



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 12th December 2013 at 7.00pm

Place

The Council Chamber, South Street, Farnham, GU9 7RN

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 12th December 2013, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. 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 on the relevant form attached to this agenda to Ginny Gordon, by 5 pm on the day before the meeting.

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.

Please note that there is a maximum capacity of 30 in the public gallery

This page is intentionally left blank



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

Please use the form below to state in which Agenda Items you have an interest.

If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)

As required by the Localism Act 2011, **I HEREBY Declare**, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: Date 12th December 2013

Name of Councillor

	Nature of interest (please tick/state as appropriate)		
Agenda Item No	I am a Waverley Borough Councillor/Surrey County Councillor*	Other	Type of interest (disclosable pecuniary or Other) and reason

* Delete as appropriate

K:\COMMITTEES\Interests Forms\Declaration of Interests Form Jun 12 A4.doc

This page is intentionally left blank



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 12th December 2013

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meetings, at 6.50pm, prayers will be said in the Council Chamber by Revd Michael Hopkins of the Farnham United Reformed Church.

Councillors and members of the public are welcome to attend.

Questions by the Public

The 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.

Presentation

The meeting will be preceded by a presentation by the Phyllis Tuckwell Hospice on the work of the hospice.

1 Apologies

To receive apologies for absence.

2 Disclosure of Interests

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Blagden, Cockburn, Frost, Hargreaves, Hill, J O'Grady, S O'Grady, Potts, Steel and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to her being a councillor of Surrey County Council: Cllr Frost.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting.*
- (iv) *Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.*

- 3 Minutes**
To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 31st October 2013 **Appendix A**

- 4 Statements by the Public**
The Mayor to invite members of the public present to make statements on any item on the agenda.

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**
To receive the notes and any recommendations of the following Working Groups:
- i) Community Enhancement Working Group held on 27th November 2013 **Appendix B**
 - ii) Cemeteries and Appeals Working Group held on 28th November 2013 **Appendix C**
 - iii) Strategy and Finance held on 6th December 2013 **Appendix D (to follow)**

- 7 Planning and Licensing Applications**
To receive the minutes of the Planning & Licensing Consultative Group meetings held on 14th and 28th November **Appendices E and F**

- 8 Budget 2014/15** **Appendix G**
(Deferred to January)
To approve the budget for 2014/15 at Appendix G

- 9 Risk Assessments** **Appendix H**
To approve the Annual Risk Assessment report following the risk management reviews undertaken by the Working Groups and the annual external assessment by the Council's Health and Safety Advisors Ellis Whittam.

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 Actions taken under the scheme of delegation**
Town Clerk to report on any relevant matters

- 13 Date of next Meeting**

To confirm the date of the next meeting as 23rd January 2014 at 7pm.

14 Exclusion of the Press and Public

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

Part 3 – Confidential Items

15 Cemetery Matters

To discuss Exempt Annex I to the meeting of the Strategy and Finance Working Group.

The Town Mayor will close the meeting and invite Councillors and any members of the public present to join him for a Christmas drink.

Membership:

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

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

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.15pm on Thursday 31st October 2013

Place

The Council Chamber, South Street, Farnham

Councillors

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

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)

Rachel Aves (Team Leader Corporate Governance)

6 members of the public were in attendance

Presentation by 40 Degreez

Prior to the meeting Janet Maines and Eve Baker of 40 Degreez provided Council with an update on progress at 40 Degreez and of major changes to the building which operates as a drop-in centre for young people. The Centre is run by a board of trustees and employs four part time staff and many volunteers. During school hours the centre is used as an alternative learning centre for those outside mainstream schooling. A number of 'clubs' operate in the centre including a 'hang-out' club for 10 to 14 year olds for whom there is generally little provision in the town; cooking; arts and crafts; a free-running club; and a club for teenagers with special needs from the Abbey school and Ridgeway. 40 Degreez has helped foster a lot of friendships for young people from schools across the town.

Funding comes from lettings, charitable trusts and a range of public and private sources including local businesses. Young people welcome the neutrality of the building and recent improvements have made it more welcoming and attractive for both users and hirers.

Cllr Cockburn commented on how the team at 40 Degrteez had worked tirelessly for young people in Farnham and should be commended for what they have achieved.

The Mayor thanked Janet Maines and Eve Baker on behalf of the whole Council for the work done and wished 40 Degreez well for the future.

Questions by the Public

There were no questions from the public.

C092/13 Apologies for Absence

Apologies were received from Councillors Hollins-Owen, J O'Grady, S O'Grady, Parry, Potts and Steel

C093/13 Minutes

The Minutes of the Farnham Town Council Meeting held on Thursday 25th July 2013 were agreed as a correct record for signature by the Mayor.

C094/13 Declarations of interests

Cllr S O'Grady and the Town Clerk declared pecuniary interest as Trustees of the Old Kiln Museum (Rural Life Centre) in relation to Appendix C item 5 and left the meeting whilst the particular item was discussed.

Cllr S O'Grady and J Potts as members of Waverley Borough Council's Executive made non-pecuniary declarations in relation to discussions on the Rowledge Governance Review.

C095/13 Statements by the Public

There were no Statements by the public.

C096/13 Town Mayor's Announcements.

- i) Cllr Blagden reported that he had represented the Council at 27 functions and activities since the last Council meeting.
- ii) Cllr Blagden congratulated the Farnham Farmers' Market for its success in the Surrey Life Farmers' Market of the year awards being pipped at the post by

Surbiton Farmers' Market, the 2013 National Farmers' Market of the Year winner.

Part I – Items for Decision

Tourism and Events Working Group

C097/13

Cllr Beaman, in the absence of Cllr Hargreaves who was unwell, introduced the notes of the Tourism and Events Working Group, held on 8th October 2013, at Appendix B to the agenda. He drew attention to the success of the Feast of Food and Food Festival and to the production of the new Visitors' and Residents' Guides which were in the course of preparation.

Cllr Beaman requested councillor support for the Christmas Lights switch-on and invited suggestions for the project to install Christmas lights in Farnham's villages and communities.

Cllr Beaman advised of the progress made on the Craft Town project and of the three page feature on Farnham as a Craft Town in the Surrey Life Magazine, adding to the awareness of the Craft Town booklet which had been produced.

Councillor Cockburn advised that good relationships had been created in this first year of the Craft Town project and she was certain it would go from strength to strength having established a tremendous foundation for the future.

Strategy and Finance Working Group

C098/13

Cllr Ward introduced the notes of the Strategy and Finance Working Group meetings held on 15th October and 29th October 2013, at Appendices C and D to the agenda.

Cllr Ward reported on the six month finance Members had received and considered a range of reports on the six month financial position including Bank & Petty Cash Reconciliation to 30th September; the Budget Comparison to 30th September; the Statement of Investments at 30th September 2013; details of an account write-off over a disputed invoice; outstanding aged debtors; and latest payments. Members noted that the in-year savings appeared to be on track, and that income and expenditure was progressing well. Cllr Ward advised that because of the uncertainty over the Rowledge Governance Review, the normal budget planning exercise had been delayed and would be considered at a later meeting.

It was RESOLVED unanimously that two outstanding accounts be referred to the small claims court if payment was not forthcoming.

The Town Clerk and Cllr S O'Grady left the meeting at this point

C099/013

Cllr Ward advised on progress on the Cemetery Chapels and that the Working Group had recommended offering a Victorian funeral bier to a suitable museum or organisation on long-term loan to enable it to be on public view.

It was RESOLVED *nem con* that the funeral bier in West Street Chapel be offered for permanent loan to the Old Kiln Museum or other suitable organisation

The Town Clerk and Cllr S O'Grady rejoined the meeting.

C100/013 Cllr Potts said there was concern in Hale over the future of the chapels and asked if there would be a local meeting to discuss ideas for the future. Cllr Cockburn advised that there had been a meeting with the Hale History Project and the Council had approached the school to consider using the space following the consultation on the chapels earlier in the year. The Town Clerk confirmed that a further consultation meeting would take place in the new year once new ideas for the chapels were developed.

C101/013 Members noted the discussion on experimenting using skype to enable those with dependants to observe and participate in Working Group meetings. Cllr Ward proposed, seconded by Cllr Potts that the Council should write to the local MP and the Secretary of State for Communities to press for dependant carers allowances to be available to Town and Parish Councillors as well as councillors of counties and districts.

It was RESOLVED *nem con* that Town Clerk write to the Rt Hon Jeremy Hunt MP and the Secretary of State for Communities and Local Government to seek to change the Regulations on dependant carers allowances,

C102/013 A revised Annex I to Appendix D was circulated. Council welcomed outcome of the se council for Rowledge (these were 64% to 36% against in Rowledge and 72% to 28% against in the 'Sandrock triangle' part of Boundstone).

Members welcomed the clear and compelling support of residents in wanting to keep the benefits of a unified Farnham pooling resources to create and maintain cost effective services for all.

Cllr S O'Grady commented that it was useful that there had been such a resounding response to the questionnaire. He believed everyone could now move on.

C103/013 Cllr Cockburn described the results of the survey undertaken following the roving exhibition on the latest draft of the Neighbourhood Plan. Over 320 people had responded to the questionnaire to date

C104/013 Council agreed to nominate someone to represent Farnham in the elections to the National Association of Local Councils Larger Council Committee 2013-15 . Cllr Potts proposed Cllr Beaman, seconded by Cllr S O'Grady, and with no other nominations

It was RESOLVED *nem con* that Cllr Beaman be nominated to be the Council's representative in the election for places on the National Association of Local Councils Larger Councils Committee.

C105/013 Council noted the need to upgrade the mapping software to support the range of publications and activities now being undertaken by the Town Council including Neighbourhood Planning, Riverwatch and the Surrey Highways Localism project. In addition to the software, remote data capture and costs associated with the inputting of existing data was agreed. The ongoing support costs were noted.

It was RESOLVED *nem con* that the Council's map editing package be upgraded to PT Mapper pro with associated installation and training by Pear Technology with the costs met from approved budgets.

C106/013 Council noted that a grant of £60,000 had been awarded from the SITA Landfill Tax Trust towards the costs of the new roof at Wrecclesham Community Centre . This grant supplements the £25,000 already committed from the Surrey County Council Community Infrastructure Fund. Council noted that a further grant application had been made to the Veolia Landfill Trust for the Storage extension and a decision was awaited in January. Cllr Ward proposed, seconded by Cllr Cockburn that a revised planning application be submitted and that it incorporate the new storage extension.

