Waverley in 1974 from the Urban District Council.

Brightwells itself was bought by Farnham Urban District Council at auction in 1919, and the Council’s records show a wide range of recreational and sporting use in subsequent years, including bowls and tennis, performances by military bands etc. The area was earmarked as a quiet place of public walks, pleasure gardens and games as early as the 1920s, and a use that has continued until this day.

It is very clear that the use for which the land has been held for 90 years is still valid today for the area that will not be built upon. It is therefore entirely inappropriate to appropriate all of the land shown in the appropriation maps and lease it to a developer. It cannot be claimed that all of the land shown is no longer required for the purpose for which it is or has been held. Waverley has proposed, and it is shown on the development plans, that a significant proportion of the land will continue to be used for recreation and open space purposes after the development which underlines the point.

The proposed ‘public realm’ (or public open space) swaps, set out on the appropriation maps, are of concern since some of the quality public open space being lost is replaced by inadequate substitutes such as corridors in a development – which should be provided in a development of this sort in any event. The Town Council would prefer to see some of the compensatory ‘public realm’ land or open space land being represented by real improvements in the river frontage from the Shepherd and Flock to Wrecclesham.

Actual rights of access which the public have enjoyed for decades over walks and land on prime recreational open space adjacent to the river are proposed to be replaced by a permissive right under the control of a private developer. Copies of the proposed agreement have not been made available to the Town Council so it is difficult to understand what this means in practice. It is quite clear, however, that the land is still required for the current open space purpose and some of it will continue to be used for this purpose after the development. As such it is wrong to appropriate the land and also to lease it to a private developer for 150 years. This land should remain in public ownership, particularly along the river frontage.

It is understood and accepted that a bridge is proposed to assist in the development of East Street but there is concern that the land is being appropriated. The Borelli Walk is public open space (one of the best walks in the Farnham area according to the Waverley website) and commemorates the achievements of Charles Borelli who achieved so much in ensuring that best of Farnham is preserved. "The idea for a riverside walk was first put forward in 1945, five years before Mr Borelli's death. A committee was formed and a fund opened to collect money for the scheme. This site has a very secluded feel even though it is in the middle of the bustle of Farnham. There is seating along the river path should you wish to stop and relax to enjoy the moment, and there is a growing collection of ornamental trees in the cut grass, some of which have been kindly donated by members of the public".

It is essential that the land is maintained as public open space and the riverside walk is maintained. It is also of great concern that the land proposed to be leased goes all the way to the river bank with no indication and across established footpaths and Public Rights of Way with no indication of the effect on these routes.

It has long been held as an important principle by Farnham Town Council that property and land bought by the people of Farnham by public subscription or by the Urban District Council on behalf of the community should be managed locally for the benefit of the community of Farnham.

Farnham Town Council has expressed interest in acquiring back land bought by the public and the former Urban District Council, including Borelli Walk and Gostrey Meadow, and it would be more appropriate for the Borough Council to transfer the open spaces on the sites proposed for appropriation and leasing to Farnham Town Council to safeguard the public rights of access in perpetuity rather than lease the land to a private developer. This is entirely consistent with the Localism Act.

Rights for the developer to access the site for any services provided underground can be provided and so leasing on this ground alone is unnecessary.

As I mentioned when we met recently in Farnham, the Town Council would be delighted to discuss any of the issues further with the Borough Council.

Farnham Town Council is keen to work with the Borough Council in achieving a positive outcome for both the East Street/Brightwells development and on other Farnham related matters.

With all good wishes

Yours sincerely,



Iain Lynch  
Town Clerk





# FARNHAM TOWN COUNCIL

# B

## Notes

### Farnham in Bloom Working Group

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**Time and date:** Wednesday 25<sup>th</sup> January 2012 at 8.30am

**Place:** Town Clerks Office

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**Attendees:** Councillors Attfield, Hargreaves (Mayor), Potts (Lead Member) and Redfern

**Officers Present:** Iain Lynch (Town Clerk), Cath Sydenham (Rural Development Co-ordinator) and Kevin Taitt (Grounds Services Manager)

**1. Apologies** Councillors J O'Grady, S O'Grady and Ricketts

**2. Disclosure of Interest**

No disclosures of interest were received

**3. Notes of last meeting**

POINTS	ACTION
<p>The notes of the last meeting were agreed as an accurate record of the meeting and the following points were discussed:</p> <ul style="list-style-type: none"><li>• Still waiting to hear back from Weybourne Infant School about whether they would like to be involved.</li><li>• Terms of Reference for the Community Group will be ready for the next meeting.</li><li>• Rt Hon Jeremy Hunt will be attending the Big Litter Pick on Saturday 24<sup>th</sup> March at 10am.</li><li>• Still chasing a response from the train station, It was agreed that a letter should be sent to Sir Brian Souter at Stagecoach.</li><li>• Squires Garden Centre kindly donated the cornus for the planting at Shepherd and Flock.</li><li>• The carnival will be discussed at the next community group meeting.</li><li>• Wildflower planting might be better on Sunday 15<sup>th</sup></li></ul>	<ul style="list-style-type: none"><li>• Cllr Potts to Chase Cllrs O'Grady and Ricketts.</li><li>• Town Clerk to produce</li> <li>• Rural Development Co-ordinator to continue chasing.</li> <li>• Officers to add to agenda.</li></ul>

<p>April as there will be less traffic, discuss further at the next FIB Working Group</p> <ul style="list-style-type: none"> <li>• Olympics railing banners, feather flags and bunting have been ordered. The County Councillors have agreed to give a cash donation for the flowers.</li> </ul>	
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#### 4 . Entry into the South and South East in Bloom Competition

POINTS	ACTION
<p>The Working Group agreed to enter the Town Centre Category at a cost of £110 and the Large Town Category at a cost of £175 of the South and South East in Bloom competition. The entry forms need to be completed by the 18<sup>th</sup> February 2012. It is recommended to Full Council that the application is endorsed.</p>	<ul style="list-style-type: none"> <li>• Rural Development co-ordinator to complete the forms</li> </ul>

#### 5. Farnham in Bloom 2012

POINTS	ACTION
<p>a) Providing waterers can be found, the working group agreed to keep the same 11 locations for the rural flowers with the possibility of doing something on School Hill in Wrecclesham and Firgrove Hill.</p> <p>b) The working group agreed to run the following competitions with the schools:</p> <ul style="list-style-type: none"> <li>• Sunflower</li> <li>• Upside down tomato</li> <li>• Pumpkin</li> <li>• Hanging Basket</li> </ul> <p>The group discussed the possibility of running either the pumpkin or the sunflower competition with the schools and handing out the seeds at Farmers' Market for a public competition.</p> <p>c) The group discussed the floral tribute outside the police station and agreed to proceed with the crown alone and no words.</p> <p>d) It was suggested that it might be a good idea to have a few spare hanging baskets in the greenhouses in case of vandalism</p>	<ul style="list-style-type: none"> <li>• Rural Development Co-ordinator and Grounds Services Manager to investigate.</li> <li>• Rural Development Co-ordinator and Grounds Service Manager to discuss further.</li> <li>• Grounds Service Manager to order</li> </ul>

#### 6. Street Furniture

POINTS	ACTION
<p>The group looked at the cycle rack map and suggested that there might be other cycle racks at the sports centre and train station.</p>	<ul style="list-style-type: none"> <li>• Rural Development Co-ordinator to update</li> </ul>

<p>It would be useful for the cycle shop to have a list of where all the cycle racks are located.</p> <p>The working group felt that there is adequate provision of cycle racks but people don't know where they are. Ask the cycle forum to help publicise and for their input Cllr Hollins- Owen to be asked for her thoughts.</p> <p>Sandy Hill Bus Shelter has now been ordered and is due for installation at the end of March 2012.</p> <p>5 litter bins are on order similar to the ones previously ordered but a cheaper design with only 2 openings but still with ashtray and FTC logo.</p> <p>A programme of works will begin about tidying street furniture owned by FTC.</p> <p>The Bus Shelter on the Weybourne Road is still to be done as we are still awaiting SCC to say whether or not this is included on the £64,000 of section 106 funds identified for bus Shelters in Weybourne Road and Water Lane as part of the David Lloyd complex.</p>	<ul style="list-style-type: none"> <li>• Rural Development co-ordinator to ask the cycle forum for their input.</li> <li>• Cllr Potts to speak with Cllr Hollins-Owen</li>   <li>• Grounds Service Manager to co-ordinate</li>   <li>• Rural Development Co-ordinator to continue chasing Surrey County Council</li> </ul>
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## 7. Calendar of Events

POINTS	ACTION
<p>The working group looked at the calendar of events for Farnham in Bloom and suggested that the working group and Community Group to combine a litter pick date.</p> <p>Cllr Attfield is going to try and co-ordinate a litter pick on Sat 17<sup>th</sup> March in Badshot Lea. Dates to be notified to all Councillors</p>	<ul style="list-style-type: none"> <li>• A date to be agreed with the FIB Community Group</li>   <li>• Town Clerk to notify all dates to Councillors</li> </ul>

## 8. DVD

POINTS	ACTION
<p>The group were updated that the DVD is making progress and that filming has taken place with the following:</p> <ul style="list-style-type: none"> <li>• Litter picking on Six Bells Roundabout with John Ely</li> <li>• Children at Folly Hill</li> <li>• Middlebourne Gardens</li> <li>• Interview with Hamptons</li> <li>• Interview with the Wheatsheaf</li> <li>• And in the next few weeks John Collins will be filming Weydon School litter picking the footpath leading to the footbridge across the A31.</li> </ul>	

## 9. Report back on Winter Celebrations

POINTS	ACTION
The Winter Celebrations were a great success despite the dismal weather. The Farnham Brass Band played the music to the carols and members of the Hart Male Voice Choir led the singing, both these groups donated their time free of charge to the event.	

## 10. The Chantry

POINTS	ACTION
The group were updated on the partnership work happening between Farnham Town Council, Waverley Borough Council and the Chantry. The Chantry are very keen to get involved and improve the appearance of the estate, discussions have taken place about a 2 year project of improving the gateway into the estate with the youth group and residents directly involved in planting and growing of the flowers. The planters will be made from the tyres collected at Low Lane.	

## 11. Low Lane in Badshot Lea

POINTS	ACTION
The report on the work completed at Low Lane was circulated to members of the working group. The work was co-ordinated by Blackwater Valley Countryside who removed 58 tyres from the site, which are being recycled for FIB projects, and over 2000 litres of rubbish. A press release will be sent on Monday 30 <sup>th</sup> January 2012. Circulate the report to all FTC councillors. It was agreed to mark the area as a bulb planting site for 2012.	<ul style="list-style-type: none"><li>Rural Development Co-ordinator to issue press release and circulate report to all councillors.</li></ul>

## 12. Allotments

POINTS	ACTION
Approximately 70% of the allotment sites have paid their invoice for 2012.  The working group requested that the Town Clerk write to Waverley Borough Council and Surrey County Council under the transfer of assets Local Government Act 1972 to identify assets from the Urban District Council that were passed to Waverley Borough Council.	<ul style="list-style-type: none"><li>Town Clerk to write to Waverley Borough Council and Surrey County Council.</li></ul>

### 13. Press Releases

POINTS	ACTION
Issue a Press Release on what is Farnham in Bloom linked with Promoting the Lavender Planting at Hickleys Corner.	<ul style="list-style-type: none"><li>• Rural Development Co-ordinator to write.</li></ul>

### 14. Any Other Business

POINTS	ACTION
<p>Martin Billett (a member of the community group has offered to produce the 2012 sponsorship brochure for a fee of £50 to cover costs. The group agreed that this should proceed.</p> <p>A meeting has taken place with the 5<sup>th</sup> Farnham Bourne Beavers Leaders and they are extremely keen to get involved in the FIB 2012 campaign. Links have already been identified with the Big Pick Week and the Bourne Conservation Group work. A meeting will be happening the 5<sup>th</sup> Farnham Bourne Scouts.</p>	<ul style="list-style-type: none"><li>• Rural Development to co-ordinate</li></ul>

### 15. Date of Next meeting

POINTS	ACTION
It was agreed that the date and time of the next meeting would be Wednesday 7 <sup>th</sup> March 2012 at 8.30am	<ul style="list-style-type: none"><li>• Cath Sydenham / Kevin Taitt to email Members Agenda and papers nearer the time.</li></ul>

Notes taken by Cath Sydenham  
Meeting finished at 10.25am



# FARNHAM TOWN COUNCIL

## C

### Notes

#### Farnham in Bloom Working Group

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**Time and date:** Wednesday 7<sup>th</sup> March 2012 at 8.30am

**Place:** Council Chamber, Council Offices, South Street, Farnham.

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**Attendees:** Councillors Attfield, Hargreaves (Mayor), Potts (Lead Member) S.O'Grady and Ricketts

**Others Present:** Iain Lynch (Town Clerk), and Kevin Taitt (Team Leader Outside Services)  
Martin Billett (Chair of Community Group for items 1-4)

**4. Apologies** Councillor Redfern and J.O'Grady

**5. Disclosure of Interests** S.O'Grady as Parks, playgrounds and IT portfolio holder at WBC  
J.Potts as Leisure & Culture portfolio holder at WBC

#### 6. Notes of last meeting

POINTS	ACTION
<p>The notes of the last meeting were agreed as an accurate record of the meeting and the following points were discussed:</p> <ul style="list-style-type: none"><li>• Still waiting to hear back from Weybourne Infant School about whether they would like to be involved.</li><li>• Terms of Reference for the Community Group will follow Terms of Reference for FIB Group</li><li>• Notes that contact had been made with Railway Station and that two planters were likely. Awaiting confirmation of land ownership before new bin can be placed</li><li>• Wildflower planting will be at Dogflud Way on the 15<sup>th</sup> April at 11 am with the Community Group.</li><li>• Re visit Wrecclesham to see if planters can be placed anywhere. It was suggested that St Peters Church be approached but may be issue of transporting water.</li><li>• Allotments and assets. Informal discussions have taken place with Waverley and a formal approach is to follow. The legal position needs clarifying with the regard to allotments.</li></ul>	<ul style="list-style-type: none"><li>• Cllrs O'Grady and Ricketts still to progress.</li><li>• Town Clerk to progress</li><li>• Rural Development co ordinator to progress</li></ul> <p>Town Clerk to progress</p>

#### 4 . Community Group Notes

POINTS	ACTION
<ul style="list-style-type: none"> <li>• Martin Billett attended the meeting to present the notes from the last Community Group meeting. Martin outlined the work of the Community Group to the members and also explained the Big Pick week.</li> <li>• Martin went through the calendar of events for the year and how the focus was on a year of activity.</li> <li>• The Farnham Sixth form College are now coming on board with Laurie Winn leading them.</li> <li>• A wider involvement of younger people in the project was welcomed.</li> <li>• Councillor Potts felt that the Community Group were picking up areas that the FIB group weren't able to. It was felt that things were moving in the right direction with the Community Group taking a more positive role.</li> <li>• It was suggested that FIB branded T-shirts or tabards could be used when volunteers were out doing things around the area.</li> <li>• The Community Group will put a float in the Carnival.</li> <li>• The Chantrys are now on board and taking part with the Community Group. Kevin Taitt explained what was happening at the Chantrys entrance.</li> <li>• The Mayor commented on the sponsorship leaflet which had been produced. She thought it was brilliant and thanked Martin Billett and Cath Sydenham for all their hard work.</li> <li>• Councillor O'Grady thought the Community Group could have a higher profile in the document.</li> <li>• Councillor O'Grady suggested that it would be good if there could be consistency of branding in the Portfolio for submission to the Judges and asked Martin Billetts if he would consider doing this and he agreed.</li> <li>• Councillor Potts thanked all members of the Community Group for their time and effort that they have put in.</li> <li>• It was agreed that people in the towns and villages had ownership and felt involved in Farnham in Bloom</li> </ul>	<ul style="list-style-type: none"> <li>• Rural Development co-ordinator to complete the forms</li>   <li>• Team Leader Outside Services to talk to Alan Hunt re Carnival</li> </ul>

#### 6. Working Group name and Terms of Reference

POINTS	ACTION
<ul style="list-style-type: none"> <li>• The Town Clerk explained that a lack of understanding of the scope of FIB working group had led to the suggestion of a name change.</li> <li>• The name change would reflect the overall coverage of services for the group. Generally, the terms of reference had not changed.</li> <li>• Members felt that under Section A the terms of</li> </ul>	

<p>reference should be reordered and read 1) Facilitate and develop community involvement in the delivery of Farnham in Bloom. 2) Oversee and manage the Council's investment in Farnham in Bloom and its associated projects including SSEIB and Secret Gardens 3) Identify and obtain funding for the delivery of FIB 4) as is. Point 5 should have the word "Encourage" at the beginning to reflect the fact that others have responsibility in this area</p> <ul style="list-style-type: none"> <li>• It was suggested that the Community Group should be encourage to play a greater role, although limited its capacity as a fledgling group was noted.</li> <li>• The proposed name of the Group was discussed. Members felt Community Services was better than FIB to reflect the wider activity but it wasn't quite right. No alternatives were proposed but further opportunity for suggestions at Full Council.</li> </ul>	<p><b>Town Clerk to take suggested changes to Council</b></p>
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#### 6. Big Pick Week – 17<sup>th</sup> to 24<sup>th</sup> March 2012