It was RESOLVED *nem con* i) that the Council welcomes the grants received to enable the Wrecclesham Community Centre Roof project to progress and ii) that the Town Clerk reapply for planning permission for the roof with the storage extension included.

C107/013 Council noted the first National Small Business Day on taking place on Saturday 7th December and supported the Council working with the Federation of Small Businesses and Chamber of Commerce in raising awareness of the day.

It was RESOLVED *nem con* to endorse the Town Council's involvement in UK Small Business Day

C108/013 Council noted the proposal to take on the redundant toilet block on Borelli Walk from Waverley Borough Council with a view to creating a potential information/visitor location for the North Downs Way or other use.

Cllr Parry thought this proposal had exciting potential in helping with interpretation of the river Wey.

It was RESOLVED *nem con* to accept the transfer of the redundant toilet block on Borelli Walk from Waverley Borough Council with each side paying its own legal costs.

Planning Consultative Group

C109/013 Cllr Genziani introduced the minutes of the Planning Consultative Group meetings held on 3rd, 17th and 31st October. He commented that the Town Councils observations were being followed by Waverley and cited the conversion of the Travis Perkins builders' yard to residential use which had been agreed by Waverley Planning Committee.

Part 2 – Items Noted

C110/13 Reports from Other Councils

Cllr Beaman commented on the Surrey Rail Strategy and the proposal to reintroduce an Alton to Guildford service. He was concerned that this could be detrimental to the town if the level crossing gates were down for more time each hour. There were no reports from other Councils.

C111/13 Reports from Outside Bodies

- i) Cllr Cockburn commented that the Farnham Sports Council Awards evening had been very successful and that the Sports Council was going from strength to strength.
- ii) Cllr Beaman advised that he had attended the Farnborough Aerodrome Consultative Committee as a substitute and noted that there had been few complaints reported from Farnham on the operation of the Aerodrome.

C112/13 **Actions taken under the Scheme of Delegation**
The Town Clerk advised that no actions had been taken under the scheme of delegation since the last meeting.

C113/13 **Date of next meeting**
Members noted that the next Council Meeting would take place on Thursday 12th December 2013.

The Town Mayor closed the meeting at 8.45pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Community Enhancement Working Group

Time and date

9.00am Wednesday 27th November 2013.

Place

Council Chamber, South Street, Farnham

Attendees:

Members: Councillors David Attfield, Carole Cockburn, Susan Redfern, Jeremy Ricketts and John Ward.

Officers present:

Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader) and Amy Dawson (Community Enhancement Assistant)

1. Apologies

None received.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 18th September.

POINTS	ACTION
The notes of the previous were agreed	

4. Farnham in Bloom Community Group Report

POINTS	ACTION
Members were informed that Farnham in Bloom Community Group had not had a meeting since the last Community Enhancement meeting and that they would be meeting on 3 rd December 2013 to discuss the Group's 2014 project and plans.	
Members noted that the Post 19 group had been working hard at the greenhouses and had cleared the hanging baskets. They meet every Tuesday and Thursday afternoon between 1pm and 3pm.	

5. Britain in Bloom 2014

POINTS	ACTION
<p>Members noted that Farnham Town Council was still waiting to hear if they had been accepted to participate in Britain in Bloom 2014. This would be the 50th anniversary of Britain in Bloom.</p> <p>Members noted that if Farnham was accepted into Britain in Bloom then there would be a seminar about the project on the 30th January 2014. The location of the seminar had yet to be confirmed.</p> <p>Members asked that if Farnham in Bloom did so well in South and South East in Bloom then what extra work would have to be done to compete in Britain in Bloom.</p> <p>The Town Clerk informed members that there would be a three week gap between South and South East in Bloom and Britain in Bloom. This would be an advantage as everything would already be set up for South and South East and therefore the council would get an extra 3 weeks to finalise everything for Britain in Bloom.</p> <p>Cllr Ricketts suggested that although it would be an honour to win Britain in Bloom, maybe Farnham in Bloom should concentrate on the smaller categories in the competition and emphasise the little things that makes Farnham special and stand out. For example, The Post 19 Group, Farnham Park and the Bourne.</p> <p>Cllr Ricketts also suggested that Farnham Town Council should consider making adjustments to the Farnham in Bloom trailer to use as a backdrop for all photos or as advertising to get more people involved. E.g. "Farnham in Bloom – Are you involved!?"</p> <p>Cllr Ward suggested that Farnham in Bloom includes sponsorship opportunities for the 'common man', not just companies. E.g. Lower priced packages.</p> <p>Cllr Redfern put forward the idea of taking the Farnham in Bloom trailer to Farmers' Markets or School fetes to promote it and get people to sign up. The council could possibly sell hanging baskets.</p> <p>Cllr Ward suggested that letters to businesses about Farnham in Bloom competing in Britain in should be prepared now so that they are ready to go if and when Farnham in Bloom is accepted.</p> <p>Cllr Cockburn put forward the idea of getting little badge pins to promote Farnham in Bloom.</p> <p>Cllr Attfield stated that the council send the photos of Farnham in Bloom awards evening to the sponsors and keep up a good relationship with them. Councillors agreed and Cllr Ricketts suggested that they all be invited to Farnham in Bloom's Winter Celebration and be met and greeted there by councillors.</p> <p>It was noted that there were areas where the Council would revise the sponsorship charges E.g. the South Street Bridge. The Shepherd and Flock roundabout was agreed as a new sponsorship package.</p>	<p>Community Enhancement Assistant to pursue</p>

Councillors were shown a new draft sponsorship brochure. It was agreed that officers would try and get the brochure sponsored if possible.	
--	--

6. Sponsorship and Finance

POINTS	ACTION
Councillors were shown the up to date budgets for the areas they are responsible for. All the budgets appear to be on track for this current financial year.	

7. Allotment Charges for 2014

POINTS	ACTION
<p>Councillors noted that the increase of allotment charges was agreed in the last meeting.</p> <p>Cllr Redfern suggested a joining charge for new allotment holders could be considered.</p> <p>Councillors noted that Waverley Borough Council had empty plots that they were not using and whilst Farnham had a long waiting list. It was agreed that officers should re-discuss with Waverley.</p>	<p>Outside Services Team Leader to follow up and go look at the site with Cllr Attfield.</p>

8. Surrey County Council Highways Localism Project

POINTS	ACTION
<p>Councillors noted that two of the Outside Workforce Team had been trained to work on highways.</p> <p>Councillors noted that the Outside Workforce team had started cleaning all signs in Farnham and recording where they are as part of the Surrey funded project.</p> <p>Cllr Cockburn informed Councillors she had been approached about the area outside the Windsor Alms houses and wondered if the council could assist in cleaning it up.</p> <p>Councillors noted that anything to do with trees/weeds is Surrey County Council's responsibility but Farnham could do the work if commissioned by the Highways officer. Cllr Ricketts suggested that if the council do this then the council need to take a before and after picture to send to Surrey and show them what work they should be doing and what the council have done.</p> <p>Cllr Attfield informed the group that the grass along Low Lane in Badshot Lea gets cut once a year and it was not good enough.</p>	<p>Cllr Attfield to contact Patrick Giles about the grass.</p>

9. Street Furniture Update

POINTS	ACTION
---------------	---------------

Cllr Redfern informed members that after 18 months of it being removed, the pillar box was finally returned to Searle Road. The community worked together and were very happy and pleased with their achievement.

- i. Councillors noted that the damaged bus shelter on Hale Road issue had now been taken over by the insurance company who were getting in touch with the bus shelter manufacturers to organise the replacement.

The Town Clerk informed Councillors that he was to meet the Surrey County Council officer responsible for bus stops who was keen to invest in Farnham.

Cllr Ricketts advised of the need for good looking bus shelters with wind protection. Cllr Attfield informed Cllr Ricketts that in some cases there is not enough room on pavements to have wind protection.

- ii. Cllr Cockburn requested a new bin by the bus stop in the Bourne to replace the old concrete one outside the café.

Cllr Ricketts requested a bike rack to be put at the bottom of Castle Street. Cllr Attfield considered that there were many already through town. It was noted that Farnham was considering a map showing cycle routes and racks in the area.

- iii. Councillors were informed that Surrey County Council had refused to give Farnham Town Council permission to put up Christmas lights on the lamp posts on Castle Street as they are 'listed'. After a letter was sent by the Town Council, Surrey agreed that the council could put up Christmas lights this year but it was likely to be the last year the council are able to use the lamps for lights or hanging baskets. Members felt this was a strange decision after the lampposts had been used for such purposes for so long.

Cllr Cockburn advised members Surrey County Council had put up cycle route signs up on the posts even though they were inappropriate and at the wrong height. Cllr Cockburn suggested that the council take this matter up further with Surrey.

Outside Services Team Leader to follow up and find out progress.

Town Clerk to get update from a meeting with the member.

Farnham Town Council to contact Paul Redman at WBC about replacing the bin

Town Clerk to look back through files and find out whether rules have changed regarding listed lamp posts and putting lights up on them.

10. Public Conveniences

POINTS	ACTION
<p>Councillors noted that all public conveniences had new stainless steel signs recently installed.</p> <p>Councillors noted that The Hart public conveniences freeze up in winter so a small heater had been installed.</p> <p>Councillors noted that the lights in the central car park conveniences now come on, on a sensor and that this is scheduled work in all other public conveniences.</p>	

<p>Councillors noted that the public conveniences in Gostrey Meadow could be extended to include a ladies toilet as well as a separate disabled toilet. Councillors were also advised that the water pressure is bad and that South East Water and there was a disputed water bill for the toilets.</p> <p>Cllr Ricketts suggested changing the opening times of public conveniences, specifically in the summer when the days are longer and people stay out in the evenings, the conveniences should be open later.</p> <p>Councillors noted that there were ideas about changing the Borelli Walk conveniences into a café or an info point for walks. Cllr Ricketts suggested letting it to a small business who could keep the toilets and would be responsible of maintaining them.</p>	<p>Town Clerk and Outside Services Team Leader to review.</p>
---	--

11. Winter Celebration

POINTS	ACTION
<p>Councillors noted that the plans for the Farnham in Bloom Winter Celebration were well on their way and that the Farnham Brass band had been booked for the event. Members were asked to attend to help the Community Group handing out carol sheets.</p>	

12. Risk Assessments

POINTS	ACTION
<p>Councillors agreed the risk assessments they are responsible for, without any amendments.</p>	

13. Cigarette Bin Spring Campaign

POINTS	ACTION
<p>Cllr Ricketts gave a presentation with members about his idea for a “Butt Free Campaign” to put into action during the Spring Big Pick Week 2014. This would include making sure there were clear warnings and fines for people who drop cigarette butts. Cllr Ricketts also suggested getting stickers to put on cigarette packages and lighters.</p> <p>Cllr Cockburn stated that then the council would have to pick up the stickers as well as the cigarette butts as they would come off with the wrapping and are likely to be dropped on the floor.</p> <p>Cllr Cockburn suggested acquiring key rings that are small ash trays that smokers can put ash and the butt into to be emptied when they were near a bin.</p>	<p>Officers to research ash tray key rings.</p>

14. Items for Future Meetings

POINTS	ACTION
<p>It was agreed that the next meeting should be a Britain in Bloom strategy meeting.</p>	

15. Date of Next Meeting

POINTS	ACTION
The date of the next meeting was agreed as 9am on Wednesday 15 th January 2014.	

Meeting ended at 11:15am

Minutes taken by Amy Dawson



FARNHAM TOWN COUNCIL



Notes

Cemeteries and Appeals Working Group

Time and date

10.00am on Thursday 28 November 2013

Place

Council Chamber, South Street, Farnham

Attendees: Cllrs Carole Cockburn, Carlo Genziani, Stephen Hill, Susan Redfern and John Ward.

Officers present: Iain Lynch (Town Clerk), Rachel Aves (Corporate Governance Team Leader), Alan Corcoran (Contracts and Facilities Officer), Adrienne Owen (Cemeteries Administrator) -Part.

1. Apologies for Absence

No apologies of absence were received.

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting

POINTS	ACTION
The Notes of the meeting held on 12 th September 2013 were agreed.	

1. Hale Cemetery Chapels

POINTS	ACTION
Members received a presentation from a developer in relation to the possible conversion of the Hale Cemetery Chapels. It was agreed that detailed notes should be submitted to Full Council in exempt due to the commercially sensitive nature of the discussions. Members agreed in principle, to have further discussions with the developer in relation to the developing Hale Cemetery chapels.	Recommendation to Council: to authorise the Town Clerk to enter in to further discussion with the developer in relation to the development of Hale Cemetery Chapels.

2. Risk Assessments

POINTS	ACTION
Members received, reviewed and noted the risk assessments at Appendix B to the agenda, and agreed that no changes were required.	

These would form part of the formal review of Risk Assessments to be considered by Council in December.

3. Finance, Fees and Charges

POINTS	ACTION
<p>Members reviewed the report at appendix C to the agenda and noted the recommendations therein.</p> <p>It was noted that grave digging costs the Town Council approximately £15,000 per annum and that this cost was not directly recharged to the customer. It was noted that the Town Council's fees for interment and EROB were comparable with other local authorities who did not include grave digging as part of their fees and charges. It was noted that in these instances, the Funeral Director or other person arranging the funeral was required to arrange and pay for a grave digger as well as fees and arrangements with the burial authority.</p> <p>A desire to be consistent with the practices of other local authorities was expressed and it was agreed that grave digging should no longer be included within the Council's fees for interment and should be booked and dealt with directly by the person(s) arranging the funeral. To avoid confusion, it was agreed that this change should be effective as of 1st April 2014 to give due notice to the undertakers.</p> <p>It was noted that the Town Council had a good working relationship with the current contractor for grave digging and it was agreed that the Council would establish a new regulation, whereby the Council operates a nominated contractor policy, much the same as with memorial fixing, where only a mason or contractor registered with the Town Council may fit headstones within any of the four cemeteries. It was agreed that, subject to review at the Council's discretion, Tony Curtis, the current contractor, be the Council's nominated contractor. It was agreed that only this contractor would be permitted to dig graves in the Council's four cemeteries unless specific authority by the Council had been given.</p> <p>It was agreed that a further report would be made at the next meeting of the working group, to review an analysis of the Council's fees (i.e. Exclusive Right of Burial and Interment Fee).</p> <p>Members noted that in some circumstances members of the public wished to sell their grave plots back to the Council, renouncing any Exclusive Rights for the plot. It was noted that the Council's current policy was that the customer would receive the amount paid for the EROB at the time of purchase, not the cost at the time of declaring renunciation of any rights. It was agreed that due to the officer time involved in administering a renunciation of rights, the administration charge, as per the current fees and charges, be levied for this service and deducted from the refund.</p> <p>As a result of the proposed changes, it was agreed that fees and charges would not be increased for 2014/15.</p>	<p>Recommendation to Council that:</p> <ol style="list-style-type: none"> 1) Grave digging should no longer be included within the Council's fees for interment and that this would be booked and dealt with directly by the person(s) arranging the funeral effective of 1st April 2014. 2) Subject to review at the Council's discretion, Tony Curtis, the current contractor, be the Council's nominated contractor for grave digging in the four cemeteries. 3) The current administration fee be charged when administering a renunciation of EROB, if a customer wishes to sell a grave back to the Council. 4) No increase of fees and charges for cemeteries be levied for 2014/15.

--	--

4. Services and Projects Update

POINTS	ACTION
<p>i) <u>Cemetery Chapels</u> Members were advised that interest in the lease of West Street Chapel had been sought from previously interested parties and others. It was noted that four expressions of interest in leasing the chapel had been received at the time of the meeting and that these would be reviewed at a later meeting.</p> <p>ii) <u>Health and Safety Memorial Programme</u> Members noted the progress of the memorial Health and Safety testing programme in Badshot Lea and Green Lane Cemeteries and heard that the tender for work in West Street Cemetery was being prepared.</p> <p>iii) <u>Dog Control Order</u> Members noted and reviewed the draft Dog Control Order Public Notice. Minor amendments were made and it was agreed that final proofing and agreement be delegated to the Town Clerk.</p> <p>It was agreed that the Public Notice should be published in December, as the cemeteries are busy during this period and this could ensure the maximum number of visitors are consulted.</p> <p>iv) <u>Other Matters</u> Members noted that the new cemetery leaflets were being designed professionally, alongside the development of a Dog Control Order leaflet to ensure consistency across all literature pertaining to the cemeteries.</p>	

5. Date of next meeting

POINTS	ACTION
<p>It was agreed that a meeting was required before the next scheduled date of 20th February, due to important deadlines in relation to the cemetery chapels. A date will be arranged.</p>	

The meeting closed at 11.15am.

Notes by Rachel Aves



FARNHAM TOWN COUNCIL

D

Notes

Strategy and Finance Working Group

Time and date

9.00am Friday 6th December 2013

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Beaman, Carole Cockburn, Pat Frost, Jeremy Ricketts and John Ward.
Cllr Paddy Blagden

Officers present:

Iain Lynch (Town Clerk) Rachel Aves (Team Leader Corporate Governance), Alan Corcoran (part)

1. Apologies

Apologies were received from Councillor Jill Hargreaves, and Roger Steel

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on 29th October 2013

POINTS	ACTION
The notes were agreed	
Cllr Beaman advised he had not been elected in the National Association of Local Council's Larger Committee elections.	

4. Finance Report

POINTS	ACTION
Members' discussed the latest financial position and noted that committed expenditure was running at 66% with income running at 99.8% with the second tranche of precept paid. The targeted savings would be achieved as a result of successful negotiations over an electricity bill and the refund of an insurance claim held over since 2010. Members reviewed the service area expenditure and income set out at Appendix C and in the latest Income and Expenditure analysis.	
Members noted the latest position on the Rowledge Governance	Budget to be considered on January 14th

Review and agreed that it would be unwise to recommend a budget to Council whilst the situation was unresolved. It was agreed to defer the budget discussion to the January Strategy and Finance Working Group.

Members considered the fees and charges report at Appendix C to the agenda.

Cemeteries:

Members noted the positive income and expenditure position for this stage of the year. Members noted the review by the Cemeteries Working Group of grave digging and that unlike a number of nearby cemeteries, Farnham currently included grave digging within its fees. Members agreed to recommend to Council that Farnham move in line with other burial authorities and that the grave digging services, from April 2014, be arranged by the funeral directors using approved grave diggers, bringing a saving based on 2014/15 budget figures of some £15,000 per annum. Members also agreed to regularise the administration fee for the repurchase of Exclusive Rights of Burial (EROB) but agreed to maintain other charges at their current level for the coming year. A list of the proposed cemetery fees is attached at Annex I.

Farmers' Markets

Members noted that savings had been made by not hiring a generator on a monthly basis and by adjustments to the staffing at the market enabling the extra costs of £4,300 of costs added by Waverley Borough Council for the use of the space to be incorporated. Members noted that the pitch fees were price sensitive and agreed to keep them at the current level for 2014/15 but recommended an increase in the price for the hire of the Zapp Canopies.

Farnham In Bloom Sponsorship

Members noted that the challenging income target for 2013/14 was unlikely to be achieved but that income was more than double the 2011 level. In-Kind sponsorship also added significantly to the sum raised. Costs had been further contained with the result is that the net cost was likely to be within budget. Members noted that a sponsorship brochure for all Farnham activities would be prepared for 2014 and proposed that the target for FIB 2014/15 be £12,500.

Tourism and Events

Members noted that the levels of sponsorship and income vary for each event. The total income target for 2013/14 was expected to be achieved, and it was proposed to increase the overall income target for 2014/15 to £37,000. The introduction of the sponsorship opportunities brochure would assist with this.

Allotments

Members noted the plan to move to full cost recovery for the allotments was progressing well, and recommended that the increase proposed by the Community Enhancement Working Group from 29pence per metre to 32pence per square metre be implemented. This would mean that the typical allotment rental would rise from £36.25 per annum to £40 per annum. Members noted the Working

Recommendations to Council:

- i) Farnham cease to include grave digging within its fees for an interment (effective from 1st April 2014
- ii) An administration fee is charged when repurchasing Exclusive Rights of Burial.
- iii) The fees and charges for 2014/15, set out at Annex I, be adopted.