POINTS	ACTION
<ul style="list-style-type: none"> <li>• The Town Clerk and Rural Development Co ordinator have developed a Risk Assessment for the Big Pick which is being circulated to organisers to help minimise risks.</li> <li>• Waverley have been contacted to ask if they can supply litter-pickers for volunteers. Cllr O'Grady offered to contact Glendale.</li> <li>• If necessary FTC will buy a further 20 litter pickers.</li> <li>• Councillor Attfield has organised a litter pick in Badshot Lea for the 24<sup>th</sup> March.</li> <li>• Working Group will litter pick the Town Centre on the 24<sup>th</sup> with Jeremy Hunt at 11 a.m. Any Councillors not involved with other Groups can help in the Town Centre. Councillor Potts to contact Jeremy Hunt's secretary to firm up the arrangement.</li> </ul>	<ul style="list-style-type: none"> <li>• S.O'Grady to ask Glendale</li> <li>• Rural Development Co-ordinator to notify all dates to Councillors when confirmed</li> </ul>

#### 7. Jubilee Wharf

POINTS	ACTION
<ul style="list-style-type: none"> <li>• The group were updated on progress</li> <li>• An application has been sent to the Environment Agency for approval the project. A response is awaited</li> </ul>	

**Councillor S.O'Grady left the meeting at 10 a.m.**



## 8. Sponsorship

POINTS	ACTION
<ul style="list-style-type: none"> <li>• Sponsorship is coming in slowly. The two bridges on Longbridge and in South Street have been sold provisionally.</li> <li>• The Landlady from the Wheatsheaf Public House is going to businesses that haven't sponsored in the past to try and get them to sponsor this year.</li> <li>• It was suggested that we ask the Herald if we can put some sponsorship leaflets in their Office.</li> <li>• It was felt the new sponsorship leaflet would make a good subject for a press release.</li> </ul>	<ul style="list-style-type: none"> <li>• Rural Development Co-ordinator to progress</li> </ul>

## 9 Noticeboards

POINTS	ACTION
Members agreed to North West Farnham Residents Association request for a noticeboard at Waitrose. This would be funded from within existing budgets or earmarked reserves.	<ul style="list-style-type: none"> <li>• Rural Development Co-ordinator to progress</li> </ul>

## 10 Launch of Farnham in Bloom 2012 – 21<sup>st</sup> March

POINTS	ACTION
<ul style="list-style-type: none"> <li>• It was noted that arrangements were well in hand for the 21<sup>st</sup> March.</li> </ul>	

## 11. Allotments

POINTS	ACTION
<ul style="list-style-type: none"> <li>• It was noted that all allotments are currently occupied and all rents have been paid. The waiting list is currently 114.</li> <li>• It was suggested that perhaps the disused bowling club in Gostrey Meadow could be used as allotments. They could be used as small starter plots.</li> </ul>	<ul style="list-style-type: none"> <li>• Team Leader, Outside Services and Town Clerk to investigate</li> <li>•</li> </ul>

## 12. Drought

POINTS	ACTION
<ul style="list-style-type: none"> <li>• Members noted the notification from South East Water that they will need to be implementing drought restrictions if the low water levels do not improve.</li> <li>• Members discussed the potential implications this may</li> </ul>	<ul style="list-style-type: none"> <li>• Team Leader Outside Services to talk to South East Water and the</li> </ul>

have on FIB. At present water may be extracted from the river. One suggestion was that shops and residents might be asked to save their water for watering tubs and troughs in their area.	Environment Agency.
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**13. Press Releases**

<b>POINTS</b>	<b>ACTION</b>
These would be produced as necessary to publicise FIB and sponsors to the maximum	

**14. Any Other Business**                      None

**15 Date of Next Meeting**

<b>POINTS</b>	<b>ACTION</b>
It was agreed that the date and the time of the next meeting would be Wednesday 23 <sup>rd</sup> May 2012 at 8.30 a.m.	Cath Sydenham/Kevin Taitt to email Members Agenda and papers nearer the time

Notes taken by Kevin Taitt                      Meeting finished at 10.25 a.m.



# FARNHAM TOWN COUNCIL

# D

## Notes

### Tourism and Events Working Group

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#### Time and date

7.00pm on Thursday 2<sup>nd</sup> February 2012

#### Place

Council Chamber, South Street, Farnham

**Attendees:** Cllrs David Beaman, Jessica Parry, Stephen Hill, Paddy Blagden, Jeremy Ricketts and Julia Potts (Chair)

**Officers Present:** Iain Lynch (Town Clerk)  
Jacqui Walker (Community Development Team Leader)  
Eleanor Bradfield (Projects Co-ordinator)

**Apologies** Cllr O'Grady

#### 1. Disclosure of Interest

POINTS	ACTION
There were no disclosures of interest	

#### 2. Notes of last meeting

POINTS	ACTION
The notes of 7 November 2011 were agreed as an accurate record of the meetings.	

#### 3. Matters Arising

POINTS	ACTION
No matters arising from previous notes.	

#### 4. Spring Festival

POINTS	ACTION
<p>1. Noted that Wayne's Whippy has been fined for illegal street trading and that Waverley Borough Council has not authorised a permit for him to enter Gostrey Meadow.</p>	<p>EB to consider other options</p>
<p>2. Cllr Beaman asked if it was necessary to do Spring Festival given proximity to Jubilee weekend and the pressures on staff. Concern was expressed about potential impact on the Duck Race.</p>	<p>EB to discuss with Duck Race organisers and suggest Jubilee weekend.</p>
<p>3. Members decided to cancel Spring Festival for 2012. It was suggested that the festival to be rethought for Easter in 2013.</p>	<p>JW/EB to present ideas for Easter 2013.</p>

#### 5. Jubilee Picnic 3 June

POINTS	ACTION										
<p>1. The options for the Jubilee Picnic were discussed. It was agreed:</p> <ul style="list-style-type: none"> <li>a. That the music style should be a combination of light classical music and jazz.</li> <li>b. To invite young talent locally or students Guildhall School of Music to perform.</li> </ul> <p>2. Officers were asked to investigate the possibility of putting bunting around the Town Hall.</p> <p>3. The following format was agreed by members in principle:</p> <p><u>Format</u> Farnham URC has booked Gostrey Meadow for a Church Service in the morning. Michael Hopkins has agreed to promote the Jubilee Picnic after their Service if members agree to this.</p> <p><u>Proposed timings:</u></p> <table border="0"> <tr> <td>10.30-11.30am</td> <td>United Reform Church Service</td> </tr> <tr> <td>Town Crier</td> <td>Announce the parade</td> </tr> <tr> <td>Noon</td> <td>Scouts Parade, National Anthem, pull flag up to start event</td> </tr> <tr> <td>12.30pm</td> <td>Music/picnic starts</td> </tr> <tr> <td>5pm</td> <td>Picnic ends</td> </tr> </table> <p>Theme of the event agreed as 'Pimms and Proms' with cream tea, scones, strawberries &amp; cream, Union Jack flags, rounded off with Children's Teddy Bear's Picnic (could perhaps involve the Herald Bear) and generally 'All Things British'.</p>	10.30-11.30am	United Reform Church Service	Town Crier	Announce the parade	Noon	Scouts Parade, National Anthem, pull flag up to start event	12.30pm	Music/picnic starts	5pm	Picnic ends	<p>EB to do press release and contact local organisations.</p>
10.30-11.30am	United Reform Church Service										
Town Crier	Announce the parade										
Noon	Scouts Parade, National Anthem, pull flag up to start event										
12.30pm	Music/picnic starts										
5pm	Picnic ends										

**6. Music in the Meadow (29 July – 2 September) and Picnic in the Park (1 July)**

POINTS	ACTION
<p>1. Members agreed the proposed format in principle, with recommendation of having 3 food stalls offering a variety of food:  <b>Format</b>                      MITM – one band with tea tent                      PITP – 3 bands (including acoustics) and 3 food stalls, Tea Tent and Mayor’s Pimms Tent.</p> <p>2. It was also agreed that a fixed fee for stalls to be charged.</p>	<p>EB to check how much the Carnival is charging food stalls</p>

**7. Farnham Grows**

POINTS	ACTION
<p>Noted cost and limited interest in 2011 coach trip. Cllr Potts will refer Farnham Grows coach trip back to the FIB working group.</p>	<p>Kevin Taitt to review</p>

**8. Feast of Food and Food Festival (2 weeks from 15 September, Food Festival 29 September)**

POINTS	ACTION
<p>1. Members agreed in principle that the format to be as per 2011 for Feast of Food and Food Festival.</p> <p>2. In 2011 there was a Fun Fair and some non-food stalls (FSB funded) held at Gostrey Meadow, at the same time as Food Festival in Castle Street.</p> <p>Members asked for further information regarding other events going on in town before they made a final decision whether or not it was practical to go ahead with the Gostrey Meadow events.</p>	<p>EB to find out if any events going on for the 29 September at Farnham Maltings.</p>

**9. Town Guide 2012/13**

POINTS	ACTION
<p>1. Members viewed a selection of pictures for the front cover and agreed to use a picture of Lion and Lamb Yard by Blue Stevens.</p> <p>2. Members suggested moving the Events Diary to the centre of the magazine if possible.</p>	<p>JWalker to approach Acorn Designs to discuss.</p>

## 10. Any Other Business

POINTS	ACTION
<p>1. Cllr Hill said that the Christmas Lights were well managed this year.</p> <p><u>Farmers' Market</u></p> <p>2. Cllr Beaman asked why Farmers' Market stall charges had not been raised for 2012/13. IL mentioned that that was due to the economic climate and the competition for stallholders at other markets resulting in a falling off of attendance.</p> <p>3. Cllr Hill mentioned that the signage on the day could be more professional and it would be good to review the FM promotion.</p> <p>4. Future dates agreed as :</p> <ul style="list-style-type: none"><li>29 May 2012</li><li>24 July 2012</li><li>2 October 2012</li><li>4 December 2012</li><li>5 February 2013</li><li>9 April 2013</li></ul>	<p>JW to look at the Farmers' Market marketing and promotion with Ginny Gordon.</p>

## 11. Date of the next meeting

POINTS	ACTION
<p>It was agreed that the date and time of the next meeting would be 29 May 2012 at 7.00pm</p>	<p>Community Development Team Leader to circulate Agenda and papers nearer the time.</p>

Notes taken by Jacqui Walker



# FARNHAM TOWN COUNCIL

# E

## Notes

### Cemeteries and Appeals Working Group

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#### Time and date

10.00am on Thursday 16 February 2012

#### Place

Council Chamber, South Street, Farnham

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Attendees: Cllr C Cockburn, Cllr D Beaman, Cllr C Genziani, Cllr S Redfern,

Officers present: Iain Lynch and Russell Reeve, with Kevin Taitt for item 8 on agenda.

#### 1. Apologies

Apology for absence from Cllr S Hollins- Owen and Cllr G Parlett,

#### 2. Notes of Previous Meeting

POINTS	ACTION
Agreed notes of meeting held on 3 November 2011.	

#### 3. Terms of Reference

POINTS	ACTION
Agreed proposed revised terms of reference for Cemeteries Working and Appeals Group which had be provided to Corporate Development and Audit Working Group.	

#### 4. Cemetery Chapels

POINTS	ACTION
Noted progress on the chapels' feasibility and options study, being commissioned jointly with Farnham Buildings Preservation Trust. One of two shortlisted architects would be selected to proceed with the study, and to work alongside the Council in dealing with legal and planning consent issues. The Group was also updated on progress in achieving a letting of the West Street Chapel.	RR to continue to act as main liaison with the selected architect in producing the feasibility study.

## 5. Signage for West Street Cemetery

POINTS	ACTION
<p>The Group reviewed of proposals for:</p> <ol style="list-style-type: none"> <li>1. A marker for the Garden of Reflection, together with section markers – preferences were for limestone or lighter colour granite, for the sign to be rustic in appearance, for marker for the Garden of Reflection to be to left of entrance, of at least of the size suggested, with wording 'Garden of Reflection' and below of 'inspired by Nick Goddard'.</li> <li>2. Lectern and sign for wild flowers – wording was on right lines, with some further work needed on design, and to include a map, and sponsor logos. Lectern to be located near existing notice near depot entrance.</li> </ol>	<p>AO to proceed with new signs as outlined.</p>

## 6. Mike Hawthorn grave

POINTS	ACTION
<p>Updated on plans to better commemorate Mike Hawthorn, including for replacing his existing weathered gravestone with a new one.</p>	<p>AO to obtain second quote. New gravestone to then be purchased, with contribution from the Mike Hawthorn Society.</p>

## 7. Update to Cemeteries Regulations

POINTS	ACTION
<p>A number of proposed changes to the cemeteries regulations were outlined and discussed. Next steps are to include a section on appeals, to discuss proposed revised regulations at the planned meeting with undertakers, and to arrange for adoption by the Council.</p>	<p>RR/AO – to complete regulation revisions, discuss with undertakers, and arrange for adoption by the Council. Regulation issues to become a regular agenda item.</p>

## 8. Appeals

POINTS	ACTION
<p>Considered two matters – first was to obtain a ruling on vases and the second was an appeal regarding a decision made previously over gravestone kerbs.</p> <ol style="list-style-type: none"> <li>1. <b>Plot B1 573 West Street</b> – following a visit to the grave, approved a second vase similar to existing one, with an amendment to be made to the regulations to allow second vases in future, subject to conditions (on size).</li> <li>2. <b>Plot V 1302 West Street</b> – case re-considered, and following a visit to the grave, approval for kerbstones given in this particular instance.</li> </ol>	<p>AO - appellants to be advised of decisions reached.</p>

## 9. Any other items

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. The Town Clerk updated on position in respect of Mr O.</li> <li>2. The Friends of Farnham Cemeteries event in Library to go ahead</li> </ol>	<p>CC/ AO to sort Library display (in March).</p>



<p>on 12th March.</p> <ol style="list-style-type: none"> <li>3. Discussed possibility of having concrete strips under headstones within a future lawn cemetery area.</li> <li>4. Noted plans for a local woodland burial site had now been withdrawn.</li> <li>5. Aiming to plant a further tree in each cemetery in autumn, with sign to link to Diamond Jubilee.</li> </ol>	<p>KT to progress further tree planting (in Autumn).</p>
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**10. Date of Next Meeting**

10 am Thursday 31 May 2012.



# FARNHAM TOWN COUNCIL

# F

## Notes

### Corporate Development and Audit Working Group

**Time and date**

9.00am Tuesday 21st February 2012

**Place**

Town Clerk's Office, South Street, Farnham

**Attendees:**

Appointed Members: Councillors John Ward (Lead Member), David Beaman, Stephen Hill.

Other Councillors: Cllr Jill Hargreaves (Mayor), Cllr Paddy Blagden.

Officers present: Iain Lynch (Town Clerk), Russell Reeve (Team Leader Corporate Governance) - part, Jacqui Walker (Team Leader Community Development) part

**1. Apologies**

Apologies were received from Cllrs Carole Cockburn, Jessica Parry, Julia Potts, Stephen O'Grady, Roger Steel

**2. Declarations of Interest:**

The Town Clerk declared an interest in relation to item 6 on the agenda as a Trustee of the Old Kiln Museum (Rural Life Centre)

**3. Notes of Meeting held on 10th January 2012**

POINTS	ACTION
The notes were agreed.	