Recommendations to Council:

- i) The pitch fee be maintained at £35 for 2014/15;
- ii) The cost for Zapp hire be increased from £5 to £10.

Recommendations to Council:

- i) the Town Clerk determine the appropriate fees and charges for sponsorship packages to be included within the Sponsorship brochure, in consultation with the Community Enhancement Working Group.
- ii) the income Target for Farnham in Bloom in 2014/15 be set at £12,500 plus additional in-kind sponsorship.

Recommendations to Council:

- i) The allotment charge increase from 29p to 32p per square meter for 2014.

<p>Group was continuing to look at the best way of reducing water costs or passing these costs to the allotment users.</p> <p>Miscellaneous Members agreed that the costs for using the Council Chamber and the new ground floor Meeting Room be maintained at the current level to recover the extra costs of caretaking where applicable (£15 per hour for community groups and £25 per hour for statutory and commercial groups).</p> <p>Banners Members noted that with the extension of Christmas Lights, two more banner sites were available. It was agreed that banner fees would be subject to a further report.</p>	<p>Recommendations to Council: Meeting room charges be maintained at their current levels.</p>
---	--

5. Risk Assessments and Health and Safety

POINTS	ACTION
<p>Alan Corcoran introduced the detailed report and annexes at Appendix D to the agenda. Each Working Group had reviewed the specific risks relating to its areas of activity and Strategy and Finance considered its own and wider corporate issues.</p> <p>Members noted that there were no matters arising in the Annual Health and Safety Survey that required immediate or short term action and welcomed the positive assessment from Ellis Whittam, the Council's Health and Safety advisors :</p> <p style="padding-left: 40px;">“Farnham Town Council is committed to ensuring compliance, and there is a robust system in place to manage health and safety. Monitoring and review of arrangements takes place and is well documented. There is good communication and those with responsibility for health and safety are conscientious and diligent in executing their roles. Regular meetings take place in which health and safety is an agenda item and staff willingly contribute to the processes.’</p> <p>Members reviewed the monitoring that takes place on a regular basis; the employee health surveillance, and the health and safety training that had taken place. Members noted the areas of financial risk management that would be reviewed by the internal auditor on his next visit.</p> <p>The Action Plan arising out of the Annual Risk Assessment; the Health & Safety Policy Statement (Annex 3) and the Fire Safety Management Policy (Annex 4) were agreed for adoption by Council and form part of a separate report on the Council agenda.</p> <p>The Town Clerk thanked Alan Corcoran for his thorough and focussed attention on the health and safety agenda which had helped move the Council forward in dealing with these matters.</p>	<p>Recommendation to Council: That progress in health and safety matters be welcomed and that the recommendations in the report to Council be approved</p>

6. Rowledge Governance Review

POINTS	ACTION
<p>1) Members noted, following a representations made by an elector, the external Auditor (BDO) had confirmed that the actions of the Town Council in incurring expenditure in relation to the Rowledge Governance Review were not unlawful. However BDO intends to submit an invoice for their work on this representation amounting to £585. The Clerk had asked for clarification of the basis for this cost and found that it had only reflected part of the hours incurred by the auditor. With the new audit contract, these investigations are on top of the annual audit fee.</p> <p>2) Members received a copy of the detailed Waverley Borough Council report on the second consultation period for the Rowledge Governance Review, attached at Appendix E. The report contained details of the Counsel's opinion received by Waverley Borough Council which confirmed that the Town Council's actions were lawful and quoted the same arguments outlined by the Town Clerk when this matter was first raised by Mr Westcott and Mr Clements at the Farnham Town Council meeting on 26th September.</p> <p>3) Members noted that Mr Westcott had made further representations to Waverley Borough Council and its Executive had deferred consideration of the report until they had received additional legal advice. This was expected to be discussed on 12th December.</p>	

7. Contracts Update

POINTS	ACTION
<p>Offices Remodelling The Working Group received an update on progress on the remodelling of the Council offices. Work was progressing well following the agreed budget and decisions of the Council. The contingency sums had been used to repair a hidden timber beam, remove asbestos, make good flooring below the raised platform in the former cash office, and make amendments to the new kitchenette.</p> <p>Members heard of the discovery of more extensive damp in the structure than had previously been thought to exist, and a tender for treatment by a specialist firm was undertaken to enable the works to be completed prior to redecorations. These costs are being met from the approved revenue property budget in accordance with the Council's decision.</p> <p>The Working Group recommend that the Offices Working Group review the project and the post contract fixtures and fittings (replacement blinds, furniture etc).</p> <p>Wrecclesham Community Centre The Working Group received a detailed update of the funds available and the likely costs of the whole project including the additional phase of a storage extension. A separate application to Veolia had been</p>	<p>Recommendation to Council that:</p> <ol style="list-style-type: none"> 1. the progress on the remodelling of the offices be welcomed; and 2. the Offices Working Group review the project and advise the Town Clerk on recommendations for furnishings and fittings for the new ground floor offices area. <p>Recommendation to Council that: The Town Clerk be</p>

<p>made for the storage element and a decision would be made in January.</p> <p>Members heard that a new planning application had been submitted to include the storage area, and a decision was due by the end of January. Work was scheduled to commence on 17th February and take 8 weeks to complete. Members agreed to recommend to Council that as funding was in place for Phase I (the roof) the order for the works be issued in order that the roof trusses be designed and made despite the small risk involved in awaiting the planning approval process.</p> <p>Chapels</p> <ul style="list-style-type: none"> i. The Working Group noted that the Bishop of Guildford had approved the removal of the legal effects of consecration on the consecrated chapels at Hale and West Street. ii. The Working Group reviewed the application process for expressions of interest in leasing the West Street chapel which had resulted in five enquiries and two actual applications attached to Exempt Annex I. Members felt both candidates offered good uses for the chapel and noted the difference in rental income proposed and the costs of adaptations could be different for each user. It was agreed to recommend that the Town Clerk negotiate with the preferred applicant with the second applicant being held in reserve in case the finer details were not agreed. It was noted that certain services such as water and drainage would need to be connected for any user of the chapel. iii. Members heard of a new proposal for the Hale Chapels which had the potential to save the chapels rather than seeing them be demolished. Members recommended that the Town Clerk discuss further details prior to reporting back to Members and prior to further consultation with the residents of Hale. <p>Website</p> <ul style="list-style-type: none"> iv. The Working Group received an update on the website renewal project following the focus group and comments received from website users. Members noted that a tender document was to be circulated with responses expected back mid-January. 	<p>authorised to proceed with the Wrecclesham Community Centre project.</p> <p>Recommendation to Council: 1) The Town Clerk be authorised to progress a lease with the preferred applicant in the first instance 2) The Town Clerk progress such renovations and establish such services as are considered necessary for the leasing of West Street Chapel in consultation with the Strategy and Finance Working group.</p> <p>Recommendation to Council: The Town Clerk pursue the option and prepare a further report on the Hale Chapels.</p>
--	---

8. Waverley Towns and Parishes Meeting

POINTS	ACTION
<p>Members noted that at the Waverley meeting with Towns and parishes held on 2nd December there were presentations on Superfast Broadband; developments in Adult Social Care; the timetable for Waverley's Core Strategy; and a Finance update.</p> <p>Members noted that Waverley tabled documents requesting that Towns and Parish Councils identify sites for housing development in their area and respond by 10th January. Despite comments from a</p>	<p>Recommendation to Council: The Town Clerk, in consultation with the</p>

<p>number of parishes that they would not have any meetings before this date to approve any submission, Waverley advised this was an unmoveable date. It was agreed that the Infrastructure Planning Group should advise the Town Clerk on the completion of the document based on the public consultation responses the Neighbourhood Plan. A copy of the response would be sent subject to ratification by Council at the January meeting.</p> <p>Members noted that a number of Parishes had challenged Waverley's suggestion that the Community Infrastructure Levy could be used for revenue expenditure and that some parishes had referred the matter to the Department for Communities and Local Government.</p>	<p>Infrastructure Planning Group, send the Council's draft response subject to ratification by Council in January.</p>
--	--

9. Surrey County Council Library Gardens

POINTS	ACTION
<p>Members noted with disappointment that after 21 months of discussions Surrey County Council Property officers had gone back on their earlier verbal agreement to move to a fairer contribution for Farnham Town Council for the maintenance work and opening and closing of the Library Gardens.</p> <p>Cllr Denise Le Gal had facilitated a meeting but the County Senior Estates Surveyor confirmed that the County Council would not increase its contribution for the work undertaken from the level of £3,000 per annum agreed in 2000, despite the costs for the Town Council being in the order of £10,000 per annum. As a result, the Town Council has withdrawn from providing its opening and closing and grounds maintenance service with effect from 1st December. Members were concerned about the potential loss of public access to the site.</p> <p>Cllr Frost agreed to pursue the matter further with Surrey County Council.</p>	

10. Infrastructure Planning Group Update

POINTS	ACTION
<p>Members noted that 334 people had completed the Neighbourhood Plan questionnaire (the results of which were presented to members previously).</p> <p>This information was analysed and new/additional points and concerns were incorporated within the November draft of the Plan, previously circulated to all councillors. The workshop held at the Farnham Maltings on 13th November was attended by some 40 people.</p> <p>Members considered details of a draft Options questionnaire of preferred sites for development emerging from the consultation to date. Its purpose is to seek endorsement and expand on the opinions received so far. It was agreed that a postcard should be sent to all</p>	<p>Recommendation to Council: I. All councillors review</p>

households in Farnham for delivery on 20th January 2013 advising of the on-line questionnaire and where to collect printed copies. The consultation period will last 4-6 weeks.

It was agreed that the indicative revised questionnaire would be circulated to all councillors again for comment prior to it being published.

Members noted that advice had been sought from a Planning and Environmental Solicitor at Bell Cornwell who specialises in nature conservation matters, licensing and Environmental Impact Assessments and restrictions relating to proximity of Special Protection Areas, with particular expertise in Habitat Regulations work, particularly in relation to the Thames Basin Heaths Special Protection Areas. The cost of this professional advice is being funded from the existing budget.

Members noted that a professional planner would be advising on the policy formulation, and that the group had met with Curtin & Co on the possibility of their skills being used at a later stage of the process.