**4. Internal Auditor's Letter**

POINTS	ACTION
1. The Town Clerk introduced the Internal Auditor's letter attached at Appendix B to the agenda and highlighted the progress made by officers in addressing the issues identified, set out at Appendix Bii. 2. Members noted the comments made in relation to the	<b>Recommendation to Council to accept the report and welcome the</b>

<p>financial system and that a presentation was being made by an alternative potential supplier the same day.</p> <p>3. Members agreed to recommend the reports acceptance to Council and welcomed the response made to the points made.</p>	<p><b>response made by officers as set out in the report.</b></p>
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## 5. Finance Report

POINTS	ACTION
<p>1. Russell Reeve presented the Trial Balance prepared by the Internal Auditor to the end of December 2011. It was noted that the issues raised had been previously identified and reported to Council and that having the Trial Balance at this stage would speed up the end of year arrangements.</p> <p>2. The Timetable for the completion of accounts was noted and agreed.</p> <p>3. Members noted that discussions with Waverley for an agency agreement for managing the Locality Office Service were continuing.</p>	<p><b>Council to agree the timetable for the completion of accounts</b></p>

## 6. Grants 2012-13

POINTS	ACTION
<p>1. The report at Appendix E for the allocation of the Grant Funding for 2012/13 was discussed in detail and a revised proposal attached at Annex 1 to these minutes for recommendation to Council was agreed.</p> <p>2. It was noted that grant application totalling over £98,000 had been received.</p> <p>3. It was agreed that the final allocation of small grants for 2011/12 which had not yet been allocated would be used to ensure that all grants could be paid at the proposed levels. The total grants agreed for award were £52,475 with £1000 available for small grants of up to £200 to be awarded during the year.</p> <p>4. It was noted that grant confirmation letters would include a reminder that if projects receiving funding did not take place or did not need all the monies allocated, then the funding would need to be returned to the Town Council to benefit other groups.</p>	<p><b>Recommendation to Council to agree that the grant allocation for 2012/13 be as set out in Annex 1.</b></p>

## 7. Revised Standing Orders

POINTS	ACTION
<p>1. Cllr Ward introduced the revised draft Standing Orders at Appendix F. He said that these followed the new Model Standing Orders developed by the National Association of Local Councils in 2010 and circulated to councils in 2011.</p>	

<ol style="list-style-type: none"> <li>2. Farnham's Standing Orders included 106 provisions and with amalgamation and reordering these had now been reduced to 25. These were much more logical and coherent.</li> <li>3. The issues raised by Council in relation to the appointment of members to working groups had been addressed and it was hoped that these could be appointed annually in April to allow the Annual Meeting to be a celebratory meeting focussed on the election of the Mayor.</li> <li>4. It was noted that copies had been sent to all Councillors to give a month for any additional issues to be thought about prior to discussion at Council.</li> <li>5. The draft revised Terms of Reference for Working Groups, which had been circulated to Lead Members ahead of the meeting were noted.</li> <li>6. It was agreed to recommend to Council that the Corporate Development and Audit Working Group be renamed as the Strategy and Finance Working Group and that the Farnham in Bloom Working Group be renamed to the Community Services Working Group. The changes would better reflect the scope and workload of the two working groups.</li> </ol>	<p><b>Recommendations to Council:</b></p> <ol style="list-style-type: none"> <li>i) that the revised Terms of Reference be adopted;</li> <li>ii) that the Corporate Development and Audit Working Group be renamed the Strategy and Finance Working Group;</li> <li>iii) that the Farnham in Bloom Working Group be renamed the Community Services Working Group.</li> </ol>
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### 8. Wrecclesham Community Centre

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. The Town Clerk reported on the recent meeting with the Trustees of the Wrecclesham Community Centre. It was noted that the Trustees did not feel in a position to take on a longer term lease of the building.</li> <li>2. Further research had taken place on trying to resolve the problem of the leaking roof and further temporary repairs were agreed from within approved budgets.</li> <li>3. It was noted that the building was of an age and condition that meant that expenditure constantly exceeded likely income, and it was agreed that further options for the community centre needed to be investigated.</li> </ol>	<p>Temporary repairs on the roof to be undertaken.</p> <p>Town Clerk to investigate further options.</p>

### 9. Jubilee Projects

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. The report at Appendix H was noted.</li> <li>2. Noted that the Project Group for the Jubilee Wharf at the Maltings was working on proposals and that the views of the Environment Agency had been sought. Cllr Parry had asked if the group could consider whether the railings on the opposite bank of the river could be included in the project and the implications of, and options for, this were being considered.</li> </ol>	<p>Team Leader Community Development to progress.</p>

## 10. St Andrews's Church

POINTS	ACTION
<ol style="list-style-type: none"><li>1. The retirement of Reverend Andrew Tuck at the end of April, and the arrangements being put in place for the Parish Church until a successor were appointed were noted.</li><li>2. It was agreed that a brief item should be included in Exempt business for Council.</li></ol>	Town Clerk to discuss arrangements for civic connections with the Churchwardens

## 11. Future Plans

POINTS	ACTION
<ol style="list-style-type: none"><li>1. Noted that a Flood emergency plan would be drafted as part of a wider emergency plan for a future meeting</li><li>2. Noted that consideration need to be given to drought management and the impact of restricted water on council activities such as Farnham in Bloom</li></ol>	Town Clerk and Team Leader, Outside Workforce to progress.

## 12. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on 21 <sup>st</sup> March 2011 at 9.00am	Town Clerk to circulate agenda

x

Meeting ended at 12.37

Notes written by Iain Lynch

# Annex I

## Farnham Town Council

### Summary of Grant applications (February 2012) and applicants' information

#### 1) Grants Above £2,000 - Outside normal criteria:

Amounts requested £51,000. Proposed £31,560

Applicant	Project Description	Amount Requested	Cost of Project	Proposed funding amount	Comment
Citizens Advice Waverley	<u>Provision of local face-to-face advice service</u> To provide an accessible source of free, high quality, independent information, advice and support to enable people to resolve or better manage their problems.	£30,000	£70,432	£15,360	£23,400 other funding have been approved in principle. Last year FTC funded £15,360. This service provides vital help in harsh economic climate and supports residents of all backgrounds. Noted that CAB is closed on Fridays.
Farnham Maltings Association Ltd	Delivery of services to community in cultural and art activities ie Programmes of workshop and activities for young people and families - Families in the Making and Youth Theatre, provide community venue and facilities, develop opportunities for art and culture in The Chantry, Roman Way and Sandy Hill.	£16,000	£1.256m	£12,800	Last year the funding was for £12,800 from FTC. Also Farnham Maltings capacity to generate revenue noted. The outreach work has been successful.
40 Degreez Centre for Young People	<u>Salaries and purchase of equipment</u> Revenue funding for salaries. Crafts kits for holiday workshops.	£5,000	£28,589	£3,400	This is the main youth club in Farnham and provides around 5000 young people a place to go to. In 2011 FTC awarded £3,072 for general costs and an additional grant in the second round towards the summer workshop.

#### 2) Grant applications within the normal criteria of £2,000:

Amounts requested £44,198. Proposed £19,915

Applicant	Project Description	Amount requested	Cost of Project	Proposed funding amount	Comment
Badshot Lea Cricket Club	<u>New Cricket Nets</u> To construct new cricket nets at Badshot Lea recreation ground.	£8,100	£16,200	£2,000	New equipment. Some additional documentation is required. This will benefit the local community of all ages and has potential to reduce anti-social behaviour. £8,100 promised from Waverley.

Applicant	Project Description	Amount requested	Cost of Project	Proposed funding amount	Comment
Bourne Royal British Legion Club Bowls Section	<u>Moss Eradication</u> To eradicate the build-up of moss on the bowls green by improving drainage and aeration of the turf.	£1,985	£3,970	£0	This is routine maintenance of the lawn, hence it is not eligible for grant funding.
Can Do Volunteering (Leonard Cheshire Disability)	<u>Film Project on Challenges of the Disabled</u> Making a film jointly between Disability Challengers, UCA to be shown in empty shop in the Woolmead Centre.	£2,068	£2,068	£350	The main cost of this project is filming which is charged by UCA. No matched funding sought.
Farnham Brass Band	<u>Replace Music Stands</u> To have sturdy music stands for the start of the outdoor playing season which starts mid May 2012.	£300	£600	£300	Farnham Brass Band provides entertainment to a wide ranging audience in Farnham, and has performed at the Christmas Lights switch on.
Farnham Carnival	<u>Farnham Carnival Entertainment and safety/general facilities</u> To provide the opportunity for the people of Farnham to enjoy a safe and enjoyable day out.	£3,500	£8,480	£1,500	A well attended popular event in Gostrey Meadow. Last year FTC gave £1,500 and paid in addition towards the stage costs that were shared over the two days. It is proposed to allocate the same again (£1500 towards event and £1,000 towards the stage).
Farnham Competitive Music Festival	<u>34th Farnham Competitive Music Festival</u> To fill the gap in the amenities available to young musicians by offering them an inclusive and friendly environment, a performance platform for them to enjoy showing their skills at every level.	£800	£7,500	£500	Funding to be used to offset basic costs of printing, professionals fees and hire of Frensham Height facilities. FTC funded £450 in 2011. Over 20 schools participate.
Farnham Community Play Steering Committee	<u>Farnham Community Play</u> To engage people of all ages and backgrounds to share experiences, explore local history and discover parallels with Farnham today - engage professional playwright to create community play.	£1,000	£97,940	£0	Main funding to Arts Council to be confirmed. This is an additional application. FTC 2011 funding still held in reserve pending main funding to be approved. To write a letter to remind terms of grant previously given.
Farnham Decorative and Fine Arts Society	<u>Farnham Schools Art Exhibition 2012</u> To mount and publicly exhibit approx 700 works of art from 20 local schools.	£2,000	£10,350	£2,000	A new funding application. A wide reaching event with impact on a high numbers of pupils and communities. A worthwhile project to support. Grant requested is to go towards hire of galleries. Also applying to South Street Trust £2,750

Applicant	Project Description	Amount requested	Cost of Project	Proposed funding amount	Comment
Farnham Rugby Club	<u>Kitting out a new club</u> To purchase essential sports equipment to be used at the new ground when they move in September 2012.	£1,971	£3,942	£1,500	A worthwhile project benefiting children of all ages, especially the junior section and school groups.
Farnham Squadron Air Cadets	<u>Catering and Classroom Equipment &amp; Minibus Appeal</u> Catering equipment when at camps and community fundraising events. Classroom equipment to improve learning . Add to funding for minibus	£1,000	£31,175	£1,000	Air Cadets have helped FTC out at Christmas Lights switch on and also at civic events and generally provides wide ranging help to the community.
Farnham Volunteer Centre	<u>Promotion of Farnham Voluntary and Community Organisations</u> Raise the profile of volunteering and promote opportunities available with local voluntary organisations.	£2,000	£13,450	£2,000	This need has come about through experiencing cutbacks in the opening hours of the Volunteer Centre, ensuring that volunteer levels are still maintained so that the voluntary organisations and the community needs are met. Last grant was given 2009/10 £1,600. This meets the needs of 600 residents in Farnham.
Hale Darby & Joan Club	<u>Day Trip</u> Provide day trip for all members and carers.	£440	£880	£440	This is 50% matched funded. An outing for 75 elderly members, most who have no other means of transport.
Hale Carnival Committee	<u>Hale Carnival</u> To provide an annual community day. Local schools, churches and youth groups take part.	£2,000.00	£14,500.00	£500	Last year FTC grant was £500. This will be part of the budgetary provision for Carnivals.
Hale Institute	<u>Floor Restoration</u> To maintain the flooring of hall by polishing and also taking apart and assembling the snooker table.	£1,180	£2,360	£0	Floor maintenance not eligible for grants. However the taking apart and re-assembly of the snooker table is.
Kids Fest UK	<u>Support young entrepreneurs</u> To get 30 groups of young entrepreneurs to run concession stalls at fairs and festivals selling products they have produced.	£2,700	£3,000	£500	Only 50% of students from Farnham



Applicant	Project Description	Amount requested	Cost of Project	Proposed funding amount	Comment
New Ashgate Gallery trust Ltd	<u>Crafts at play</u> Support new skills and participation with over 50s and lone parents. Support artist by employing him/her for workshops. Increase participation in arts in Farnham.	£2,000	£5,674	£500	Support new skills and participation with 'over 50s' and 'Lone parents' groups based in the Gallery and The Bungalow. Exhibition space provided by New Ashgate Gallery. However Farnham Maltings is already doing arts and culture workshops in this area.
Old Kiln Museum	<u>Cost of transport</u> To move a 1910 garage/bicycle shop and contents from Frimley Green to the Museum.	£2,000	£2,000	£2,000	A worthwhile heritage project subject to funds being available for the garage is available. This will be a great addition to Rural Life Centre and enjoyed by a huge number of school children and members of public. Grant will be released when funding received from Heritage Lottery..
Opportunities	<u>Hale Community Project - communications</u> Break down the barriers between the 3 distinct areas in Hale. Advertise and promote the project within the village.	£1,600	£1,600	£100	A continuous push to improve locals at Sandy Hill to gain new educational and social skills. Banners only cost £70 each and the local organisations supporting this could also help produce posters at little cost.
Opportunities	<u>Hale Community Project</u> Encourage fitness and wellbeing through exercise and relaxation classes. Cover the cost of tutors and rent of hall at Hale and The Chantrys.	£2,000	£2,200	£1,000	Funding towards the cost of a tutor.
Residents' Association of Sandy Hill - RASH	<u>Summer Events at Top Field, Sandy Hill</u> <u>Hire play equipment ie sumo wrestling costumes and consumables to use at event, in aid of enhancing community engagement and lowering crime and disorder.</u>	£500	£1,000	£400	This was proposed to come out of Town Clerk's Small Grants Funds.
St Polycarps Catholic Primary School	<u>New blinds</u> To provide new blinds in place of the old curtains in the main hall.	£2,000	£5,135	0	FTC funded £2K in 2011.
Sandy Hill Bungalow	<u>Hot chocolate</u> To provide a safe environment and leisure/educational facilities for young girls aged 11 - 16.	£725	£1,450	£725	Around 40 young girls from the estate to benefit. This is the second most deprived area in Waverley with a high % of teenage pregnancy and NEET.

Applicant	Project Description	Amount requested	Cost of Project	Proposed funding amount	Comment
The Bishop's Meadow Trust	<u>Home for Wildlife</u> Installation of bat boxes, nesting boxes and insect houses to improve conditions for wildlife. Acquisition of bat detector to assist on educational walks.	£1,117.64	£1,117.64	£600	Funding for the bat detector is around £600. Bat and bird boxes can be made instead of being bought. The proposal made subject to Bat detector being made available to other community organisations.
The William Cobbett Society	<u>Promotion of Cobbett 250<sup>th</sup> celebration</u> Raise profile of William Cobbett and have a celebration of his 250 <sup>th</sup> Anniversary involving major institutions in Farnham.	£1,780	£5,000	£1,000	Important anniversary which will add to the visitor attraction of Farnham
Wrecclesham Community Project	<u>Fitness classes</u> Encourage fitness and wellbeing in the participants of the Project, some of whom are older members of the community.	£2,000	£2,320	£1,000	This class is up and running now but needs new funding to carry on.

**Total proposed grants £51,475**

**SUMMARY**

Total grants applied for     £97,766  
 2 Non eligible applications   £3,985  
 27 Eligible applications       £93,781

Grant funding available: £50,000 plus £3,000 for the Carnivals.

Total funds proposed £52,475

£2,000 for Carnivals plus

£1,000 for Carnival stage costs.

£49,000 for community organisations (above £200).

£475 Small grants funding balance from 2011 made available for RASH and Banner Opportunities

Remaining funds available for 2012

£1,000 for Small Grants (up to £200)



# FARNHAM TOWN COUNCIL



## Minutes Planning Consultative Group

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### Time and date

6.30pm on Thursday 26 January 2012

### Place

Council Offices, South Street, Farnham

### Members Present

- \* Cllr C G Genziani (arrived at 7.15pm)
- \* Cllr D Beaman
- \* Cllr P Blagden
- \* Cllr S Hill
- 0 Cllr S Hollins-Owen
- \* Cllr J Ricketts
- 0 Cllr S O'Grady

- 0 Apologies for absence.

**NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.**

#### 1. Apologies for absence

Apologies for absence were received from Councillors S O'Grady and Hollins-Owen.

#### 2. Disclosure of Interests

There were no disclosures of interests.

#### 3. APPLICATIONS CONSIDERED BY THE PLANNING CONSULTATIVE GROUP ON THURSDAY 26 JANUARY 2012

WA/2011/2162	Farnham Castle	Application under Section 73(a) to vary Condition 2 of WA/2011/1665 (restricting addition of windows) to allow roof lights to be added. Previous comments on 27.10.11 were: No Comment	LAND ADJACENT TO 27 THREE STILES ROAD, FARNHAM GU9 7DE
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2167	Farnham Castle	Erection of a single storey extension.	23 CROSBY WAY, FARNHAM GU9 7XG
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2198	Farnham Castle	Erection of extensions and alterations.	11A WEST END GROVE, FARNHAM GU9 7EG
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2195	Farnham Castle	Certificate of Lawfulness under Section 192 for erection of a conservatory.	MULBERRY LODGE, WEST STREET, FARNHAM GU9 7EH
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2210	Farnham Castle	Erection of extensions and alterations.	THE WILLOWS, WEST STREET, FARNHAM GU9 7AP
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2226	Farnham Castle	Application under Section 73 to vary Condition 5 of WA/2010/1213 to alter the number of bedrooms to the 4 dwellings.	50 WEST STREET, FARNHAM GU9 7DX
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2211	Farnham Castle	Erection of extensions and alterations.	THE WILLOWS, WEST STREET, FARNHAM GU9 7AP
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	

TM/2012/0002	Farnham Hale and Heath End	Application for works to trees subject of Tree Preservation Order 33/99.	6 FAIRVIEW GARDENS, FARNHAM GU9 ONG
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2170	Farnham Moor Park	Certificate of Lawfulness under Section 192 for the erection of a two storey rear extension and porch.	5 ADAMS PARK ROAD, FARNHAM GU9 9QG
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2174	Farnham Moor Park	Certificate of Lawfulness under Section 192 for the erection of a single storey rear extension.	15 TONGHAM ROAD, FARNHAM GU10 1PH
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
TM/2011/0158	Farnham Moor Park	Application for works to trees subject of Tree Preservation Order Far28.	ROCK HOUSE, ROCK HOUSE LANE, FARNHAM GU10 1NR
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2182	Farnham Moor Park	Erection of garage/store following demolition of existing garage.	41 WAVERLEY LANE, FARNHAM GU9 8BH
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2192	Farnham Moor Park	Certificate of Lawfulness under Section 192 for hip to gable extension, two storey/single storey rear extension and rear dormer window.	35 HALE ROAD, FARNHAM GU9 9QQ
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2183	Farnham Moor Park	Erection of extensions and alterations.	41 WAVERLEY LANE, FARNHAM GU9 8BH
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	

WA/ 2011/2217	Farnham Moor Park	Certificate of Lawfulness under Section 192 for change of use of first floor from retail to residential flat above the existing shop.	6 SOUTH STREET, FARNHAM GU9 7RP
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
NMA/2012/0006	Farnham Moor Park	Amendment to WA/2011/0065 to provide changes to windows and doors. Previous comments on 12.2.2011 were: No objections	18 UPPER SOUTH VIEW, FARNHAM GU9 7JW
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
TM/2011/0163	Farnham Shortheath and Boundstone	Application for works to a tree subject of Tree Preservation Order 45/99.	17 BOUNDSTONE ROAD, FARNHAM GU10 4TH
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
TM/2011/0159	Farnham Upper Hale	Application for works to a tree subject of Tree Preservation Order	19 HEATHYFIELDS ROAD, FARNHAM GU9 0BW
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
TM/2012/0001	Farnham Weybourne and Badshot Lea	Application for works to a tree subject of Tree Preservation Order 24/01.	1 OAKLAND AVENUE, FARNHAM GU9 9DX
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
TM/2012/0005	Farnham Weybourne and Badshot Lea	Application for works to a tree subject of Tree Preservation Order 1/02.	1 COPSE AVENUE, FARNHAM GU9 9ED
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
NMA/2011/0157	Farnham Wrecclesham and Rowledge	Amendment to WA/2010/1157 to provide changes to roof.	40 SHORTEATH CREST, FARNHAM GU9
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2166	Farnham Wrecclesham and Rowledge	Certificate of Lawfulness under Section 191 for use of former nursery buildings for storage (B8 use).	LAND AT EVERSHEDES, WRECCLESHAM HILL, WRECCLESHAM GU10 4JX

		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2202	Farnham Wrecclesham and Rowledge	Erection of extension and alterations following part demolition of existing conservatory.  NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	LITTLE BRAMBLES, 14 PROSPECT ROAD, FARNHAM GU10 4AH
WA/2011/2193	Farnham Wrecclesham and Rowledge	Erection of a conservatory.	60 RIVERDALE, WRECCLESHAM GU10 4PJ
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
CA/2012/0008	Farnham Wrecclesham and Rowledge	WRECCLESHAM FARNHAM CONSERVATION AREA. Works to trees.	STONECROFT, 8 POTTERY LANE, FARNHAM GU10 4QG
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2012/0023	Farnham Wrecclesham and Rowledge	Erection of extensions and detached garage following demolition of existing garage (revision of WA/2011/1790). Previous comments on 10.11.2011 were: No comment	52 RIVERDALE, FARNHAM GU10 4PJ
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
TM/2011/0155	Farnham Bourne	Application for works to a tree subject of Tree Preservation Order Far107.	34 AVELEY LANE, FARNHAM GU9 8PR
		NO OBJECTION SUBJECT TO THE APPROVAL OF THE ARBORICULTURAL OFFICER	
WA/2012/0019	Farnham Bourne	Erection of dwelling and detached garage.	LAND AT BOURNE HOUSE, LODGE HILL ROAD, FARNHAM GU10 3RD

WA/2012/0028	Farnham Bourne	<b>THIS IS IN THE AREA PROTECTED BY BE3 AND THIS IS CONTRARY TO THE GUIDANCE ON GARDEN-GRABBING TO PREVENT THE FRAGMENTATION OF LARGE PLOTS, WHERE THE CHARACTER OF THE AREA WOULD BE AFFECTED</b> Erection of a detached dwelling.	LAMBSWOOD, 108 LODGE HILL ROAD, FARNHAM GU10 3RB
		<b>THIS IS IN THE AREA PROTECTED BY BE3 AND THIS IS CONTRARY TO THE GUIDANCE ON GARDEN-GRABBING TO PREVENT THE FRAGMENTATION OF LARGE PLOTS, WHERE THE CHARACTER OF THE AREA WOULD BE AFFECTED</b>	
WA/2011/2184	Farnham Castle	Erection of detached dwelling following demolition of existing garage (revision of WA/2011/1202). Previous comments on 18.8.11 were: No objections subject to the approval of the Conservation Officer	THE COACH HOUSE, WEST STREET, FARNHAM GU9 7DX
		CONCERNED ABOUT THE IMPACT ON THE NEIGHBOURING PROPERTIES AND WOULD RECOMMEND THIS BE PRESENTED TO THE FULL WBC PLANNING COMMITTEE	
WA/2011/2191	Farnham Castle	Display of illuminated sign.	68A CASTLE STREET FARNHAM GU9 7LN
		NO OBJECTION SUBJECT TO THE APPROVAL OF THE CONSERVATION OFFICER	
CA/2012/0007	Farnham Castle	FARNHAM CONSERVATION AREA. Works to trees.	LAND AT BORELLI MEWS, FARNHAM GU9 7YZ
		NO OBJECTION SUBJECT TO THE APPROVAL OF THE ARBORICULTURAL OFFICER	



WA/2011/2213	Farnham Castle	Listed Building Consent for internal alterations.  NO OBJECTION SUBJECT TO THE APPROVAL OF THE LISTED BUILDINGS OFFICER	2 – 3 THE BOROUGH, FARNHAM GU9 7NA
WA/2011/2212	Farnham Castle	Change of use of second floor from office (Class B1) to wine bar (Class A4).	2 – 3 THE BOROUGH, FARNHAM GU9 7NA
		CONCERNED ABOUT THE PRIVACY OF THE NEIGHBOURING PROPERTIES	
NMA/2012/0005	Farnham Firgrove	Amendment to WA/2011/1355 for alterations to size and position of windows. Previous comments on 8.9.11 were: Previous comments on 27.1.11 - concerned about at the possible adverse impact on the residential amenities of the neighbouring properties. - No plans available, so did not comment - would suggest plans put forward for the next meeting.	21 SHEEPHOUSE, FARNHAM GU9 8LR
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2204	Farnham Firgrove	Erection of extension and alterations.	14 & 16 THE FAIRFIELD, FARNHAM GU9 8AJ
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2219	Farnham Firgrove	Erection of extensions and alterations.	25 TILFORD ROAD, FARNHAM GU9 8DJ
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	

WA/2012/0020	Farnham Firgrove	Erection of 2 dwellings following demolition of existing dwelling.	1A ST JOHNS ROAD, FARNHAM GU9 8NT
		THIS IS OUT OF CHARACTER WITH NEIGHBOURING PROPERTIES AND OVERDEVELOPS THE PLOT.	
WA/2012/0015	Farnham Firgrove	Erection of single-storey rear extension and conversion of garage to form habitable accommodation.	12 GROVE END ROAD, FARNHAM GU9 8RD
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2012/0024	Farnham Firgrove	Erection of single storey extension following demolition of existing conservatory.	36 FIRGROVE HILL, FARNHAM GU9 8LQ
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	
WA/2011/2160	Farnham Moor Park	Consultation on a County matter for the use of 0.75ha of land for a recycling facility, involving the receipt, storage, treatment (by crushing and screening) and export of inert waste materials	RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM, GU10 1PB
		The operating period for the inert recycling plant should be linked to the planning consent approval for Area A restoration. This is in a designated Area of National Beauty and this should not be extended for over a seven year period.	
WA/2011/2232	Farnham Moor Park	Erection of gymnasium with changing facilities.	BARFIELD SCHOOL EDUCATIONAL TRUST, GUILDFORD ROAD, FARNHAM GU10 1PB
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	

WA/2011/2181	Farnham Upper Hale	Erection of single storey extension following demolition of existing garage.	9 GRAVEL ROAD, FARNHAM GU9 0JB
		CONCERNED ABOUT THE IMPACT ON THE NEIGHBOURS' AMENITIES AND THE SCALE OF THE EXTENSION IN RELATION TO THE EXISTING DWELLING.	
WA/2011/2185	Farnham Weybourne and Badshot Lea	Erection of 14 dwellings with associated access, car parking and landscaping following demolition of 3 dwellings (revision WA/2011/0251). comments on 17.3.2011 were: Strongly object - there will be an adverse impact on already congested traffic with an a cumulative affect from development already approved in nearby Monkton Lane. Concerned about the inadequate infrastructure loss of green space and garden grabbing.	25 HURLANDS CLOSE, FARNHAM GU9 9JF
		COMMENTS MADE ON 17.3.2011 STILL APPLY	
WA/2012/0011	Farnham Weybourne and Badshot Lea	Erection of extensions.	3 ST GEORGES ROAD, BADSHOT LEA GU9 9LX
		NO COMMENT FOLLOWING CONSIDERATION ON 26/1/12	

The meeting closed at 7.40pm



# FARNHAM TOWN COUNCIL

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## Minutes Planning Consultative Group

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### **Time and date**

6.30pm on Thursday 9 February 2012

### **Place**

Council Offices, South Street, Farnham

### **Members Present**

\* Cllr C G Genziani  
\* Cllr D Beaman  
\* Cllr P Blagden  
\* Cllr S Hill  
1 Cllr S Hollins-Owen  
\* Cllr J Ricketts  
0 Cllr S O'Grady

0 Apologies for absence.

**NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.**

### **3. Apologies for absence**

Apologies for absence were received from Councillors O'Grady and Hollins-Owen.

### **4. Disclosure of Interests**

There were no disclosures of interests.

### **5. Applications Considered By The Planning Consultative Group On Thursday 9 February 2012**

CA/2012/0017	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. 1x Douglas fir - prune.	9A GREAT AUSTINS FARNHAM GU9 8JG
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0058	Farnham Castle	Application under Section 73 to remove Condition 5 of WA/1989/1575 (Condition forbids use of more than one unit by a single occupier).	10 ST GEORGES YARD FARNHAM GU9 7LW
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0058	Farnham Castle	Application under Section 73 to remove Condition 1 of WA/1989/1575 (Condition forbids use of more than one unit by a single occupier). (As amended by email dated 31/01/12).	10 ST GEORGES YARD FARNHAM GU9 7LW
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0045	Farnham Firgrove	Erection of extensions and alterations following demolition of existing canopied entrance.	33 ST JOHNS ROAD FARNHAM GU9 8NU
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0099	Farnham Firgrove	Construction of roof to replace existing conservatory roof.	11B ST GEORGES ROAD FARNHAM GU9 8NA
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0040	Farnham Shortheath and Boundstone	Erection of porch and single storey rear extension following demolition of existing porch and conservatory.	3 CLIFTON CLOSE WRECCLESHAM GU10 4TP
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	

WA/2012/0112	Farnham Shortheath and Boundstone	Insertion of roof lights and conversion of existing roof space to habitable accommodation (revision of WA/2011/1622). <b>Previous comments on 27.10.11 were : No comment</b>	23 FARNHAM CLOISTERS 41 SHORTHEATH ROAD, FARNHAM GU9 8SX
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0053	Farnham Upper Hale	Erection of extension following demolition of the existing structure.	363 SANDY HILL ROAD FARNHAM GU9 0EW
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0065	Farnham Upper Hale	Alterations to 2 flats to provide a single dwelling.	30 WINGS ROAD FARNHAM GU9 0HW
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0086	Farnham Wrecclesham and Rowledge	Erection of a conservatory.	6 MAYFIELD FARNHAM GU10 4DZ
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0059	Farnham Bourne	Erection of a dwelling following demolition of existing dwelling.	SPRUCE ACRES TILFORD ROAD FARNHAM GU9 8HS
		<b>WE DO NOT HAVE ADDITIONAL CONCERNS REGARDING THE BASEMENT BEING EXTENDED AS SHOWN IN THESE REVISED PLANS</b>	
WA/2012/0111	Farnham Bourne	Erection of a detached dwelling.	LAND ADJACENT TO 1 VICARAGE LANE FARNHAM GU9 8HN
		<b>CONCERNED THAT THIS IS GARDEN GRABBING IN THE BOURNE CONSERVATION AREA AND THE POOR ACCESS TO PLOT</b>	

NMA/2012/0013	Farnham Bourne	Amendment to WA/2011/1192 to delete one skylight, one solar panel, balcony structure and aluminium strip, addition of Juliette balcony and changes to garage door. <b>Previous comments on 18.8.2011 were: Object - concerned that the roof materials are suited to an industrial building and not in keeping with this area. Concerned at the size of the proposed building and parking facilities</b>	28 AVELEY LANE FARNHAM GU9 8PR
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0044	Farnham Castle	Change of use of property to a single dwelling with associated parking, together with external and internal alterations and the creation of a new access (revision of WA/2011/1837). <b>Previous comments on 10.11.11 were: No objections subject to the approval of the conservation Officer.</b>	13 MIDDLE CHURCH LANE FARNHAM GU9 7PP
		<b>CONSIDERED ON 09.02.2012 AND THE SAME COMMENTS STILL STAND, THAT NO OBJECTIONS SUBJECT TO THE APPROVAL OF THE CONSERVATION OFFICER, BUT WITH PARTICULAR CONCERNS REGARDING THE GARAGE DOOR.</b>	
WA/2012/0103	Farnham Firgrove	Construction of front and rear dormer windows to form loft conversion.	16 GROVE END ROAD FARNHAM GU9 8RD
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0109	Farnham Firgrove	Erection of single storey rear extension and alterations following demolition of existing extension.	27 WEYDON HILL ROAD FARNHAM GU9 8NX
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	

WA/2012/0115	Farnham Hale and Heath End	Erection of extensions and alterations.	31 WEST AVENUE FARNHAM GU9 ORB
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0107	Farnham Hale and Heath End	Erection of extensions and alterations.	157 UPPER HALE ROAD FARNHAM GU9 OJE
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0051	Farnham Moor Park	Display of 2 illuminated and 2 non-illuminated fascia signs.	BRIGHTWELLS EAST STREET FARNHAM GU9 7SB
		<b>CONSIDERED ON 9/2/12 AND NO COMMENT AT THIS STAGE SUBJECT TO THE APPROVAL OF THE WBC OFFICER RESPONSIBLE FOR THE EAST STREET SCHEME.</b>	
WA/2012/0068	Farnham Moor Park	Display of non-illuminated fascia sign.	HAWTHORN HOUSE EAST STREET FARNHAM GU9 7SX
		<b>CONSIDERED ON 9/2/12 AND NO COMMENT AT THIS STAGE SUBJECT TO THE APPROVAL OF THE WBC OFFICER RESPONSIBLE FOR THE EAST STREET SCHEME.</b>	
WA/2012/0049	Farnham Moor Park	Display of internally illuminated fascia signs and car park signs.	BRIGHTWELLS EAST STREET FARNHAM GU9 7SB
		<b>CONSIDERED ON 9/2/12 AND NO COMMENT AT THIS STAGE SUBJECT TO THE APPROVAL OF THE WBC OFFICER RESPONSIBLE FOR THE EAST STREET SCHEME.</b>	



WA/2012/0050	Farnham Moor Park	Construction of new shop fronts.	BRIGHTWELLS EAST STREET, FARNHAM GU9 7SB
		<b>CONSIDERED ON 9/2/12 AND NO COMMENT AT THIS STAGE SUBJECT TO THE APPROVAL OF THE WBC OFFICER RESPONSIBLE FOR THE EAST STREET SCHEME.</b>	
WA/2012/0052	Farnham Moor Park	Construction of new shop fronts.	BRIGHTWELLS EAST STREET FARNHAM GU9 7SB
		<b>CONSIDERED ON 9/2/12 AND NO COMMENT AT THIS STAGE SUBJECT TO THE APPROVAL OF THE WBC OFFICER RESPONSIBLE FOR THE EAST STREET SCHEME.</b>	
WA/2012/0090	Farnham Moor Park	Erection of dwelling and detached garage/log store.	LAND ADJACENT TO WEST FARM 8 TONGHAM ROAD FARNHAM GU10 1PJ
		<b>SETS AN UNACCEPTABLE PRECEDENT OF DEVELOPING AGRICULTURAL LAND OUTSIDE OF THE SETTLEMENT AREA</b>	
WA/2012/0078	Farnham Shortheath and Boundstone	Erection of single storey side and rear extensions.	26 LYNTON CLOSE FARNHAM GU9 8US
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0069	Farnham Wrecclesham and Rowledge	Erection of single storey extension to form classrooms.	MORE HOUSE SCHOOL MOONS HILL FRENHAM GU10 3AW
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	

WA/2012/0056	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations.	33 ROSEMARY LANE ROWLEDGE GU10 4DD
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0080	Farnham Wrecclesham and Rowledge	Erection of club house following demolition of existing club house.	WRECCLESHAM TENNIS CLUB RIVERDALE WRECCLESHAM GU10 4PJ
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	
WA/2012/0124	Farnham Wrecclesham and Rowledge	Alterations to garage to allow conversion into habitable accommodation.	2 GRANTLY COURT SHORTHEATH CREST FARNHAM GU9 8RX
		<b>CONCERNED AT THE LOSS OF PARKING SPACE</b>	
WA/2012/0095	Farnham Weybourne and Badshot Lea	Installation of a water irrigation tank.	FARNHAM RUGBY CLUB MONKTON LANE FARNHAM GU10 3HD
		<b>CONSIDERED ON 9/2/12 – COLOUR OF TANK OR SCREENING SHOULD MATCH IN WITH THE LOCAL ENVIRONMENT</b>	
WA/2012/0120	Farnham Wrecclesham and Rowledge	Erection of single storey side extension following demolition of existing extension.	45 LICKFOLDS ROAD FARNHAM GU10 4AE
		<b>APPROVED AFTER CONSIDERATION ON 9/2/12</b>	

Meeting closed at 7.45pm



# FARNHAM TOWN COUNCIL



## Minutes Planning Consultative Group

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### Time and date

6.30pm on Thursday 23 February 2012

### Place

Council Offices, South Street, Farnham

### Members Present

- \* Cllr C G Genziani (arrived at 7.00pm)
- \* Cllr D Beaman
- \* Cllr P Blagden
- 0 Cllr S Hill
- 0 Cllr S Hollins-Owen
- \* Cllr J Ricketts
- 0 Cllr S O'Grady

0 =Apologies for absence.

**NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.**

### 1 Apologies for absence

Apologies for absence were received from Councillors O'Grady, Hill and Hollins-Owen.

### 2 Disclosure of Interests

There were no disclosures of interests.