Members thanked Rachel Aves for the considerable work put in on the Neighbourhood Plan project to date.

and comment on the draft Options questionnaire by 19th December;
2. A postcard be circulated to all households advising of the Options questionnaire.

11. Surrey County Council Farnham Task Group

POINTS	ACTION
Members received an update on the meeting of the Farnham Task Group which met on 21 st November. Cllr Frost advised of the priorities for improvements that were going forward to the Waverley Local Committee on 13 th December.	

12. Banners Policy

POINTS	ACTION
Item deferred.	

13. Town Clerk Update

POINTS	ACTION
<p>i. The Town Clerk advised that Farnham had been invited to represent the Town Council Sector for one day in a stall at the South of England Show in 2014, hosted by the President of the National Association of Local Councils, The Earl Lytton, in view of the events and activities arranged by the Town Council. Members asked that more information and whether a similar stall might be arranged at the Surrey County Show.</p> <p>ii. Members received a draft copy of the proposed sponsorship brochure for 2014, which would cover all the activities being arranged by the Town Council. It was agreed to see if the brochure itself could be sponsored.</p> <p>iii. Members received an update on a meeting the Town Clerk had</p>	<p>Town Clerk to seek further details</p> <p>Recommendation to Council: I. The HSBC account be</p>

with the HSBC bank manager. Items discussed included savings on charges by using internet banking as well as HSBC net and the option of automated transfers from the RBS financial system to HSBC net. Members noted that payments would not be processed until the normal authorisation by two councillors had taken place and agreed to recommend to Council that authority be given for this process to be added to the Council's banking system. Members also agreed to recommend the use of internet banking, provided the normal financial controls of two signatures remained in place.	amended to incorporate a) business internet banking and b) automated data uploads between the RBS financial system and HSBCnet, provided the normal signature authorisation controls remain in place.
--	--

14. Christmas and New Year arrangements

POINTS	ACTION
Members noted that the Town Council offices would close at 4pm on Christmas eve and re-open on 2 nd January. A rota system will be in operation for any urgent cemetery bookings over the Christmas and new year period.	

15. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 14th January 2014 at 9am.	

Meeting ended at 12.45pm

Notes written by Iain Lynch

Annex I

Farnham Town Council

FEES AND CHARGES FOR CEMETERIES 2013/14

Please note: Non-residents are those not residing inside the Farnham Town Council boundary.

SERVICE	Residents Fees (£)	Non-residents Fees (£)	VAT Group
BURIALS AND INTERMENTS – All Cemeteries			
<i>For graves purchased after 1st March 2008, the erection of the first memorial is free of charge</i>			
Double Depth Grave <i>First interment and Exclusive Rights of Burial</i>	2155	4310	E
Single Depth Grave <i>First interment and Exclusive Rights of Burial</i>	2100	4200	E
Double Depth Grave <i>Exclusive Rights of Burial ONLY</i>	1405	2810	E
Single Depth Grave <i>Exclusive Rights of Burial ONLY</i>	1350	2700	E
Re-opening for full burial	750	1500	E
Children under 12 years <i>Interment and Exclusive Rights of Burial</i>	370	740	E
Interment of Cremated Remains in a Cremation Plot <i>First interment and Exclusive Rights of Burial</i>	890	1780	E
Cremation Plot <i>Exclusive Rights of Burial Only</i>	555	1110	E
Re-opening for interment of cremated remains	335	670	E
GARDEN OF REFLECTION – West Street Cemetery			
Scattering of Ashes in Garden of Reflection (West Street)	26	N/A	E
Granite Memorial Book Residents Package <i>Granite plaque and inscription added to Memorial Book for 25 years (scattering of cremated remains free of charge)</i>	265 (318)	550 (660)	S
MEMORIALS – All Cemeteries			
Additional Inscription for graves	115 (138)	115 (138)	S
Right to erect a memorial, for graves purchased prior to	165 (198)	165 (198)	S

01/03/08			
Health and Safety - memorial fee	55 (66)	55 (66)	S
Fee for renewal of Memorial Permit after 12 months	10 (12)	10 (12)	S
MISCELLANEOUS			
Purchase of additional 5 years of Exclusive Rights of Burial	225	450	E
Reservation of Grave Space	220	440	E
Transfer of Ownership	55 (66)	55 (66)	S
Local Agreement Fee (on application only)	50 (60)	50 (60)	S
Genealogy (per search) per hour	10 (12)	10 (12)	S
Turfing of graves after 1 year	60	60	E
Levelling of Grave after 1 year	40	40	E
Adopt a Memorial Bench (adopt whole bench for 10 years)	265	265	E
Adopt a Memorial Bench (adopt 1/3 of bench for 10 years)	90	90	E
Exhumation	Considered on an individual basis	Considered on an individual basis	E



FARNHAM TOWN COUNCIL

E

Notes

Planning & Licensing Consultative group

Time and date

9.15 am on Thursday 14 November 2013

Place

Town Clerk's Office, South Street, Farnham

Planning Consultative Group Members Present

Cllr C Cockburn (elected Chairman in the absence of Cllr Genziani)

Cllr J Ricketts

Cllr R Steel

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

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 received from Councillors D Beaman and C Genziani

2. Declarations of Interest

There were no Declarations of Interest.

3. Applications Considered by the Planning Consultative Group on Thursday 31 October 2013

Ref	Ward	Proposal	Site Address	Officer Name
TM/2013/0150	Farnham Bourne	Application to fell trees subject of Tree Preservation Order 26/05.	6 VALE WOOD DRIVE, FARNHAM GU10 3HW	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		

WA/2013/1724	Farnham Castle	Lowering of entrance level and new internal ramp to allow wheelchair access.	LLOYDS BANK, 75 CASTLE STREET, FARNHAM GU9 7LT	Tim Bryson
		Approved after consideration and subject to the approval of the Listed Building Officer		
WA/2013/1725	Farnham Castle	Listed Building Consent for lowering of entrance level and new internal ramp to allow wheelchair access.	LLOYDS BANK, 75 CASTLE STREET, FARNHAM GU9 7LT	Tim Bryson
		Approved after consideration and subject to the approval of the Listed Building Officer and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1752	Farnham Castle	Listed Building Consent for internal and external alterations.	POTTERS COTTAGE, 69B WEST STREET, FARNHAM GU9 7EH	Mark Baker
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement and do not have an adverse effect on the neighbours and the approval of the Listed Buildings Officer		
WA/2013/1726	Farnham Hale and Heath End	Erection of side and rear extensions.	48 FARNBOROUGH ROAD, FARNHAM GU9 9AH	Mark Baker

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1745	Farnham Moor Park	Erection of a two storey extension.	2 GLEN COTTAGES, GUILDFORD ROAD, FARNHAM GU10 1PF	Mark Baker
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1719	Farnham Shortheath and Boundstone	Erection of extensions and alterations to provide first floor accommodation and erection of detached garage.	RUTHERFORD HOUSE, 12, JUBILEE LANE, FARNHAM GU10 4SZ	Mr A Griffiths
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1758	Farnham Shortheath and Boundstone	Erection of dwelling and formation of new vehicular access (revision of WA/2013/0171). Previous comments on 11/03/2013 were as follows: Approved - on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.	33 SHORTHEATH ROAD, FARNHAM GU9 8SH	Mr A Griffiths

		Approved - on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1740	Farnham Upper Hale	Erection of porch following demolition of existing porch.	24 FOLLY LANE NORTH, FARNHAM GU9 0HX	Ms L Smitheman
		Approved after consideration and on the condition that the proposed porch is in line with the particulars of the Farnham Design Statement and does not have an adverse effect on the neighbours' amenities.		
WA/2013/1806	Farnham Bourne	Erection of extension following demolition of existing conservatory.	SANDS LODGE, 2 LEIGH LANE, FARNHAM GU9 8HP	Mark Baker
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
TM/2013/0151	Farnham Bourne	Application for works to a tree subject of Tree Preservation Order Far I.	LODGE FARM, TILFORD ROAD, FARNHAM GU9 8HU	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1789	Farnham Bourne	Erection of single storey extension and alterations following demolition of existing extensions.	SWEET BRIAR COTTAGE, 23 MIDDLE BOURNE LANE, FARNHAM GU10 3NH	Mark Baker

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
CA/2013/0118	Farnham Bourne	OLD CHURCH LANE FARNHAM CONSERVATION AREA. Works to trees.	38 VICARAGE HILL, FARNHAM GU10 3QS	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1795	Farnham Bourne	Erection of double garage following demolition of existing garage (revision of WA/2013/1318). Previous comments on 12/09/2013 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.	18 BOURNE GROVE, FARNHAM GU10 3QU	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1813	Farnham Castle	Erection of first floor extension with carport below following demolition of existing garage.	24 WEST END GROVE, FARNHAM GU9 7EG	Ms L Smitheman

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1785	Farnham Firgrove	Erection of extensions and alterations following demolition of existing lean-to.	15 LONGLEY ROAD, FARNHAM GU9 8LZ	Mark Baker
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1793	Farnham Hale and Heath End	Erection of conservatory following demolition of extension.	4 ELM CRESCENT, FARNHAM GU9 0QW	Mark Baker
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
NMA/2013/0132	Farnham Moor Park	Amendment to WA/2013/0567 for alterations to roof materials. Previous comments on 30/04/2013 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.	THE PACKHOUSE, TONGHAM ROAD, FARNHAM GU10 1PJ	Mrs M Knight

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1801	Farnham Shortheath and Boundstone	Erection of detached garage together with associated works.	RAGGI COTTAGE, 6 JUBILEE LANE, FARNHAM GU10 4SZ	Mark Baker
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
NMA/2013/0134	Farnham Shortheath and Boundstone	Amendment to WA/2013/0259 for a change to the lean to roof from fully glazed to roof tile with 4 roof lights. Previous comments on 28/03/2013 were as follows: Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement	21 LITTLE GREEN LANE, FARNHAM GU9 8TF	Mrs M Knight
		Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement		
WA/2013/1766	Farnham Upper Hale	Erection of first floor extension.	23 SHADY NOOK, FARNHAM GU9 0DT	Mark Baker

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1783	Farnham Wrecclesham and Rowledge	Erection of single storey front and side extensions.	3 QUENNELLS HILL, WRECCLESHAM GUI0 4NE	Mark Baker
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1781	Farnham Wrecclesham and Rowledge	Erection of a double garage following demolition of existing garage and alterations to boundary walls.	VINERS MEAD, WRECCLESHAM ROAD, WRECCLESHAM GUI0 4PT	Rachel Fletcher
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement and the garage is conditioned for non-habitable use.		
WA/2013/1754	Farnham Bourne	Certificate of Lawfulness under Section 192 for alterations to garage to provide habitable accommodation.	2 BOURNEWOOD PARK, BOURNE GROVE, FARNHAM GUI0 3QJ	Mr A Griffiths
		Farnham Town Council does not approve of retrospective planning applications, but no objections to the proposals.		