### 3 Applications Considered By The Planning Consultative Group On Thursday 23 February 2012

Ref No	Ward	Proposal	Site Address
TM/2012/0007	Farnham Bourn	Application for works to trees subject of Tree Preservation Order 28/10.	COMBE RISE, 8 LATCHWOOD LANE, FARNHAM GU10 3HB

		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0155	Farnham Bourne	Erection of single storey side and rear extensions following demolition of existing conservatory.	8 DENE WALK, FARNHAM GU10 3PL
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0184	Farnham Bourne	Erection of extensions and alterations together with erection of a replacement outbuilding following demolition of existing outbuilding.	15 LODGE HILL ROAD, FARNHAM GU10 3QN
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
TM/2012/0008	Farnham Bourne	Application for works to a tree subject of Tree Preservation Order 26/00.	3 CEDARWAYS, FARNHAM GU9 8SW
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
CA/2012/0020	Farnham Castle	FARNHAM CONSERVATION AREA. 1x Ash - fell.	13 VICTORIA ROAD, FARNHAM GU9 7RB
		<b>NO OBJECTION SUBJECT TO THE APPROVAL OF THE ARBORICULTURAL OFFICER</b>	
WA/2012/0217	Farnham Castle	Erection of single storey extension and construction of dormer window following demolition of existing conservatory.	14 THREE STILES ROAD, FARNHAM GU9 7DE
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0159	Farnham Firgrove	Application for a new planning permission to replace extant permission WA/2008/2141 (erection of extensions).	23 SHEEPHOUSE, FARNHAM GU9 8LR
		<b>NO COMMENT AS NO PLANS RECEIVED</b>	

WA/2012/0162	Farnham Firgrove	Erection of two storey extension.	25 ST JOHNS ROAD, FARNHAM GU9 8NU
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
NMA/2012/0019	Farnham Firgrove	Amendment to WA/2011/0500 to provide larger window to side extension.	17 FIRGROVE HILL, FARNHAM GU9 8LH
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0192	Farnham Firgrove	Erection of extensions and alterations.	11 WAVERLEY LANE, FARNHAM GU9 8BB
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0133	Farnham Hale and Heath End	Erection of conservatory following demolition of existing conservatory.	41 ALMA WAY, FARNHAM GU9 0QN
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0185	Farnham Moor Park	Erection of first floor side extension.	3 ABBOTS RIDE FARNHAM GU9 8HY
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0139	Farnham Shortheath and Boundstone	Application for a new planning permission to replace extant permission WA/2008/0351 (erection of a new dwelling and garage).	LAND AT INGLESIDE, 11 BAT AND BALL LANE, FARNHAM GU10 4RA
		<b>NO COMMENT AS NO PLANS RECEIVED</b>	
WA/2012/0158	Farnham Upper Hale	Certificate of Lawfulness under Section 192 for the erection of a rear dormer window.	11 FARNHAM PARK DRIVE, FARNHAM GU9 0HS
		<b>NO COMMENT</b>	

CA/2012/0022	Farnham Wrecclesham and Rowledge	WRECCLESHAM FARNHAM CONSERVATION AREA. 1x Sycamore - fell.	55 THE STREET FARNHAM GU10 4QS
		<b>NO OBJECTION SUBJECT TO THE APPROVAL OF THE ARBORICULTURAL OFFICER</b>	
WA/2012/0156	Farnham Shortheath and Boundstone	Erection of extensions to garage.	THE SPINNEY 1 BOUNDSTONE ROAD, FARNHAM GU10 4TH
WA/2012/0180	Farnham Bourne	Erection of dwelling following demolition of existing dwelling.  <b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	SPRUCE ACRES, TILFORD ROAD, LOWER BOURNE GU9 8HS
WA/2012/0164	Farnham Bourne	Erection of 14 dwellings together with the formation of access road and associated works following demolition of existing buildings (revision of WA/2011/0410). <b>Previous comments on 31.03.2011 were: Concerned about the impact on the infrastructure and traffic, although the proposed development seems to conform to the Design Statement:- ' New development in The Bourne should reflect the need for a wider variety of housing types. The Bourne is a network of narrow winding lanes, where smaller houses might be more appropriate for the setting.'</b>	44 FRENHAM ROAD, FARNHAM GU10 3NY

		<b>SAME COMMENTS STILL STAND AS AT 31.03.2011 AS THERE ARE NO CHANGES MADE, RESIDENTS WOULD LIKE TO SEE THE THREE HOUSES ON BURNT HILL ROAD TURNED AROUND TO FACE THE ROAD. ALSO BETTER LANDSCAPING ON THE A287 AND AN ATTEMPT MADE TO REPLICATE THE GREEN AREA OPPOSITE.</b>	
WA/2012/0202	Farnham Bourne	Display of 2 externally illuminated signs.	84 FRENHAM ROAD, FARNHAM GU10 3AH
		<b>RECOMMEND TIME LIMITS BE APPLIED ON THE PERIOD WHEN THE SIGNS ARE LIT</b>	
WA/2012/0167	Farnham Castle	Listed Building Consent for a sign.	THE VINEYARD CENTRE, CHURCH HOUSE, UNION ROAD, FARNHAM GU9 7PT
WA/2012/0126	Farnham Firgrove	<b>NO OBJECTION BUT RECOMMEND THIS BE REFERRED TO THE LISTED BUILDINGS OFFICER</b> Installation of 2 roof lights.	3 WYCHWOOD, OLD FARNHAM LANE, FARNHAM GU9 8JU
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	

WA/2012/0127	Farnham Hale and Heath End	Erection of a detached dwelling and double garage together with associated parking and new access (revision of WA/2011/1489). <b>Previous comments on 22.09.2011 were: Strongly object – concerned about ‘garden grabbing’ and inappropriate development of a narrow road with no pavements where density of traffic is already high.</b>	LAND AT 69 HEATH LANE, FARNHAM GU9 0PX
		<b>SAME COMMENTS AS AT 22.09.2011 - Previous comments on 22.09.2011 were: Strongly object – concerned about ‘garden grabbing’ and inappropriate development of a narrow road with no pavements where density of traffic is already high.</b>	
WA/2012/0195	Farnham Moor Park	Erection of extraction unit and flues.	UNIT 4, ROMANS BUSINESS PARK, EAST STREET, FARNHAM GU9 7SX
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2011/2160	Farnham Moor Park	Consultation on a County matter for the use of 0.75ha of land for a recycling facility, involving the receipt, storage, treatment (by crushing and screening) and export of inert waste materials without compliance with Condition 4 of planning permission ref: WA/2004/1829 dated February 2006, thereby extending the life of the development until 31 December 2018 (as amended by Noise Impact Assessment dated 12/01/2012).	RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM, GU10 1PB



WA/2012/0211	Farnham Moor Park	<p><b>OBJECT STRONGLY - REFER LETTER ALREADY SENT TO SURREY CC AND COPIED TO WBC OFFICERS</b></p> <p>Erection of a 52 bed residential nursing home, bin store (subterranean), garden store, greenhouse and associated parking and landscaping following demolition of existing buildings (revision of WA/2011/1502). <b>Previous comments on 22.09.2011 were: Some concerns about the increase in scale and over development of site. Concerned about the adverse affect on the street scene and that hedges and trees are preserved. Concerned about traffic, although parking is considered adequate. Care must be taken to keep boundary with adjacent residents.</b></p>	<p>CRISPINS &amp; LOADHAMS NURSING HOME, WAVERLEY LANE, FARNHAM GU9 8BH</p>
		<p><b>CONSIDERED ON 23.02.2012 - SAME COMMENTS STILL STAND AS AT 22.09.2011- THESE WERE: 'Some concerns about the increase in scale and over development of site. Concerned about the adverse affect on the street scene and that hedges and trees are preserved. Concerned about traffic, although parking is considered adequate. Care must be taken to keep boundary with adjacent residents.'</b></p>	

WA/2012/0179	Farnham Shortheath and Boundstone	Installation of roof lights to form habitable accommodation.	25 FARNHAM CLOISTERS, 41 SHORTHEATH ROAD, FARNHAM GU9 8SX
		<b>OBJECT TO FURTHER DEVELOPMENT ON THIS ALREADY OVERDEVELOPED SITE</b>	
NMA/2012/0017	Farnham Shortheath and Boundstone	Amendment to WA/2011/0332 to alter south west elevation. <b>Previous comments on 17.03.2011 were: No objections</b>	11A BAT AND BALL LANE, FARNHAM GU10 4RA
WA/2012/0130	Farnham Upper Hale	<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b> Change of Use of land from sui generis (domestic storage and private garden) to C3 (residential garden land ancillary to 1 Lawday Link).	LAND ADJACENT TO 1 LAWDAY LINK, FARNHAM GU9 0BS
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0151	Farnham Upper Hale	Advertisement consent to display illuminated fascia and gantry signs.	OLD PARK SERVIC STATION, ODIHAM ROAD, FARNHAM, GU10 5AB
		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0163	Farnham Weybourne and Badshot Lea	Consultation on a County Matter; single storey extensions to provide lobby, children's toilets and expansion of an existing classroom; erection of three canopies.	BADSHOT LEA VILLAGE INFANT SCHOOL, BADSHOT LEA ROAD, BADSHOT LEA GU9 9LE
WA/2012/0175	Farnham Wrecclesham and Rowledge	<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b> Erection of extensions and alterations to existing bungalow to form a chalet bungalow.	RYMANS, LICKFOLDS ROAD, ROWLEDGE GU10 4AF

		<b>APPROVED AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0144	Farnham Wrecclesham and Rowledge	Outline application for the erection of a detached dwelling.	LAND AT 14 WOODCUT ROAD, FARNHAM GU10 4QF
		<b>WE UNDERSTAND THIS IS AN INVALID APPLICATION</b>	
WA/2012/0135	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations.	102 ST PETERS GARDENS, WRECCLESHAM GU10 4QZ
		<b>NO OBJECTION AFTER CONSIDERATION ON 23.02.2012</b>	
WA/2012/0128	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations (revision of WA/2012/2009). <b>Previous comments on 08.12.2011 were: Concerned about impact on amenities of neighbours.</b>	29 HIGH STREET, FARNHAM GU10 4BT
		<b>CONSIDERED ON 23.02.2012 SAME COMMENTS AS AT 08.12.2011 - CONCERNED ABOUT IMPACT ON AMENITIES OF NEIGHBOURS.</b>	
WA/2012/0201	Farnham Wrecclesham and Rowledge	Erection of two storey extension following demolition of existing barn.	FRENHAM VALE STABLES, GARDENERS HILL ROAD, FARNHAM GU10 3JB
		<b>NO OBJECTION AFTER CONSIDERATION ON 23.02.2012</b>	

Meeting closed at 7.40pm



# FARNHAM TOWN COUNCIL



## Minutes

Planning Consultative Group

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### Time and date

6.30pm on Thursday 8 March 2012

### Place

Council Offices, South Street, Farnham

### Members Present

0 Cllr C G Genziani  
\* Cllr D Beaman  
\* Cllr P Blagden  
\* Cllr S Hill  
0 Cllr S Hollins-Owen  
\* Cllr J Ricketts  
0 Cllr S O'Grady

0 Apologies for absence.

**NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.**

#### 1. Apologies for absence

Apologies for absence were received from Councillors O'Grady and Hollins-Owen.

#### 2. Disclosure of Interests

There were no disclosures of interests.

#### 3. Applications Considered By The Planning Consultative Group on Thursday 8 March 2012

CA/2012/0027	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. 1x Conifer - reduce in height to approx. 30ft. 1x Silver birch - fell.	2A MAVINS ROAD FARNHAM GU9 8JS
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		<b>Approved after consideration on 8 March 2012, subject to the approval of the Arboricultural Officer</b>	
WA/2012/0280	Farnham Bourne	Certificate of Lawfulness under Section 192 for the erection of an extension and conversion of garage/store to habitable accommodation (follows invalid application WA/2011/1062).	THE COACH HOUSE LEIGH COTTAGE TILFORD ROAD FARNHAM GU9 8HR
		<b>Approved after consideration on 8 March 2012</b>	
WA/2012/0284	Farnham Bourne	Erection of extensions and alterations to existing bungalow to form two storey dwelling; erection of plant building and open pool and ancillary works (revision of WA/2011/1941). <b>Previous comments on 24.11.11 were: No comment</b>	WOODVIEW BOURNE GROVE FARNHAM GU10 3QT
		<b>Approved after consideration on 8 March 2012</b>	
WA/2012/0226	Farnham Castle	Certificate of Lawfulness under Section 192 for erection of single storey rear extension, front porch and insertion of roof lights.	13 OLD PARK LANE FARNHAM GU9 0AJ
		<b>Approved after consideration on 8 March 2012</b>	
WA/2012/0274	Farnham Firgrove	Certificate of Lawfulness under Section 191 for a loft conversion.	48 FIRGROVE HILL FARNHAM GU9 8LQ
		<b>Approved after consideration on 8 March 2012</b>	
WA/2012/0291	Farnham Firgrove	Erection of extensions and alterations following demolition of existing extension.	3 SHORTEATH ROAD FARNHAM GU9 8SR
		<b>Approved after consideration on 08.03.2012</b>	
TM/2012/0020	Farnham Hale and Heath End	Application for works to a tree subject of Tree Preservation Order WA272.	QUEEN ANNES GATE WHITE HOUSE WALK FARNHAM GU9 9AN
		<b>Approved after consideration on 8 March 2012, subject to the approval of the Arboricultural Officer</b>	

WA/2012/0242	Farnham Upper Hale	Erection of a detached garage.	12 UPPER OLD PARK LANE FARNHAM GU9 0AS
		<b>Approved after consideration on 08.03.2012</b>	
WA/2012/0234	Farnham Wrecclesham and Rowledge	Erection of two storey side extension and conversion of existing habitable space into garage.	42 GARDENERS HILL ROAD FARNHAM GU10 3AL
		<b>Approved after consideration on 08.03.2012</b>	
TM/2012/0022	Farnham Wrecclesham and Rowledge	Application for works to a tree subject of Tree Preservation Order 20/11.	5 CHAPEL ROAD FARNHAM GU10 4AP
		<b>Approved after consideration on 08.03.2012, subject to the approval of the Arboricultural Officer</b>	
WA/2012/0268	Farnham Bourne	Erection of a three storey front extension and works including a retaining wall and front entrance gates.	126 BURNT HILL ROAD LOWER BOURNE GU10 3LJ
		<b>Approved after consideration on 08.03.2012</b>	
WA/2012/0224	Farnham Castle	Change of use of building to provide 5 dwellings.	LION BREWERY 57 WEST STREET FARNHAM GU9 7AB
		<b>Approved after consideration on 08.03.2012, subject to approval of the listed building officer.</b>	
PC/2012/0006	Farnham Castle	Consultation from a neighbouring authority for redevelopment (to include any associated demolition and site clearance) of site to deliver 100 new residential units with associated parking, access and landscaping (to replace Phase 3 of hybrid planning perm	QUEEN ELIZABETH BARRACKS SANDY LANE FLEET GU13 0BF
		<b>Considered on 08.03.2012. Concur with comments of Waverley BC. There should also be S106 provision obtained towards provision of public transport linking to Farnham and Fleet.</b>	

WA/2012/0225	Farnham Castle	Listed Building Consent for alterations.	LION BREWERY 57 WEST STREET FARNHAM GU9 7AB
		<b>Approved after consideration on 08.03.2012, subject to approval of the listed building officer.</b>	
WA/2012/0223	Farnham Castle	Consultation under Regulation 3 for amendments to WA/2011/0343 (erection of single storey extension to provide art studio and extension of pitched roof over existing flat-roofed extension). <b>Previous comments on 17.3.11 were: Concerned about the adverse impact on the residential amenities of the neighbouring properties and concerned about the size and mass of the proposed development. Would suggest the Listed Buildings Officer be consulted.</b>	LAND AT FARNHAM ADULT EDUCATION CENTRE 25 WEST STREET FARNHAM GU9 7DR
		<b>Already been decided.</b>	
WA/2012/0272	Farnham Castle	Erection of two storey rear extension (revision of WA/2011/2019). <b>Previous comments on 8.12.11 were: Concerned about the adverse impact on neighbouring properties and loss of amenity space for this property.</b>	2 BROOKMEAD COURT FARNHAM GU9 7XW
		<b>Approved after consideration on 08.03.2012</b>	
WA/2012/0278	Farnham Castle	Display of non-illuminated signs.	10 LION AND LAMB YARD FARNHAM GU9 7LL
		<b>Approved after consideration on 08.03.2012</b>	
WA/2012/0228	Farnham Firgrove	Application under section 73 to remove Condition 7 of WA/2010/0883 (proposed removal of permitted play area). <b>Previous comments on 8.7.2010 were: Where new development is proposed, more imaginative solutions must be found, to achieve higher density without undermining the character of the existing area. Small terraced</b>	FORMER SITE AT MARSHALLS WEYDON LANE FARNHAM GU9 8QS

		houses should be retained. Higher density is possible in the area but careful consideration must be given to the effect of poorly located ancillary development. Bicycle stores and bin stores must be integrated sensitively into all new development and not allowed to result in harm to the character of the area. Similarly, careful consideration should be given to the position and form of car-parking in flatted development.	
		<b>Approved after consideration on 08.03.2012</b>	
WA/2012/0220	Farnham Firgrove	Construction of underground workroom/store in rear garden with decking over.	38 TILFORD ROAD FARNHAM GU9 8DL
		<b>Approved after consideration on 08.03.2012</b>	
WA/2012/0219	Farnham Firgrove	Erection of single storey extension.	38 TILFORD ROAD FARNHAM GU9 8DL
		<b>Approved after consideration on 08.03.2012</b>	
PC/2012/0008	Farnham Hale and Heath End	Consultation from a neighbouring authority for part demolition, rebuild and erection of an extension to shopping centre to provide Class D2 (multiplex cinema), Class A3 (cafes and restaurants, A4 (drinking establishments) and A5 (hot food takeaway) accommodation	KINGSMEAD SHOPPING CENTRE FARNBOROUGH
		<b>Too late for comment</b>	
NMA/2012/0022	Farnham Moor Park	Non material amendment for changes to the number of bedrooms, erection of rear extensions and porch, new velux windows and removal of step.	PENNYBEE ST CROSS ROAD FARNHAM GU9 7JZ
		<b>Approved after consideration on 08.03.2012</b>	
WA/2012/0297	Farnham Moor Park	Erection of a two storey extension.	18 UPPER SOUTH VIEW FARNHAM GU9 7JW
		<b>Approved after consideration on 08.03.2012</b>	



WA/2012/0255	Farnham Shortheath and Boundstone	Erection of detached dwelling and garage following demolition of existing dwelling and garage.	PRIVETT COTTAGE SUNNYDELL LANE FARNHAM GU10 4RB
		<b>Approved after consideration on 08.03.2012</b>	
WA/2012/0271	Farnham Upper Hale	Erection of dwelling and detached garage following demolition of existing dwelling and garage together with construction of new access and entrance gates.	CROOKSBURY VIEW 169 UPPER HALE ROAD FARNHAM GU9 0JE
		<b>Approved after consideration on 08.03.2012</b>	
WA/2012/0286	Farnham Upper Hale	Erection of two storey extension following demolition of existing garage and conservatory.	24 SHADY NOOK FARNHAM GU9 0DT
		<b>Approved after consideration on 08.03.2012</b>	
WA/2012/0281	Farnham Upper Hale	Erection of extensions and alterations to roof, construction of dormer window and detached car port.	HOGHATCH FARM HOGHATCH LANE FARNHAM GU9 0BY
		<b>Concerned about whether the proposed design is in keeping with neighbouring properties.</b>	
WA/2012/0240	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations to bungalow to form a chalet bungalow.	15 CHERRY TREE ROAD FARNHAM GU10 4AB
		<b>Concerns about the street scene due to the differing heights of the roof.</b>	

Meeting closed at 7.20 pm



# FARNHAM TOWN COUNCIL



Report  
Council

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15<sup>th</sup> March 2012

## Revised Standing Orders

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### Purpose

To adopt revised Standing Orders following the publication of Model Standing Orders

### Background

In 2010 the National Association of Local Councils published new Model Standing Orders which were subsequently distributed in 2011. Farnham Councillors have raised a number of queries over the Standing Orders over the past twelve months and the Town Clerk and Lead Member for Corporate Development were tasked with reviewing them.

### Process

The Model Standing Orders were compared against Farnham's existing Standing Orders and the two sets merged with the style and layout of the Model set forming the basis for the new set for Farnham. The result is a better constructed set of Standing Orders that fits with the national Model and a reduction of Standing Orders from 102 currently to 25 in the new set. The Terms of reference for Working Groups have also been reviewed to fit with the Standing Orders and current practice, and bring better consistency.

An early draft of the proposed Terms of Reference was circulated to Lead Members on 7<sup>th</sup> February. A copy of the draft Standing Orders and draft Terms of Reference were circulated to all councillors on 14<sup>th</sup> February along with the papers for the Corporate Development and Audit Working Group. The Terms of Reference have subsequently been discussed at relevant Working Group Meetings. Comments of Working Groups can be found at Annex 2 to this Appendix. The draft Standing Orders are attached at Annex 1.

Comments from the Corporate Development and Audit Working Group are attached at item 7 of Appendix F and the recommendations set out below.

### Recommendations:

#### It is recommended that

- i) **that the revised Terms of Reference be adopted;**
- ii) **that the Corporate Development and Audit Working Group be renamed the Strategy and Finance Working Group;**
- iii) **that the Farnham in Bloom Working Group be renamed the Community Services Working Group.**



# Farnham Town Council

## Standing Orders

Note: Those Standing Orders printed in ***bold italic type*** are compulsory and laid down in Acts of Parliament and Regulations

**DRAFT (To be adopted March 2012)**

# FARNHAM TOWN COUNCIL

## STANDING ORDERS

### 1. Application, Variation, Revocation and Suspension of Standing Orders

- 1.1 All meetings of the Council and its Committees, sub-Committees, Working/Task or other Groups shall be governed by these Standing Orders and the Council's Code of Conduct unless the Council resolves otherwise.
- 1.2 ***Any or every part of the Standing Orders except those printed in bold italic type can be suspended in relation to any specific item of business by resolution of the Council. Standing Orders in bold type should not be substantially amended unless legislation changes.***
- 1.3 A resolution permanently to add, vary or revoke any Standing Order when proposed and seconded will stand adjourned without discussion to the next ordinary meeting of the Council but Council may review them in total at the last meeting of the Council year or when a new set of Model Standing Orders is published.

### 2. Meetings - General

- 2.1 ***(FREQUENCY) - In addition to the statutory Annual Meeting of the Council, at least three other Ordinary Meetings shall be held in each year on such dates and times as the Council directs.*** Other meetings of the Council may be held during each year on such dates and times and in a place that the Council decides but Council will normally adopt a schedule of meetings for itself and its Committees and Working Groups as early possible. The Council will normally meet up to 9 times a year.
- 2.2 ***(NOTICES) - It is mandatory that 3 clear days notice of meetings shall be given to Councillors and the public, but the council has decided that formal Notices, Agenda and supporting papers should normally be dispatched to Councillors one (1) week before all Council Meetings. When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter Break or of a Bank Holiday or a day appointed for public thanksgiving or mourning shall not count.***
- 2.3 The Agenda for each Full Council meeting shall also be sent, together with an invitation to attend, to the County and Borough Councillors for the appropriate divisions or wards.
- 2.4 ***(ACCESS) - Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.***

- 2.5 **(RECORDING)** - *Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent but the press shall be provided reasonable facilities for the taking of their report for all parts of a meeting at which they are entitled to be present subject to Standing Order 2.4 above.* Meetings may be recorded by the Council for internal purposes.
- 2.6 **(LOCATION)** - *Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.* Except where the Council decides otherwise, all meetings will be held in the Council Chamber, at The Town Hall, South Street, Farnham. Smoking is not permitted at any meeting of the Council.
- 2.7 **(TIMING)** - *All meetings of the Council will begin after 6pm.* If no other time is fixed meetings will start at 7.00pm and will normally end no later than 10.00pm. Any unfinished business will be included in the agenda of the next meeting unless dealt with in the interim.
- 2.8 **(QUORUM)** - *No business may be transacted at a Council Meeting unless at least one third of the whole number of Members of the Council; i.e. 6 Councillors; are present. In no case shall the Quorum of any meeting (including Committees and Working Groups) be less than 3.* The Council has decided that, for a Council Meeting, a minimum of 10 Councillors shall make a Quorum. *If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.* Any outstanding business of a meeting so adjourned shall be transacted at a following meeting which shall be the next scheduled Council Meeting or on a day that the Town Mayor/Chairman agrees with the Council's Proper/Responsible Officer (Town Clerk).
- 2.9 **(CHAIRMAN)** - *The Town Mayor or in his/her absence the Deputy Town Mayor shall chair Meetings of the Council.* If it is necessary to choose a member of the Council to preside in the absence of the Town Mayor/Chairman and Deputy Town Mayor/Vice-Chairman, the Town Clerk shall call for a nominee from the floor to take the chair.

If discussion arises on this motion the Town Clerk shall exercise the powers of the person presiding to regulate that discussion, and to maintain order at the meeting. In that event, for the avoidance of doubt, the Town Clerk shall **not** have the right to vote on any nomination or matter.

***The person presiding at a meeting may exercise all the powers and duties of the Town Mayor/Chairman in relation to the conduct of the meeting.***

- 2.10 **(AGENDA)** – The Council Agenda will be split into three (3) Parts as below;
- Part One – Items for Decision
  - Part Two – Items to Note
  - Part Three – Confidential Items

### **3. Meetings of the Council – Annual (Mayor Making), Ordinary & Extraordinary**

- 3.1 **Procedure - Annual Town Meeting (Mayor Making)**

- a) *In an election year the Annual Town Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office and*
- b) *In a year which is not an election year the Annual Town Council Meeting shall be held on such day in May as the Council may direct.*
- c) *The Mayor/Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual meeting of the Council.*
- d) *The Deputy Mayor/Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor/Chairman of the Council at the next Annual Meeting of the Council.*
- e) *In an election year, if the current Mayor/Chairman of the Council has been re-elected as a member of the Council, he shall preside at the Annual Meeting until a new Mayor/Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Mayor/Chairman of the Council and must give a casting vote in the case of an equality of votes. Except that, when an existing Town Mayor/Chairman is put forward for re-election to that position, he must vacate the Chair prior to the election taking place and a Councillors not put up for election must take over the Chair until after the election.*
- f) *In an election year, if the current Mayor/Chairman of the Council has not been re-elected as a member of the Council, he shall still preside at the meeting until a successor Mayor/Chairman of the Council has been elected. The current Mayor/Chairman of the Council shall not have an original vote in respect of the election of the new Mayor/Chairman of the Council but must give a casting vote in the case of an equality of votes.*

### 3.2 Order of Business - Annual Town Meeting (Mayor Making)

**At each Annual Town Council Meeting the first business shall be:-**

- a) **To elect a Town Mayor (by show of hands).**
- b) **To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- d) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- e) **To elect a Deputy Town Mayor.**
- f) **To receive the Deputy Town Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received.**

- g) To appoint a Leader or Spokesperson for the Council
- h) To appoint Committees and/or Working/Task groups.\*\*
- i) To appoint Representatives to Outside Bodies.\*\*
- j) In a year of elections, if a Council's period of eligibility to exercise the *Power of Well Being* expired the day before the Annual Meeting, to review and make arrangements to reaffirm eligibility\*\*.
- k) To review any Regalia, Property, Deeds and Trust Investments in the custody of the Council as required.\*\*
- l) Approve a Risk Analysis of the Council's activities\*\*.
- m) Review and confirm arrangements for insurance cover in respect of all insured risks\*\*.
- n) Review the Council's Financial Regulations and Arrangements.\*\*
- o) Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. \*\*
- p) Review the Council's policy for dealing with the press/media\*\*
- q) Set the dates, times and place of meetings of the full Council and its Committees and/or Working Groups for the year ahead.\*\*

\*\* These items may be considered at a different meeting but must be done at least once in any Council Year.

Thereafter the business will follow the order set out below for an Ordinary Meeting of the Council.

### 3.3 Order of Business - Ordinary Council Meetings

3.3.1 Prior to the start of the formal business, the Council may receive public questions (See Standing Order 10 below) and a presentation by local organisations or those whose activities affect the town. Such organisations shall be approved by the Mayor and invited by the Town Clerk.

3.3.2 ***At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.*** After the first mandatory business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To receive apologies for absence
- b) Disclosures of interests by members and employees on items on the agenda
- c) To read and consider the previous Minutes; provided that if a copy has been circulated to each member with the agenda there shall be no need to read them out.
- d) ***After consideration, to approve the signature of the Minutes by the person***

***presiding as a correct record.***

- e) Public Statements on items on the agenda.
- f) ***To deal with business expressly required by statute to be done.***
- g) To deal with any matters remaining from the last meeting.
- h) To receive the Mayor's Announcements or any communications as the person presiding may wish to lay before the Council.
- i) To receive Petitions (if any have been received).
- j) To answer questions from Councillors.
- k) To receive and consider the minutes, notes and reports of Committees, Working/Task Groups and to determine recommendations made by committees or Working Groups.
- l) To receive and consider resolutions or recommendations in the order in which they have been notified.
- m) To authorise the sealing of documents.
- n) If necessary, to authorise the signing of orders for payment.
- o) Once a year - no later than when the estimates for the following year are agreed - the Council will review pay and conditions of service of existing employees.
- p) To receive information from council representatives on outside bodies and information from Borough or County Councillors on matters affecting the town.
- q) Confirm the date of the next Council Meeting.

### **3.4 Extraordinary Meetings**

- a) ***The Mayor/Chairman of the Council may convene an extraordinary meeting of the Council at any time.***
- b) Any two members of the Council can request an extraordinary meeting of the Council if a request for such a meeting has been signed by those members and has been presented to the Town Clerk/ Proper Officer.
- c) If any Councillors wish to call an extraordinary meeting, the Town Clerk must be informed of that wish with a clear description of the important business. The Town Clerk, after consultation with the Mayor/Chairman, will then make sure that the notices and summonses giving the required notice of the extraordinary meeting are published and sent as soon as practical.
- d) ***If the Mayor/Chairman of the Council does not or refuses to call an Extraordinary Meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an Extraordinary Meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.*** The only items to be considered at an extraordinary meeting will be



those for which it was specifically called and which were put on the agenda.

#### **4. Leader or Spokesperson**

- 4.1 A Leader or Spokesperson of the Council can be appointed at the Annual Council Meeting but if no appointment is made, the role of Spokesperson for the Council will be undertaken by the Lead Member of the Corporate Development and Audit Working Group.
- 4.2 The Leader/Spokesperson of the Council will have the following approved responsibilities
- a) To act as the liaison between the members of the Council and the Town Clerk in indicating the priorities and programmes for inclusion in Council business and the Council's likely reaction to new policies or projects.
  - b) To be the first point of contact for the Town Clerk when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the existing policy or as a matter of urgency.
  - c) To be the spokesperson for the Council when responding to the Press and Media.

#### **5. Proper/Responsible Officer**

- 5.1 The Council's Proper Officer shall be either (i) the Town Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.
- 5.2 The Town Council has adopted a scheme of delegation to the Town Clerk,/Responsible Financial Officer,/Proper Officer for the management of the Town Council.
- 5.3 The Council's Proper Officer shall do the following:-
- a) ***Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting.*** The Council has resolved that such papers should normally be despatched 1 week prior to any Council Meeting. Papers (a summons confirming the time, date, venue and the agenda and accompanying papers of a meeting of the Council and a meeting of a committee and a sub-committee or Working Group) may also be served electronically on councillors at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer
  - b) ***Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).***
  - c) Include in the agenda all motions in the order received unless a councillor has given written notice at least (10) days before the meeting confirming his withdrawal of it.
  - d) ***Convene a meeting of full Council for the election of a new Mayor/Chairman of the Council, occasioned by a casual vacancy in his office.***
  - e) Make available for inspection the minutes of meetings.
  - f) ***Receive and retain copies of byelaws made by other local authorities.***

- g) **Receive and retain declarations of acceptance of office from councillors.**
- h) Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection, providing copies for the Borough Council's Monitoring Officer as may be required.
- i) Keep proper records required before and after meetings.
- j) Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- k) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- l) Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- m) Retain custody of the Seal of the Council which shall not be used without a resolution to that effect and, after such Resolution, arrange for legal deeds to be sealed using the Council's Common Seal
- n) Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- o) Maintain records of every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- p) Refer any planning applications received by the Council to the Lead Member of the Planning Committee/Working Group
- q) Action or undertake activity or responsibilities instructed by Resolution or contained in Standing Orders.

## **6. Motions requiring written Notice**

- 6.1 No Motion can be moved and no matter can be discussed unless the business to which it relates has been put on the Agenda by the Town Clerk or the mover has given notice in writing of its terms and has given notice to the Town Clerk at least 10 clear working days before the next meeting of the Council, except as stated in these Standing Orders.
- 6.2 The Town Clerk will date every notice of Motion or recommendation when received and will number each notice in the order received.
- 6.3 If the wording or nature of a proposed motion is considered unlawful or improper, the Town Clerk shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- 6.4 The Town Clerk will include in the summons for each meeting, all notices of motion or recommendation given in the order in which they have been received unless the member giving a notice of motion has stated in writing that they intend to move it at some later meeting or that they will withdraw it. The Town Clerk may correct obvious grammatical or typographical errors in the wording of the motion before including it on an agenda.

- 6.5 If a motion or recommendation listed on the agenda is not moved either by the member who gave notice of it or by any other member, it will, unless postponed by the Council, be withdrawn and not be moved without new notice.
- 6.6 If a motion comes under the Terms of Reference of a Committee, or Working/Task Group of the Council, it may, once it has been proposed and seconded, be referred without discussion to a Committee, Working/Task Group determined by the Council for report; provided that the Chairman of the Committee, Working/Task Group agrees.
- 6.7 Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents

## **7. Motions not requiring written Notice**

7.1 Motions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman of the meeting in the absence of the Mayor and Deputy Mayor.
- b) To approve the absences of councillors.
- c) To correct any inaccuracies in the Minutes of previous a meeting and to approve them.
- d) To note the minutes of a meeting of a Committee, Working Group or Task Group.
- e) To dispose of business, if any, remaining from the last meeting.
- f) To alter the order of the business agenda for reasons of urgency or expedience.
- g) To proceed to the next business on the agenda.
- h) To close or adjourn the debate.
- i) To refer a matter to a Committee, Working/Task Group or an Officer
- j) To appoint a Committee, Working/Task Group or any members thereof.
- k) To adopt a report and or recommendations made by a working group, officer or professional advisors.
- l) To authorise the sealing of documents.
- m) To amend a motion.
- n) To give leave to withdraw a motion or amendment.
- o) To extend the time limit for speeches.
- p) To exclude the press and public for all or part of a meeting.
- q) To silence or eject from the meeting a member named for disorderly or misconduct.
- r) To give the consent of the Council where such consent is required by these Standing Orders.
- s) To answer questions from councillors.
- t) **To suspend any Standing Order except those which are mandatory by law (in bold italic type).**
- u) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of the outside bodies.
- v) To adjourn the meeting.