WA/2013/1734	Farnham Castle	Alterations to roof.	SUITE F1, 9 LION AND LAMB YARD, FARNHAM GU9 7LL	Mr A Griffiths
		No objections subject to the approval of the Conservation Officer and provided the material sand style of the alterations are in keeping with the existing.		
CR/2013/0026	Farnham Castle	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	SUITE F1, 9 LION AND LAMB YARD, FARNHAM GU9 7LL	Mr A Griffiths
		No objections subject to the approval of the Conservation Officer and provided the material sand style of the alterations are in keeping with the existing.		
WA/2013/1751	Farnham Moor Park	Certificate of Lawfulness under Section 192 for erection of extensions.	MONASTERY CLOCK, OLD COMPTON LANE, FARNHAM GU9 8EG	Rachel Fletcher
		Farnham Town Council does not approve of retrospective planning applications, but no objections to the proposals.		

WA/2013/1753	Farnham Moor Park	Application under Section 73 to vary Condition 1 of WA/2013/1128 (approved plan numbers) to increase building finished floor level. Previous comments were as follows: Approved after consideration on 1 August 2013, subject to adequate mitigation of damage to the grass verges during construction so as not to incur detrimental effect on the street scene post-construction.	12 COMPTON WAY, FARNHAM GUI0 1QZ	Rachel Fletcher
		Previous comments still apply: Approved after consideration on 1 August 2013, subject to adequate mitigation of damage to the grass verges during construction so as not to incur detrimental effect on the street scene post-construction.		
WA/2013/1723	Farnham Wrecclesham and Rowledge	Certificate of lawfulness under Section 192 for the erection of a single-storey extension following demolition of conservatory.	PADDOCK WOOD, SUMMERFIELD LANE, FRENHAM GUI0 3AN	Mark Baker
		Farnham Town Council does not approve of retrospective planning applications, but no objections to the proposals.		
WA/2013/1805	Farnham Bourne	Erection of front and rear single storey extensions.	24 LODGE HILL ROAD, FARNHAM GUI0 3QW	Mark Baker
		Object, the windows are on the side of the property, which will affect the neighbours'		

		privacy and the proposed extensions are out of keeping with the street scene.		
WA/2013/1814	Farnham Bourne	Erection of extension and alterations to form chalet style dwelling (revision of WA/2013/0725). Previous comments on 30/05/2013 were as follows: Concerned this might not comply with Policy RD2	TWO ACRES, MONKS WALK, FARNHAM GU9 8HT	Ms L Smitheman
		Object the design and style are out of keeping with the rural area and do not comply with Policy RD2.		
WA/2013/1772	Farnham Castle	Listed Building Consent for alterations to the external pavement and taxi rank levels to form a level entrance to the bank for wheelchair disabled users.	LLOYDS BANK, 75 CASTLE STREET, FARNHAM GU9 7LT	Tim Bryson
		No objections subject to the approval of the Listed Buildings Officer		
WA/2013/1771	Farnham Castle	Alterations to the external pavement and taxi rank levels to form a level entrance to the bank for wheelchair disabled users.	LLOYDS BANK, 75 CASTLE STREET, FARNHAM GU9 7LT	Tim Bryson
		No objections subject to the approval of the Listed Buildings Officer		
WA/2013/1798	Farnham Firgrove	Erection of extensions and store following demolition of existing store.	12 FIRGROVE HILL, FARNHAM GU9 8LQ	Mr A Griffiths
		Object, despite this being a rear extension, the design is of poor quality and Farnham Town Council is concerned about the size and		

		design of the property and the effect on the residents at Lamport Court.		
DW/2013/0024	Farnham Upper Hale	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 4m, and for which the height of the eaves would be 2.49m.	23 SPRING LANE, FARNHAM GU9 0JD	Rachel Kellas
		Farnham Town Council is concerned about the size and effect on the residential amenities of the neighbours' properties.		
NMA/2013/0133	Farnham Upper Hale	Non material amendment to WA/2011/0577 to increase the length of the proposed garage extension. Previous comments on	I BALL AND WICKET LANE, FARNHAM GU9 0PD	Mrs M Knight
		Farnham Town Council understands that this has already been refused.		

Appendix C

Licensing applications for consideration

An application has been received for a new premises licence. The application is for Off Sales of Alcohol 08:00-23:00 Monday to Sunday and Opening Hours 06:00-23:00 Monday to Sunday. If you would like to make comment or representation on this application, the last date for representations is **3rd December 2013**. All correspondence in relation to this application or if you have any queries in respect of this application, please do not hesitate to contact this office via email to licensing@waverley.gov.uk.

**Premises
Applicant Address**

Application Type
The Southern Co-Operative Ltd
(former Harveys Furniture Store)
Unit 1, Grovebell Estate
New Wrecclesham Road,
Farnham

Farnham Town Council has no objections

The meeting closed at 10.10am

Notes taken by Ginny Gordon



FARNHAM TOWN COUNCIL

F

Notes

Planning & Licensing Consultative group

Time and date

9.15 am on Thursday 28 November 2013

Place

Council Chamber, South Street, Farnham

Planning Consultative Group Members Present

Cllr C Cockburn

Cllr C Genziani

Cllr J Ricketts

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

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 received from Councillors D Beaman and R Steel

2. Declarations of Interest

3. Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
	Councillor	Other	
WA/2013/1885	Cllr Jeremy Ricketts		Personal/Pecuniary

3. Applications Considered by the Planning Consultative Group on Thursday 28 November 2013

Ref	Ward	Proposal	Site Address	Officer Name
-----	------	----------	--------------	--------------

WA/2013/1836	Farnham Bourne	Erection of extensions and alterations to garage.	2 MANOR GARDENS, FARNHAM GU10 3QB	Mark Baker
		Approved after consideration, but would request that the proposed alterations and extensions be restricted to garage use only and not for habitable use.		
WA/2013/1839	Farnham Castle	Erection of attached garage, pergola and entrance gates/piers: demolition of wall, existing detached garage and summerhouse.	OVERDEANS COURT, DIPPENHALL ROAD, DIPPENHALL GU10 5EB	Tim Bryson
		Approved subject to the approval of the Listed Buildings Officer		
WA/2013/1840	Farnham Castle	Listed Building Consent for the erection of attached garage, pergola and entrance gates/piers following demolition of wall, garage and summerhouse.	OVERDEANS COURT, DIPPENHALL ROAD, DIPPENHALL GU10 5EB	Tim Bryson
		Approved subject to the approval of the Listed Buildings Officer		
WA/2013/1823	Farnham Hale and Heath End	Erection of extensions and alterations.	BESBOROUGH, 4 NELSON CLOSE, FARNHAM GU9 9AR	Rachel Kellas
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement		

WA/2013/1821	Farnham Hale and Heath End	Erection of extensions and alterations.	MAYCOT, BROOKSIDE, FARNHAM GU9 0NY	Rachel Fletcher
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement		
WA/2013/1835	Farnham Moor Park	Erection of two storey extension and alterations.	20 LYNCH ROAD, FARNHAM GU9 8BZ	Rachel Kellas
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement and there are no adverse effects to the neighbours' amenities.		
WA/2013/1837	Farnham Moor Park	Erection of single storey extension (revision of WA/2013/1412). Previous comments were as follows: No objections, approved after consideration on 12.09.2013 and on the condition that the proposed application is in line with the particulars of the Farnham Design Statement	19 PARK ROAD, FARNHAM GU9 9QN	Rachel Kellas

		Same comments still apply: Approved after consideration and on the condition that the proposed application is in line with the particulars of the Farnham Design Statement		
WA/2013/1822	Farnham Upper Hale	Erection of two storey side extension.	177 UPPER HALE ROAD, FARNHAM GU9 0JE	Mark Baker
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1833	Farnham Upper Hale	Erection of a dwelling following demolition of existing dwelling (follows invalid application WA/2013/1468). Previous comments were as follows: Concerned about the size of the proposed dwelling and adverse effect on the street scene and neighbours amenities.	25 SPRING LANE, FARNHAM GU9 0JD	Mark Baker
		Concerned about the size of the proposed dwelling and adverse effect on the street scene and neighbours amenities.		

NMA/2013/0141	Farnham Bourne	<p>Amendment to WA/2013/1455 for alterations to the finish of the rear and east elevations, alteration to window on west elevation and change to floor plan of single storey extension.</p> <p>Previous comments on 03.10.2013 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</p>	COMRIE HOUSE, 25, FRENHAM VALE, FARNHAM GU10 3HS	Mrs M Knight
		<p>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</p>		

WA/2013/1888	Farnham Bourne	Erection of 2 dwellings and garages with access from Longdown Road (revision of WA/2012/1747). Previous comments on 12/11/2012 were as follows: Strongly object. This area is protected by Local Policy BE3. Residential gardens are no longer considered to be brownfield sites and the NPPF states that development should be directed towards brownfield sites. Inappropriate development of residential gardens should be resisted where development would cause harm to the local area.	LAND TO REAR OF 13 & 15 PINE RIDGE DRIVE, FARNHAM GU10 3JR	Kathryn Pearson
		Strongly object. This area is protected by Local Policy BE3. Residential gardens are no longer considered to be brownfield sites and the NPPF states that development should be directed towards brownfield sites. Inappropriate development of residential gardens should be resisted where development would cause harm to the local area.		
WA/2013/1861	Farnham Firgrove	Erection of single storey rear extension.	8 SHEEPHOUSE, FARNHAM GU9 8LR	Rachel Kellas

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1858	Farnham Hale and Heath End	Erection of extensions and alterations.	THE WILLOWS, UPPER HALE ROAD, FARNHAM GU9 0NX	Mark Baker
		Concerned about the possible adverse effects on the residential amenities of the neighbouring properties.		
NMA/2013/0143	Farnham Moor Park	Amendment to WA/2013/0460 for changes to windows and dormers, addition of balconies and changes to tile cladding. Previous comments on 29/05/2013 were as follows: Approved after consideration	QUADRELS, 6 TEMPLES CLOSE, FARNHAM GU10 1RB	Mrs M Knight
		Approved after consideration		
WA/2013/1875	Farnham Moor Park	Erection of single-storey rear extension and replacement of flat roof on existing two-storey extension with a pitched roof.	7 UPPER SOUTH VIEW, FARNHAM GU9 7JW	Rachel Fletcher
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1884	Farnham Moor Park	Erection of extensions and alterations.	42 LYNCH ROAD, FARNHAM GU9 8BY	Rachel Kellas

		No objections provided there are no adverse effects on the residential amenities of the neighbouring property and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1877	Farnham Shortheath and Boundstone	Erection of single storey extension.	3 APPLELANDS CLOSE, FARNHAM GU10 4TL	Rachel Fletcher
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
TM/2013/0165	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 03/06.	1 PEARTREE LANE, FARNHAM GU10 4DW	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
TM/2013/0164	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 21/05.	GROVE HOUSE, 7B WRECCLESHAM HILL, FARNHAM GU10 4JN	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		

WA/2013/1834	Farnham Bourne	Certificate of Lawfulness under Section 191 for non-compliance with the Agricultural Occupancy Condition of planning permission WA/1981/0553.	WAVERLEY COURT LODGE, MONKS WALK, FARNHAM GU9 8HT	Mark Baker
		Concerned at the loss of agricultural land in this rural area.		
WA/2013/1854	Farnham Castle	Alterations to shop front.	34 DOWNING STREET, FARNHAM GU9 7PF	Rachel Fletcher
		No objections subject to the approval of the Conservation Officer		
AG/2013/0011	Farnham Castle	G.P.D.O. Parts 6 & 7; erection of storage barn.	LAND AT THE OLD GRANARY, DIPPENHALL ROAD, FARNHAM, GU10 5ED	Kathryn Pearson
		No objections		
WA/2013/1825	Farnham Moor Park	Erection of a dwelling and garage with accommodation above following demolition of existing dwelling and garage; formation of new vehicular access and closure of existing access; erection of entrance piers and gates.	HEATH COTTAGE, 15 MONKS WELL FARNHAM GU10 1RH	Mark Baker
		Farnham Town Council is concerned about the size and nature of the proposed application, which is not in keeping with the original street scene in this semi-rural area.		

WA/2013/1832	Farnham Wrecclesham and Rowledge	Certificate of Lawfulness under Section 192 for erection of single storey rear extension.	6 BRYN ROAD, WRECCLESHAM GU10 4PZ	Kathryn Pearson
		Farnham Town Council is concerned at the increase in use of Section 192 applications		
9.35am Cllr Ricketts left the meeting				
WA/2013/1885	Farnham Castle	Erection of extension and alterations.	KNOWLE FARM, 19 OLD PARK LANE, FARNHAM GU9 0AN	Tim Bryson
		No comment as this application is for a Farnham Town Councillor		
CR/2013/0033	Farnham Castle	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	BUILDINGS 11, 12 & 13 COXBRIDGE FARM, WEST STREET, FARNHAM GU9 7AS	Rachel Fletcher
		No objections		
WA/2013/1896	Farnham Firgrove	Erection of extensions and alterations.	10 RIDGWAY ROAD, FARNHAM GU9 8NW	Rachel Fletcher
		Concerned at the size, design and effect on the neighbours' amenities, particularly the side extension.		
WA/2013/1862	Farnham Weybourne and Badshot Lea	Change of use from Class B1a (office) to Class C3 (residential) to provide a live/work unit.	68 LOWER WEYBOURNE LANE, FARNHAM GU9 9HP	Rachel Fletcher
		No objections		

Appendix C

Licensing applications for consideration

An application has been received for a new premises licence. The application is for Live Music 12:00-00:00 Monday to Saturday and 12:00-23:30 Sunday (New Year's Eve 12:00-01:00); Recorded Music 08:00-00:00 Sunday to Thursday and 08:00-00:30 Friday and Saturday (New Year's Eve 08:00-02:00); On and Off Sales of Alcohol 11:00-23:30 Monday to Thursday, 11:00-00:00 Friday, 09:00-00:00 Saturday and 09:00-23:30 Sunday (Christmas Eve 11:00-01:00 and New Year's Eve 11:00-02:00) and Opening Hours 09:00-00:00 Sunday to Thursday and 09:00-00:30 Friday and Saturday (Christmas Eve 09:00-01:30 and New Year's Eve 09:00-02:30).

If you would like to make comment or representation on this application, the last date for representations is **18th December 2013**. All correspondence in relation to this application or if you have any queries in respect of this application, please do not hesitate to contact this office via email to licensing@waverley.gov.uk.

Premises Address	Application Type	Applicant
The Wheatsheaf 19 West Street Farnham	New	Surrey Pub Group

Please note that this premise currently has a Premises Licence relating to the building and this application is to replace the current Premises Licence.

Farnham Town Council has no objections

The meeting closed at 9.40am
Notes taken by Ginny Gordon



FARNHAM TOWN COUNCIL

G

Report
Council

Time and date

7.00pm on Thursday 12th December 2013

Budget 2014/15

In view of the ongoing uncertainty over the Rowledge Governance Review, this item has been deferred until the January meeting on Council.



FARNHAM TOWN COUNCIL



Report Strategy and Finance Working Group

Time and date

7.00am on Thursday 12th December 2013

Health and Safety and Risk Assessment Management

The Strategy and Finance Working Group considered the detailed Working Group reviews of their responsibilities under Risk Management. The detailed documentation was circulated to all councillors with the agenda at Annex 5 to Appendix D of the meeting held on 6th December.

A) Management Structure

The management structure of Health and Safety within the organisation is set out in Annex I.

B) Risk Assessment

Risks are assessed, with a view to controlling them. Health & Safety risk assessments should be an examination of anything in the workplace that could cause people to suffer injury or ill health whilst they are at work.

All employers have a legal obligation to carry out risk assessments under *The Management of Health & Safety at Work Regulations 1999*. As well as complying with the legal requirement and having the potential to save money, risk assessments are useful in determining:

1. training programmes
2. the adequacy of information available
3. personal protective equipment needs
4. health surveillance levels

In a formal sense the H&S risk assessments at Farnham Town Council come under the umbrella of the annual General Risk Assessment Report commissioned from Ellis Whittam. This report is based on a day-long examination of the systems in place at the Council. The key findings of the report are attached at Annex2. They include a SWOT analysis and a Safety Action Plan with suggested completion dates and a named member of staff responsible for completing the item.

Without indulging in complacency, the following comments from the 2013 Ellis Whittam Review are worth noting:

'Farnham Town Council is committed to ensuring compliance, and there is

a robust system in place to manage health and safety. Monitoring and review of arrangements takes place and is well documented. There is good communication and those with responsibility for health and safety are conscientious and diligent in executing their roles. Regular meetings take place in which health and safety is an agenda item and staff willingly contribute to the processes.'

The number of 'Actions Required' as a result of the three surveys since 2011/12 is as follows:

	No. of Action Points	No. requiring immediate or short term action.
2011/12	72	5
2012/13	39	2
2013/14	13	0

C) Monitoring

As well as the annual audit by Ellis Whittam, the following monitoring of risks takes place during the course of the year:

1. **First Aid** – there were three accidents in the previous financial year and two reported in this year to date. None were of the level of seriousness requiring reporting under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Riddor) 1995*. Additionally there were several reported cases dealt with at events by St John's Ambulance teams (heat, cut foot in river, wasp sting etc.) one requiring the calling of an ambulance.
2. **Electrical Installations** – All buildings should be tested every five years for the condition of its fixed electrical wiring. Over the last two years the Council Offices and the depot have been tested. Scheduled for the current year are the three public toilet blocks, Victoria Gardens, Wrecclisham Community Centre, Gostrey Meadow and West Street Cemetery.
3. **Gas Installations** – the boilers at the Council Offices and Wrecclisham Community Centre are safety-checked every year.
4. **The Lift** at the Council offices is inspected every quarter.
5. **Fire** – A fire risk assessment was undertaken by an external consultant in December 2011. A Review of that assessment was undertaken in 2013. As a consequence it was determined to introduce a hot work permit scheme. The current building works at the Council Offices have resulted in upgrades to fire detection, notably the partitioning of and introduction of smoke detection sensors in ceiling void areas. As well as this, regular weekly tests are made on the fire system. A disruptive, but very useful unplanned emergency evacuation took place on 22 November 2013 when dust from the building works activated a smoke detector. The lessons learned from this will inform a revision of the existing procedures.
6. **Water Hygiene** – The annual water hygiene report will be made after the completion of the current building works with its new water outlets. It is intended to include the public toilets in this exercise.
7. **Portable Appliance Testing** – is undertaken annually and is next scheduled for January 2014.

8. **Asbestos** – Complementing the asbestos survey of the Council Offices in 2011, a further, more in depth survey was undertaken this year of the areas to be affected by the remodelling work. As a result, small traces of asbestos were identified and removed in accordance with the appropriate regulations. The Depot was inspected in 2011, Wrecclesham Community Centre in 2011, West Street Chapel in 2009 and the Public Conveniences in 2004, leaving only Victoria Gardens to be surveyed. The management of asbestos is based on these reports.
9. **Six Monthly Management Checks** – Over 350 monitoring checks are made by the Health & Safety Management Group.

D) Working Group-based Risk Assessments

1. As well as the across-the board risk assessment regime, there is also a Working Group-based risk assessment that is reviewed annually by the appropriate Working Group, which enables the process to be monitored and input to be made into the identified risks.
2. For the current cycle, the Working Groups will be presented with the relevant sections of the risks identified in 1 above, leading to a consideration of the whole document at full Council, together with the Ellis Whittam General Risk Assessment.
3. The relevant sections for this Working Group are therefore attached for consideration at Annex5, together with, if appropriate, a list of project-based risk assessment for information.

E) Health and Safety & Risk Assessment Training

The following table summarises training that has taken place or is planned.