7.2 If a motion falls within the terms of reference of a Committee or Working Group or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or Working Group or employee provided that the Mayor/Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## **8 Petitions**

8.1 Petitions may be received at (Ordinary) meetings of the Council provided that the petition is received by the Town Clerk no later than midday five working days before the day of the meeting and is signed by at least twenty (20) registered electors within the Town.

- 8.2 Petitions may only be about a matter for which the Council has a responsibility or which directly affects the Town.
- 8.3 Petitions will not be received by the Council which are in furtherance of a person's individual circumstance or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.
- 8.4 A Petition will not be received by the Council where the issue it concerns has been the subject of a Petition in the last six months or a decision of the Council in the last six months.
- 8.5 One signatory to the Petition may speak on the Petition and for no more than three minutes. The Petition may be answered at that meeting by the Mayor or by a person designated by the Mayor but will more usually be the subject of a written answer.
- 8.6 No discussion shall take place on the Petition at that meeting. A member may move that the Petition be referred to the next meeting or to a committee or to a body. Once the motion has been seconded, it will be voted on without discussion.
- 8.7 No more than three Petitions may be received at one meeting.

## **9 Questions by Members**

- 9.1 At a Council meeting, any member of the Council may ask a question of the Town Mayor/Chairman or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
- 9.2 Notice of the question must be given in writing and delivered to the Town Clerk at least five clear working days before the meeting, signifying to whom the question is put.
- 9.3 A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a Committee, Working/Task Group
- 9.4 Questions not connected with business under discussion will not be asked except during the part of the meeting set aside for questions.
- 9.5 Each question will be put and answered without discussion but the person questioned may decline to answer.

## **10. Public Questions**

- 10.1 At 7pm, or immediately before the start of the formal proceedings of each ordinary full Council meeting, Farnham Town Council will invite members of the public present at that time, to ask questions on any local government matter not on the Agenda, and if the matter is one for principal councils, the questioner will be informed of the appropriate contact details. If the matter is appropriate to be dealt with by Farnham Town Council, then an answer may be given, or if necessary a written reply will follow. A maximum of 15 minutes will be allowed for the whole session.
- 10.2 A standard item will appear on all Ordinary Council and Standing Committee Agendas whereby

the Town Mayor/Chairman will invite members of the public present to indicate on which item on the Agenda, if any, they would like to speak. At the discretion of the Town Mayor/Chairman, those members of the public, residing or working within the Town Council's boundary, will be invited to speak forthwith in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

## **11 Meeting Etiquette & General Procedures**

- 11.1 A Member shall remain seated while speaking unless requested to stand by the Town Mayor/Chairman.
- 11.2 Members shall address all comments to the Town Mayor/Chairman. If two or more Members wish to speak the Town Mayor/Chairman shall decide the order of speaking and whom to call upon.
- 11.3 The ruling of the Town Mayor/Chairman on a point of order or on the admissibility of a personal explanation shall be final and shall not be discussed.
- 11.4 Whenever the Town Mayor/Chairman stands or speaks during a debate, all other Members shall be silent.
- 11.5 Minutes of a previous meeting will not be discussed except upon the accuracy of their content, corrections to those minutes will be made by inclusion in the minutes of the meeting which approves such minutes with the corrections appended.
- 11.6 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Mayor/Chairman's direction for reasons of urgency or by vote of the Council for expediency.
- 11.7 Urgent business can only be placed on the Agenda by the Town Clerk with where business is required by law to be done and was omitted from the agenda. Other urgent business may be placed on the Agenda by the Town Clerk with the permission of the Mayor/Chairman in the case of emergencies or when it is considered that delay might be prejudicial to the Council's interests.
- 11.8 A motion to vary the order of business on the ground of expediency can be proposed by the Town Mayor/Chairman or by any other member and, if proposed by the Town Mayor/Chairman, can be put to the vote without being seconded, and in all cases will be voted on without discussion.
- 11.9 Meetings of the Council should normally finish by 10pm but at a convenient time before then, the Town Mayor/Chairman shall put to the meeting the options of:
  - a) Agreeing to a half hour extension to 10.30pm, at which time the meeting shall stand adjourned; or
  - b) Continuing the meeting until the Council has concluded its consideration of the Agenda; or
  - c) Adjourning the meeting.

A vote shall be taken without discussion and no business other than that set out in the Agenda shall be discussed at any adjourned meeting.

## **12 Rules of Debate**

### **12.1 Discussion**

A motion or amendment shall **not** be discussed unless it has been Proposed and Seconded, and, unless proper notice has already been given, it shall, if required by the Town Mayor/Chairman or Town Clerk, be put in writing and handed to him/her before it is discussed or put to the meeting.

### **12.2 Speeches**

- a) A speech by a mover of a motion shall not exceed **5 minutes** and no other speech shall exceed **3 minutes** except by the consent of the Council.

- b) A speech must be directed solely to the matter under discussion, or to a question of order or a personal explanation.
- c) A member when seconding a motion or amendment may if he/she declares their intention to do so, reserve their speech until later in the debate.

### 12.3 Other Motions

When a motion is being debated the only other motions which may be moved (either singly or combined) are:

- a) To amend the Motion;
- b) To withdraw the Motion;
- c) To proceed to the next business;
- d) To adjourn the debate;
- e) To adjourn the meeting;
- f) That the question be now put to the vote;
- g) That a named Member not be heard further;
- h) That a named Member leave the meeting;
- i) That the Motion be referred to a Committee or Working/Task Group;
- j) That the meeting continues beyond 10pm;
- k) To exclude the Press and Public from the meeting under Section 100A (4) of the local Government Act 1972 as amended;
- l) to suspend any standing order, **except those which are mandatory.***(In bold italic type).*

### 12.4 Alteration and Withdrawal

- a) A Member may alter a Motion of which he/she has given notice with the consent of the meeting. The Meetings consent will be signified without discussion.
- b) A Member may alter a Motion which he/she has moved without notice with the consent of both the meeting and the Seconder. The meetings consent will be signified without discussion.
- c) A Member may withdraw a Motion which he/she has moved only with the consent of the Seconder and the Meeting. The meeting's consent will be signified without discussion. No Member may speak on the Motion after the mover has asked permission to withdraw it unless such permission is refused.

### 12.5 Right of Reply

- a) The mover of a motion has the right to reply, not exceeding 3 minutes, at the end of the debate on the motion, immediately before it is put to the vote.
- b) If an amendment is moved, the mover of the amendment has the right of reply at the close of the debate on the amendment and to speak last but one for that purpose, the final right of reply to remain with the mover of the original motion.
- c) In exercising his/her right of reply, a Member shall strictly confine himself/herself to answering statements or arguments made in the course of debate and shall not introduce any new material.

### 12.6 Speaking Again

A member who has spoken on a motion may **not** speak again whilst it is the subject of debate, without the permission of the Mayor/Chairman, except:

- a) to speak **once** on an amendment moved by another member;

- b) to move a further amendment if the motion has been amended since he/she last spoke;
- c) if his/her first speech was on an amendment moved by another member, to speak on the main issue whether or not the amendment was carried;
- d) to exercise a right of reply;
- e) on a point of order;
- f) by way of a personal explanation
- g) on a Procedural Motion.

#### 12.7 Points of Order

- a) During the debate of a motion, a Councillor may interrupt only on a Point of Order or a Personal Explanation in which case the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by. A Personal Explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
- b) Any Point of Order shall be decided by the Mayor/Chairman and this decision shall be final.

#### 12.8 Content of an Amendment

An amendment must relevant to the Motion and either:

- a) Refer a matter to (or back to) a Committee or Working/Task Group.
- b) To leave out words;
- c) To insert or add words
- d) To leave out words and insert or add other words.

as long as the amendment shall not have the effect of negating a motion before the Council.

#### 12.9 Debate on Amendments and Procedural Motions

- a) Only one amendment may be moved and discussed at any one time.
- b) No further amendment may be moved until the amendment under discussion has been disposed of unless in the opinion of the Town Mayor/ Chairman of the Council this would help the Council conduct its business. Where the Town Mayor/Chairman of the Council permits this the combined amendments will be discussed (but not voted on) together.
- c) If an amendment is lost a further different amendment may be moved.
- d) If an amendment is carried, the Motion as amended takes the place of the original Motion and becomes the substantive Motion on which any further amendments may be moved.
- e) After an amendment has been moved, the Mayor/Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.
- f) On a motion that the question be now put;  
If a motion that "The question be now put" is seconded and the Town Mayor/Chairman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply or to waive his/her right of reply before putting his/her motion to the vote.
- g) On a motion to adjourn the debate or the meeting;

If a motion “to adjourn the debate” or “to adjourn the meeting” is seconded and the Town Mayor/Chairman thinks that the item has not been sufficiently discussed and cannot be reasonably so discussed on that occasion he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

- h) On a motion to proceed to the next business;  
The Town Mayor/Chairman shall first put the formal motion to the vote without discussion and if it is passed then the Council shall immediately proceed to the next item of business and any motions or amendments relating to item under discussion shall be lost.
- i) The adjournment of a debate or of the Council shall not prejudice the right of reply at the resumption.

### **13. Voting**

- 13.1 Unless Standing Orders provide otherwise, Members shall vote by show of hands or by electronic recording.
- 13.2 ***If a member so requires, the Town Clerk shall record the names of the members who voted on any question so as to show whether each councillor voted for or against it or abstained. Such a request must be made before moving on to the next business.***
- 13.3 ***The Town Mayor may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.***

### **14. Rescission of previous Resolutions**

- 14.1 A decision (whether positive or negative) of the Council will not be reversed within six months except by a Special Resolution, the written notice of which must signed by at least 10 members of the Council and be given to the Town Clerk at least ten days before a meeting at which it is to be considered. Such Special resolution, when voted on, must receive the backing of at least 10 members of the Council to reverse a previous decision.
- 14.2 When a Special Resolution or any other resolution has been agreed under the provisions of paragraph 14.1 of this Order, no similar resolution may be moved within a further six months.

### **15. Committees and Working/Task Groups**

#### **15.1 Appointment & Membership**

- a) The Council may appoint Standing Committees and/or Working/Task Groups with specific Terms of Reference which will meet according to the schedule adopted by the Council but may hold additional meetings as and when required. An Officer delegated by the Town Clerk will attend every meeting.
- b) The membership of any Committee and/or Working/Task Group shall be determined by full Council which will not appoint any member of a Committee and/or Working/Task Group so as to hold office later than the next Annual Meeting.
- c) Council may appoint persons other than Members of the Council to any Committee and/or Working/Task Group. Such persons shall have the right to speak but not vote and will not form part of the Quorum.



- d) The Town Mayor/Chairman and the Deputy Mayor/Vice-Chairman, ex-officio, shall be members of every Committee and/or Working/Task Group but will have no voting rights or the ability to propose motions on the Committees, Working/Task Groups on which their membership is ex-officio. They will not therefore form part of the Quorum as ex-officio members.
- e) The overall membership of all Standing Committees/Working Groups will reflect, as closely as possible, the political make-up of the Council. It is intended that as broad a range of Councillors as possible shall be represented on the Committees and/or Working Groups.
- f) When considering membership of *Working Groups* the Council will take account of the political make-up such that those who are not members of the majority party are not unfairly represented. It is suggested (but shall not be mandatory) that non-members of the majority party shall be entitled to a proportionate share (1/18<sup>th</sup> per member) of the total places available on the Standing Working Groups, evenly spread over those Groups. Within this entitlement, at least one place on the main policy working Group (Corporate Development and Audit Working Group) shall be available to those who are not part of the majority party. *In the case of there being four Working Groups of six members each (24 places available), this would mean that those who are not members of the majority party would normally be offered 1.33 places (24/18) i.e. 1 member = 1 place; 2 members = 3 places; 3 members = 4 places and 4 members = 5 places. Task Groups and the Planning Consultative Group will not be required to adhere to this*
- g) All Councillors will be asked to submit annually to the Town Clerk an indication of the Committees/Working Groups on which they wish to serve, listed in order of their preference, together with a list of Outside Bodies on which they would like to act.
  - 1) The Town Clerk will attempt to fill the available spaces by initially allocating Councillors their first preferences and then filling the remaining spaces by allocating second and third preferences etc.
  - 2) Where there are not enough nominations to fill all the required positions on either Committees/Working Groups or positions on Outside Bodies, the Town Clerk will bring the matter to the attention of Council by asking for more nominations.
  - 3) Where more Councillors have indicated a first preference for a particular position than there are places available, the Town Clerk may try to negotiate an acceptable outcome with the nominees. Where this is not possible the Town Clerk will bring the matter to Council at which a vote will be taken.
- h) Notwithstanding Standing Order 15.1.b, the appointments for Committees and working groups for the forthcoming year will normally be agreed by Council at the last meeting of the Council year. In an election year, the appointments will take place in the first meeting after the Annual Meeting. This will enable the Annual Meeting to be a ceremonial meeting for the appointment of the Mayor.
- i) Voting on appointments to Committee and Working Groups shall normally be by closed ballot administered by the Town Clerk unless Council decides otherwise. Where there is a tie for the last place or places there will be a run-off vote between those tying for the last place(s). Any further tie may be settled by the Mayor/Chairman's casting vote.

## 15.2 Types of Committees/Working Groups and Task Groups

- a) **Standing Committees** will normally have delegated powers and as such will meet in public and observe the same rules of debate as the full Council. Every Committee may appoint sub-Committees for the purposes to be specified by the Committee with the Terms of Reference specified by the Committee. As more formal meetings, Committees will set the direction and strategy for officers to implement. Councillors have a policy setting role.
- b) **Working Groups** will generally be appointed on an annual basis to consider various areas of the Council's responsibility. They will not, unless specifically delegated by Council, have any decision making powers but will report back with recommendations to full Council which will be the decision making body for their areas of responsibility. Since they are not decision making bodies they will not be required to meet in public. On working Groups, Councillors determine the higher level objectives and direction for services with officers advising on and implementing the detail. Councillors should be prepared to assist in the implementation as requested.
- c) **Task Groups** will be set up for a limited time to consider specific items and also report back to Working Groups or Council with their findings. Since they are not decision making bodies they will not be required to meet in public. On Task Groups, officers and councillors work side by side to develop projects and issues to achieve the Task Group's aims.
- d) **The Planning Consultative Group** will be appointed to consider planning applications and related matters. It will consist of nine members (one from every Ward). The Town Clerk will have delegated authority to submit observations to Waverley Borough Council or Surrey County Council, as appropriate, following consideration of matters by the Planning Consultative Group. The group may refer a planning application to Full Council or an appropriate committee/Working Group to consider and make observations. The Quorum of the Planning Consultative Group shall be three members with one officer in attendance. On the Planning Consultative Group, councillors determine applications and advise officers on the relevant comments they wish to be included in the Council's responses to the relevant Planning Authority.

## 15.3 Procedures

- a) Every Committee or Working Group will at its first meeting before proceeding to any other item on the agenda, elect a Chairman/Lead Member (and can elect a Vice-Chairman) who will normally hold office until the next Annual Meeting of the Council. He/she will chair meetings of the Committee or Group, act as spokesperson for the Committee or Group and shall be responsible for reporting its activities to full Council.
- b) Ordinary meetings of Working Groups will be held on the dates adopted by Council and at a time agreed between the Lead Member and the Town Clerk. The Quorum shall be 3 members accompanied by an officer.
- c) The Chairman/Lead Member of a Committee or Working Group or the Town Mayor/Chairman of the Council may summon an additional meeting of that Committee, Working/Task Group as appropriate at any time by requesting the Town Clerk to issue a summons for the meeting.
- d) Committee and Working Group agendas will be assembled in three parts:
  - i. Part 1 – Items for decision,
  - ii. Part 2 – Items for information
  - iii. Part 3 – Confidential items.

- e) Any Committee or Working Group desiring to incur expenditure shall give the Town Clerk a written estimate of the expenditure recommended for the coming year no later than October.
- f) Every Committee and or Working Group shall present a report of its activities to the next Council Meeting.
- g) A member who has proposed a resolution, which has been referred to any Committee and/or Working/Task Group of which he/she is not a member, may explain his resolution to the Committee, Working/Task Group but shall not vote.
- h) Any member of the Council who is not a member of a Committee and/or Working/Task Group shall nevertheless be entitled to attend any meeting of that Committee, Working/Task Group but he/she shall not be entitled to vote, and he/she shall not take part in the consideration of any business save by leave of the Chairman of the meeting.
- j) Any Council member attending in accordance with Standing Order 15.3-h, may be invited to speak on matters under discussion of which he may have special knowledge, such an invitation would be at the discretion of the Chairman.
- k) Members of Committees and Working Groups will address remarks/observations to the Chair but will not be bound by the Standing Order preventing them from speaking more than once.
- l) Members of Committees and Working Groups entitled to vote, shall vote by show of hands.
- m) ***Chairmen/Lead Members of Committees and Working Groups shall in the case of an equality of votes have a second or casting vote whether or not they have exercised their original right to vote.***

## **16. Resolutions on Sealing & Expenditure**

- 16.1 Other than in the case of an Emergency, any resolution which, if carried, would in the opinion of the Town Mayor/Chairman, substantially increase the budgeted expenditure upon any service which is under the management of the Council or substantially reduce the revenue at the disposal of any Committee, Working/Task Group, or which would involve unbudgeted capital expenditure, will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
- 16.2 The Council shall approve written estimates for the coming financial year at a meeting before the end of the month of December and set its Precept before the end of January.
- 16.3 ***Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.*** The Corporate Development and Audit Working Group will regularly monitor and review all transactions made and report to Council.
- 16.4 ***A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution. The Council's Common seal alone shall be used for sealing documents. It shall be applied by the proper officer in the presence of two members who shall sign the document as witnesses.***

## **17 Discussions and Resolutions Affecting Employees of the Council**

If at a meeting a question arises relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it will not be considered until Councillors have decided whether the press and public will be excluded.