Training	No. of Personnel 2012	No. of Personnel 2013	No. of Personnel Planned for 2014
Fire Safety	15	4	5
Fire Marshal	7	4	4
Manual Handling	15	4	5
Ist Aid	1	0	2
Evac. Chair	3	0	3
Managing Safely	0	1	0
LCAS Seminars	0	2	2

F) Health Surveillance

For those members of staff (7 identified) in risk of possible harm from chemicals, vibration, noise and sun exposure, a health screening exercise was undertaken in February 2013 and will now be carried out annually.

G) Policies

The following policies are attached for Council for review:

1. Health & Safety Policy Statement (Annex3)
2. Fire Safety Management Policy (Annex4)

H) Health & Safety Handbook and Manuals

All members of staff were issued with a Health & Safety Handbook in January 2013. Health and Safety Manuals were issued to the Health & Safety Management Group in May 2013.

I) Recent and Current Issues

Some of the significant issues arising out of a common-sense, risk-based approach include the consideration of providing CCTV coverage at the Depot and in the entrance area of the Council Offices as well as upgrading coverage at Wrecclesham Community Centre; the relocation of the Council safes; a complete review of memorial safety and the upgrading of intruder alarm and entry system at the Council Offices.

J) Financial risks and Issues

The financial risks of the organisation which form part of the Strategy and Finance Working Group responsibilities are considered as part of the independent Internal Auditor's work, with the next visit scheduled for December 9th-12th 2013. In this coming visit, the Cemetery and Burials procedures and financial management will be reviewed alongside the normal financial systems review.

The Financial Regulations were last reviewed by Council in April 2013.

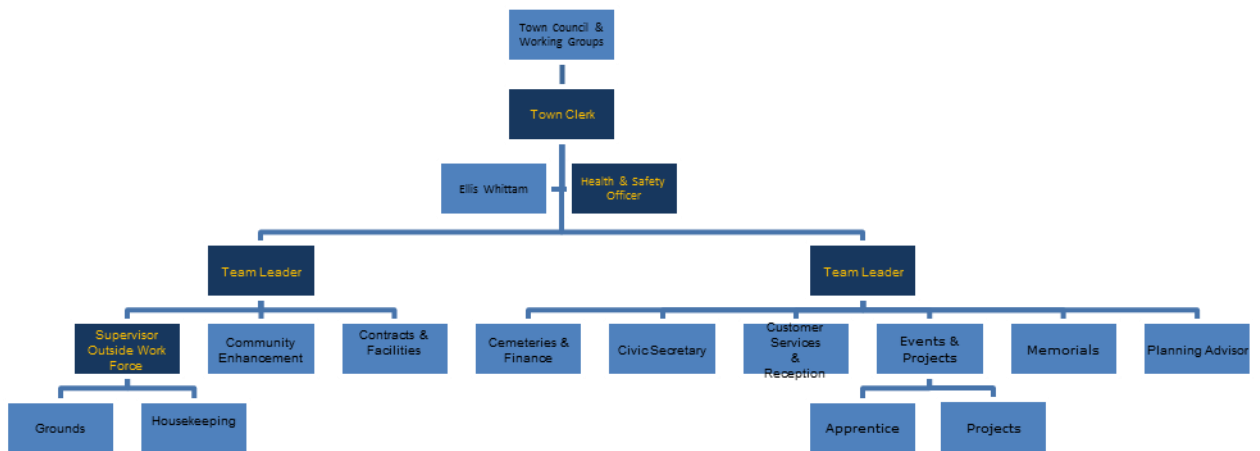
Recommendations to Council

It is recommended that:

1. the Health and Safety and Risk Management report and progress made in implementing recommendations be welcomed;
2. the Action Plan arising out of the General Risk Assessment contained in Annex 2 be approved;
3. the Health & Safety Policy (Annex 3) and the Fire Safety Management Policy (Annex 4) be adopted;
4. the detailed risk assessments reviewed by the individual Working Groups and circulated to all councillors be noted.

Farnham Town Council Organisation Chart for the Management of Health and Safety

(Health and Safety Management Group highlighted)



SWOT Analysis

Strengths	Weaknesses
<p>Farnham Town Council is committed to ensuring compliance, and there is a robust system in place to manage health and safety.</p> <p>Monitoring and review of arrangements takes place and is well documented.</p> <p>There is good communication and those with responsibility for health and safety are conscientious and diligent in executing their roles.</p> <p>Regular meetings take place in which health and safety is an agenda item and staff willingly contribute to the processes.</p>	<p>There are no causes of immediate concern.</p> <p>Areas to be addressed includes reviewing risk assessments for grounds maintenance , and other equipment, and where necessary development if specific safe systems of work (SSOW) for them.</p> <p>Also fire stopping holes/gaps in areas where smoke or fire could spread from one compartment to another.</p>
Opportunities	Threats
<p>This is a compact workforce with good communication streams.</p> <p>Health and safety is well coordinated, and personnel at all levels take an active interest in health and safety.</p> <p>This presents good opportunity for engagement on achieving any health and safety goals.</p>	<p>Addressing the areas highlighted in the report will not only add to the good level of compliance already being achieved, but will also help to demonstrate the Council's commitment to continuous improvements.</p> <p>Not doing so, however, could, in event of an adverse occurrence, have a financial, legal, or other detrimental impact of the Council, or on individuals within the organisation.</p>

Farnham Town Council Safety Action Plan - Key

		Required Actions Identified
Priority 1 Intolerable Risk	Immediate Action Required A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection).	0
Priority 2 Significant Risk	Short Term Action Required Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.	0
Priority 3 Medium Risk	Medium Term Action Required A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to.	10
Priority 4 Lower Risk	Longer Term Action Required Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken.	3
Priority 5 Tolerable Risk	Review as Part of Business Plan No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk.	0

Subject Area	Priority	Action Required	Suggested Completion Date	To be Completed By
COSHH	3	Safety data sheets are held but no specific risk assessments noted. Carry out a COSHH Assessment for each hazardous substance in use or created, which poses a significant risk to health or safety.	12/01/2014	KT
COSHH	3	Provide training for relevant employees that use hazardous substances.	12/01/2014	KT
Electrical Safety	3	Include any extension reels and leads in the portable appliance testing regime. Arrange for the extension reel by Kevin's desk to be examined and tested in accordance with current guidance.	12/01/2014	AC
Fire Safety Overview	3	The fire extinguisher at the Depot appears to have been missed out on the annual inspection and servicing checks. Arrange for this to	12/01/2014	AC

Subject Area	Priority	Action Required	Suggested Completion Date	To be Completed By
		be completed.		
First Aid	3	Consider providing at least two Appointed Persons (one for office, one for Depot/outside areas) to cover working day when first aiders are absent (e.g. Holidays, sickness etc). Training is not mandatory for Appointed Persons as their role is to maintain first aid equipment and coordinate calling the emergency services if required. However training is highly recommended.	12/01/2014	AC
Gas Safety	3	Confirm that the location of the gas isolation valves have been identified, and is known by staff, so that in the absence of key personnel they would know where and how to activate the valves.	12/01/2014	AC
Ladders	3	As well as checking ladders and stepladders prior to use they should be formerly checked on a routine basis. Implement a register for ladders/stepladders, and at least once a month check equipment for wear and damage, and record findings. Those found to be defective should be removed from use until safely, and professionally, repaired, or officially replaced.	12/01/2014	KT
Liquified Petroleum Gas	3	Remove all combustible materials from the storage tank area. Vegetation, weeds and other combustible materials should be regularly removed from the storage area.	12/01/2014	KT
Stress	3	Carry out a specific stress risk assessment to help determine main causes of stress in workplace, current controls and any further actions required.	12/01/2014	IL
Workplace HSW	3	Check rooms, cupboards and spaces etc where service pipes, or cables pass thorough floors wall or ceilings and ensure that any holes and gaps into adjoining areas are filled (fire stopped) to reduce risk of smoke or fire spread, e.g., cables from the server.	12/01/2014	AC
Grounds Maintenance	4	Risk assessment for use of grounds equipment and machinery completed, however, review these and complete any required safe system of work to support the assessments.	14/10/2014	KT
H&S Management	4	Review the risk assessment (review) matrix in the main OWF assessment folder it is not quite clear if it is currently in use.	14/10/2014	KT
Violence at Work	4	Provide silent personal attack alarms or fit panic buttons at locations where staff are more at risk, i.e., Reception areas, and areas where they are working alone.	14/10/2014	AC

Farnham Town Council

Health & Safety Policy Statement

Farnham Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities Farnham Town Council will:

- bring this Policy Statement to the attention of all employees;
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk;
- communicate and consult with employees on matters affecting their health and safety;
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels;
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes;
- encourage staff to identify and report hazards so that all contribute towards improving safety;
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues;
- maintain premises, provide and maintain safe plant and equipment;
- only engage contractors who are able to demonstrate due regard to health & safety matters;
- provide adequate resources to control the health and safety risks arising from work activities;
- provide adequate training and ensure that all employees are competent to do their tasks;
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees;
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement;
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort, through safe systems of work

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: Iain Lynch

Dated:

Position: Town Clerk

Farnham Town Council

FIRE SAFETY MANAGEMENT POLICY STATEMENT

It is the policy of Farnham Town Council to ensure, so far as is reasonably practicable, that the Council provides and maintains safe and healthy working conditions and protects employees, visitors and others so far as is reasonably practicable against the risk of fire within Town Council premises.

We believe that this document, when combined with individual fire risk assessments, emergency plans and evacuation procedures, sets out best practice standards for an organisation such as ours. Although the ultimate responsibility for fire safety management rests with the Council and the Town Clerk, Farnham Town Council's Health and Safety Adviser provides competent advice to those who are responsible for the implementation and day to day fire safety management of operations within the premises under their control.

Advice on any fire safety management matters can be sought from the Safety Adviser, who can also be consulted in the event of an employee being faced with a conflict between the demands of fire safety and commercial or operational demands. If such a conflict cannot be resolved by agreement the final decision will rest with the Town Clerk.

All employees, volunteers and contractors are reminded that they have a personal responsibility for ensuring that fire safety procedures are followed and not to obstruct fire exit routes or fire equipment at any time. They must therefore adhere to the fire safety practices of the organisation and co-operate fully with any appropriate instructions on any matter relating to fire safety management in the workplace.

This policy statement is reviewed annually.

Signed:

Town Clerk

Date:

Mayor