## **18 Conduct at Meetings Code of Conduct**

- 18.1 ***All members must observe the Council's Code of Conduct (as amended) which was adopted by the Council on 10 May 2007, a copy of which is annexed to these Standing Orders.***
- 18.2 All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- 18.3 ***If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 20.4 below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
- 18.4 ***Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber. An interest arising from the Code of Conduct shall be recorded in the minutes.***
- 18.5 At a meeting no member will persistently disregard the ruling of the Town Mayor/Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or ***in such a manner as to bring the Council into disrepute*** or act in such a manner as to breach the Code of Conduct adopted by the Council.
- 18.6 If, in the opinion of the Town Mayor/Chairman, a member has ignored paragraph 18.5 of these Standing Orders, the Town Mayor/Chairman shall indicate to the Council his/her opinion and after that, any member may move that the member named not be heard or that the member named leaves the meeting, and the motion, if seconded, ***shall be agreed without discussion.***
- 18.7 If either of the motions mentioned in paragraph 18.6 above are disobeyed, the Town Mayor/Chairman may adjourn the meeting or take such further steps as necessary to enforce them.
- 18.8 The Council will deal with complaints against the Council or any Officer or Member in the manner as adopted by the Council's procedures except for those complaints which should be properly directed to the Monitoring Officer or the relevant external body for consideration.

## **19 Interests & Canvassing/Recommendations**

- 19.1 ***If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 10 May 2007 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.***
- 19.2 ***If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.***
- 19.3 ***The Town Clerk may be required to compile and hold a register of member's interests in***

***accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.***

- 19.4. The obligations and disabilities imposed by this standing order shall also apply to a member of a Committee and/or Working/Task Group who is **not** also a member of the Council who has a personal or prejudicial interest in a matter under consideration at a meeting.
- 19.5. If a candidate for any appointment under the Council is to his knowledge related to any member of or to the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do will be disqualified from the appointment and, if appointed, will be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate Committee, Working/Task Group any such disclosure. Where a relationship to a member is disclosed, the preceding clauses of this Standing Order 19 shall apply as appropriate.
- 19.6. Canvassing of members of the Council or of any Committee, Working/Task Group directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.
- 19.7. A member of the Council or of any Committee, Working/Task Group shall not solicit any person for appointment to or by the Council or recommend any person for an appointment or promotion; but, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 19.8. Standing Order 19 shall apply to tenders as if the person making the tender were a candidate for an appointment.
- 19.9. The Town Clerk shall make known the purpose and importance of the relevant sections of this Standing Order 19 to every candidate for appointment.

## **20. Inspection of Documents**

- 20.1. ***All Minutes and formal Notes kept by the Council and by any Committee and/or Working/Task Group shall be open for the inspection of any member of the Council.***
- 20.2. ***Minutes and formal Notes shall also be open to the inspection of any local government elector of the parish as required by section 228 Local Government Act 1972.***
- 20.3. Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a Committee or a sub-Committee and/or Working/Task Group and request a copy for the same purpose.

## **21. Confidential Business & Unauthorised Activities**

- 21.1. No member of the Council, a Committee or a Working/Task Group will disclose to any person in any form who is not a member of the Council any business that is declared confidential by the Council, the Committee or the Working/Task Group.
- 21.2. Any member who disobeys Standing Order 21.1 may be removed from a Committee and Working/Task group by resolution of the Council and the matter will be reported to the Monitoring Officer and the relevant Standards Board or external body.
- 21.3. No member of the Council or of any Committee and/or Working/Task Group shall, unless

specifically authorized so to do by Council:-

- a) Inspect in the name of or on behalf of the Council any lands or premises which the Council has a right or duty to inspect;
- b) Issue orders, instructions or directions to organisation or persons, including to Council staff.

## **22 Planning Applications**

- 22.1 The Town Clerk will, as soon as it is received, record the following information for each planning application notified to the Council:
- (a) the date on which it was received;
  - (b) the name of the applicant and application reference;
  - (c) the place to which it refers.
- 22.2 The Town Clerk shall refer every planning application received to the Planning Consultative Group.

## **23. Financial Matters**

- 23.1 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
- a) the accounting records and systems of internal control;
  - b) the assessment and management of risks faced by the Council;
  - c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
  - d) the financial reporting requirements of members and local electors and
  - e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.
- 23.2 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in 23.3 below.
- 23.3 Any formal tender process shall comprise the following steps:
- a) a public notice of intention to place a contract to be placed in a local newspaper;
  - b) a specification of the goods, materials, services and the execution of works shall be drawn up;
  - c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
  - d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
  - e) tenders are then to be assessed and reported to the appropriate meeting of Council.
- 23.4 Neither the Council, nor any Committee or Working/Task Group, is not bound to accept the lowest tender, estimate or quote. Any detailed tender notice shall contain a reference to the relevant portions of Standing Orders 19 & 21 regarding improper activity.
- 23.5 The Financial Regulations of the Council shall be subject to regular review, at least once every four years.
- 23.6 Council is reminded that the European Union Public Sector Procurement Rules apply to contracts subject to certain thresholds and advice should be sought for contracts in

excess of the relevant levels (Thresholds relate to the aggregated contract values over the life of a contract: Services and Supplies = £173,934 Works = £4,348,350 (Values for 1<sup>st</sup> January to 31<sup>st</sup> December 2012)

## **24 Accounts and Financial Statement**

- 24.1 Except as provided in Standing Orders or by statute, all accounts for payment and claims upon the Council shall be approved by the required number of members as per the Financial Regulations and the report of their approval will be presented to the Council.
- 24.2 The Responsible Financial Officer shall supply to each member as soon as practical after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of June.

## **25 Standing Orders to be given to Members**

A copy of these Standing Orders will be given to each Member of the Town Council by the Town Clerk, once the Member's declaration of acceptance of office and agreement to observe the Council's Code of Conduct has been received. A copy of any up-dated Standing Orders will likewise be given to every Councillor when the new Standing Orders are adopted by Council.



# **Farnham Town Council**

## **Members' Handbook Part 3**

### **Terms of Reference for:**

Cemeteries Appeals Working Group  
Community Services Working Group  
Planning Consultative Working Group  
Strategy and Finance Working Group  
HR Panel  
Tourism and Events Working Group



# **CEMETERIES AND APPEALS WORKING GROUP**

## **TERMS OF REFERENCE**

The Cemeteries and Appeals Working Group will comprise 6 councillors.

The quorum of the Working Group shall be three members with one officer in attendance.

The Group shall appoint an elected Member as Lead Member.

### **Purpose:**

To monitor and provide guidance to the Council's Officers in the administration and operation of the Council's cemeteries at Hale, Badshot Lea, Green Lane and West Street. Under delegated authority from the Town Council to determine Stage 4 Appeals as set out in the Council's Cemetery Regulations.

### **Key Tasks:**

#### **To**

- a. Oversee the management and delivery of the Council's burial, memorial and genealogical services.
- b. Monitor and review the progression of the Health and Safety Inspections and consider any issues raised.
- c. Recommend Cemetery Fees to Full Council
- d. Review the Cemetery Regulations in line with national good practice and to submit them to Full Council for approval.
- e. Oversee the management of cemetery buildings and grounds including the day to day operation and maintenance of the chapel buildings and their future use.
- f. Develop and monitor the implementation of cemetery improvements.
- g. Promote awareness training on cemetery matters for elected members.
- h. Develop and review policies for the future operation and use of cemeteries and to recommend them to Full Council.
- i. Monitor compliments and complaints regarding the Cemeteries Service.
- j. Develop relationships with relevant service providers (including undertakers)
- k. Be the final decision making body in the appeal process as identified in the Cemetery Regulations. To report quarterly to Full Council any decisions.
- l. Develop and support the Friends of Farnham Cemeteries.

### **Observations of the Cemeteries and Appeals Working Group on the Terms of Reference**

Agreed

# COMMUNITY SERVICES WORKING GROUP

## TERMS OF REFERENCE

The Community Services Working Group will comprise 6 councillors with the option of co-opting a member of the Farnham In Bloom Community Group

The quorum of the Group shall be three councillors with one officer in attendance.

The Group shall appoint an elected Member as Lead Member.

### **Purpose**

To work with the Council's Officers for the improvement and development of allotments, gardens, open spaces, street furniture and other public spaces in the Town Council area.

### **Key Tasks**

To work with officers to ensure efficient and effective delivery of:

#### **A FARNHAM IN BLOOM**

1. **Oversee and manage the Council's investment in** Farnham in Bloom and its associated projects including:
  - South East in Bloom and Britain in Bloom
  - Secret Gardens
2. Identify and obtain funding for the delivery of Farnham in Bloom.
3. **Facilitate and** develop community involvement in the delivery of Farnham in Bloom.
4. Support the work of the Farnham in Bloom Community Group by receiving ideas from the group and delegating activity where mutually agreeable

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#### **B COMMUNITY FACILITIES AND SERVICES**

5. **Encourage the p**rovision and maintenance of Street Furniture including:
  - Bus Shelters, Street lighting, Notice boards, seats, cycle racks and bins.
6. Co-ordination of the prevention and removal of graffiti
7. Consider proposals for Public Art
8. Advise on any matters relating to War Memorials

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#### **C SERVICE MANAGEMENT**

9. Oversee the Allotments service
10. Oversee the Public Convenience service
11. Oversee the Parks and Open Spaces Service

### **Observations of the Farnham In Bloom Working Group on the Terms of Reference**

- 1) Adopt changes as set out above. Make point 3 the first point.
- 2) Agree name should be changed from FIB to reflect wider activity but cannot think of a better name than Community Services.

# PLANNING CONSULTATIVE GROUP

## TERMS OF REFERENCE

The Group will comprise 9 councillors, one from each ward.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall appoint an elected Member as Lead Member.

### **Purpose:**

To make observations on all planning applications and planning issues, including Development Briefs, Local Plans, Structure Plans and Development Control and to make site visits where necessary.

### **Key Tasks**

To advise the Town Clerk under delegated authority to carry out the following to

- a) Represent the community of Farnham on major planning issues and to encourage participation in decision making.
- b) Exercise the Town Council's statutory right to be notified of and comment on planning applications.
- c) Comment on and approve the preliminary observations of the Town Council's officers on all planning issues.
- d) Develop the Council's and the Planning Consultative Group's observations to the relevant planning authorities under delegated authority to
  - Consider the environmental impact of planning proposals in Farnham and adjacent areas.
  - Respond to any consultations or matters on traffic and transport affecting the Town Council area.
  - Respond to any consultations or matters relating to minerals affecting the Town Council area.
  - Make observations on any telecommunication proposals received by Farnham Town Council.
- e) Agree nominations to represent the views of the Council at planning appeals.
- f) Respond preliminary proposals for development within Farnham
- g) Represent the Council at Development Forums and Planning Authority site visits and Planning Committee Meetings.
- h) Be responsible for the monitoring, development, co-ordination and review of the Farnham Design Statement and Neighbourhood Plan unless dealt with by another Working or Task Group.
- i) To work with principle authorities to develop the Local Development Framework and associated strategies, unless dealt with by another Task Group.
- j) To refer any of the above matters to Full Council for debate and decision.

The Planning Consultative Group may only express the approved views and observations of the Planning Consultative Group or Council. Representation at Outside Bodies may be undertaken by delegated Elected Members or Officers of Farnham Town Council.

### **Observations of the Planning Consultative Group on the Terms of Reference**

Agreed

# STRATEGY AND FINANCE WORKING GROUP

## TERMS OF REFERENCE

The Strategy and Finance Working Group will comprise 6 councillors plus the Lead members of the Cemeteries and Appeal Working Group, Farnham In Bloom Working Group and the Tourism and Events Working Group (where they have not been elected to this Working Group)

The quorum of the Group shall be three members with one officer in attendance.

The Group shall appoint an Elected Member as Lead Member.

### **Purpose**

To develop, monitor and review Council policies and functions and review the council's accounts and finances.

### **Scope**

To develop monitor and or review the following and make recommendations to Full Council:

#### **A POLICY AND PROCEDURES**

1. Council policy and policy objectives
2. Council Standing Orders and Financial Regulations
3. Performance on aims, objectives, powers and duties of the Council, and Standing Committees/Working Groups as required.
4. Council Risk Management Strategy
5. Business Continuity
6. Council strategic objectives and performance
7. Council's Business Plan
8. The council's approach to Quality Council Status, the power of well-being and opportunities arising from the Localism Act and other legislation
9. Develop an overall Vision for Farnham

#### **B FINANCE**

1. Council's Financial Plan and Strategy
2. Council annual estimates and precept
3. Use of financial reserves
4. Treasury Management
5. Leasing, loans and finance
6. Grant Awards
7. Appointment and maintenance of an ongoing relationship with the Council's independent Internal Auditor
8. Reporting to the Council's External Auditor
9. Budget Monitoring

#### **C ASSET MANAGEMENT**

10. Asset and Management Strategy
  - To manage and review Farnham Town Council's assets
  - To negotiate the transfer or management of assets to Farnham Town Council from other bodies as enabled by legislation.

11. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority.
12. Oversight and management of ICT and systems

D HUMAN RESOURCES (some of these functions may be delegated to the HR Panel)

13. To resource appropriate Staffing levels to deliver services
14. The Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions for Clerks in line with the Society of Local Council Clerks (SLCC) Model arrangements
15. Arrangements for the Annual Appraisal of Town Clerk
16. Recruitment procedures, equal opportunity statements and guidelines on employment practice
17. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees and any arrangements required for exceptions.

COMMUNICATIONS

18. To review policy and procedures for internal and external Communications
  - Relationships with the media
  - Web Site
  - News Letter
  - Annual Report
  - Public Consultations
19. To develop policy and arrangements for Partnerships with all external bodies and in particular with Waverley Borough Council and Surrey County Council
20. Oversee preparations for and external relationships for Emergency Planning and community safety including CCTV provision.
21. To oversee Corporate Governance and Democratic Services
  - Members Training
  - Members Services
22. To develop and promote an the Council's approach to and relationships with the business community
23. Work with residents associations and others on a range of matters including Neighbourhood Planning

# HR PANEL

## TERMS OF REFERENCE

### Purpose

The HR Panel is a Task Group of the Strategy and Finance Working Group but also reports direct to the Council on reserved matters. It will meet as often as required and may call in expert advice as needed to support its work and fulfil its responsibilities. Work may be referred to the HR Panel by Council or by the Strategy and Finance Working Group and it will report back as required.

The HR Panel shall consist of the Lead Member for the Strategy and Finance Working Group and four other Members. The Chair of the Panel shall report back to Strategy and Finance after each HR Panel meeting.

Deleted: (who shall Chair the Panel)

The quorum shall be three Members with the Town Clerk or appropriate external advisor in attendance.

### **Scope of the HR Panel**

The scope of the Panel is to act as overview body:

1. Maintain an overview of staff appointments and see that staff are appointed in accordance with the Council's policies and employment legislation;
2. Review the staffing policies and structure;
4. Review the pay and conditions of employment of the staff and update these as necessary to comply with the law and with good practice;
5. Review appropriate performance management systems and ensuring an effective appraisal system is in place;
6. Recommending the appointment or dismissal of the Town Clerk;
8. Consider appeals against dismissal, grading and grievances by employees of the Council

Deleted: Ensure

### **Observations of the HR Panel on the Terms of Reference -22<sup>nd</sup> February:**

- 1) Should be sub-committee of Strategy and Finance
- 2) Role should be as an independent overview body agreeing processes or direction and receiving reports back on what has happened
- 3) Suggested that Panel normally meets twice a year with additional meetings as required.
- 4) May be best if Panel includes Lead Member of Strategy and Finance ex officio but that it is not automatically chaired by Lead Member of Strategy and Finance. Chair of Panel should attend Strategy and Finance to report back after each Panel meeting.
- 5) Suggested amendments shown with tracked changes above

# TOURISM AND EVENTS WORKING GROUP

## TERMS OF REFERENCE

The Group will comprise of 6 members.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall nominate an elected Member as Lead Member.

### **Purpose:**

To oversee the operation and function of the Council's Tourism and events service.

### **Key Areas**

#### TOURISM

- a. To develop and review the Town Council's Visitor Strategy.
- b. Monitor and review the provision and publication of visitor information including the Town Guide.
- c. Improve the recognition of Farnham as a visitor destination.
- d. Promote Farnham as a quality destination for visitors and residents by
  - a. enhancing the visitor experience and
  - b. improving services and facilities
  - c. actively participating in the Farnham Visitors Forum

#### EVENTS

- a. Develop and review an events programme for Farnham including:
  - Food Festival
  - A programme of events of Music in Gostrey Meadow
  - Christmas Lights Switch-on
  - Liaison, partnership and joint promotion with local youth, voluntary groups and businesses in organising events
- b. Promotion of events in Farnham organised by other voluntary and community groups

#### OTHER ACTIVITIES

1. Oversee the programme of Farmers' Markets
2. Review the Christmas Lights provision in Farnham
3. Co-ordinate the Town Council's approach to Twinning
4. Supporting promotional schemes for local businesses