



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 19 February 2009

Place

The Council Chamber, South Street, Farnham

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM**, on **THURSDAY 19 FEBRUARY, 2009, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Potter'.

Mr Roland Potter
Town Clerk

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.



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 19 February 2009

Place

The Council Chamber, South Street, Farnham

1 Apologies

To receive apologies for absence.

2 Minutes

To sign as correct record the minutes of the Farnham Town Council meetings held on 8 January 2009 (attached at **Appendix A**).

3 Disclosure of Interests

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

NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to office.administrator@farnham.gov.uk by 12 noon on Wednesday 18 February 2009. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

4 Statements by the Public

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

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

5 Town Mayors Announcements

To receive the Town Mayors announcements.

Part 1 – Items for Decision

6 Notice of Motion

To resolve to endorse the Motion proposed by Cllr G Hargreaves, Seconded by Cllr L Fleming – Motion attached at **Appendix B**

7 Review of Standing Orders

To consider and agree amendments to Standing Orders – report and amended Standing Orders attached at **Appendix C**.

8 Appointment of Town Planning Task Group

To consider the formation of a Task Group of Town Councillors to develop a Town Plan for Farnham as a contribution to the Waverley Local Development Framework and to agree the Terms of Reference for the Task Group attached at **Appendix D**

9 Christmas Lights

To approve the proposed arrangements for the tendering of a new, 5 year, Christmas Decorations Contract.

To approve the actions to be taken to resolve the associated power infrastructure requirement for Christmas Lights – report attached at **Appendix E**

10 Bandstand Foundations

To consider quotes for the installation of foundations for the bandstand in Gostrey Meadow – report to be circulated **Appendix F**

11 Farnborough Aerodrome Consultation

To consider a response to the consultation from TAG Consultation regarding Farnborough Airport - attached at **Appendix G**

To consider a response to the consultation from Rushmoor Borough Council regarding Farnborough Airport – attached at **Appendix H**

Part 2 – Items to Note

12 Planning Applications

To receive the minutes of the meetings of the Planning Consultative Group held on:

15 January 2009 and 29 January 2009 attached at **Appendix I**.

As submitted for the information of the Council. The action taken there under is in accordance with delegated authority

13 Project Updates

To receive a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk – report to be circulated **Appendix J**

14 Working Group Updates

To receive and update reports and notes from Working Groups which have met since Council on 8 January 2009

Farnham in Bloom Update – attached at **Appendix K**

Cemeteries Working and Appeals Group Update – attached at **Appendix L**

Corporate Development and Audit Working Group Update – attached at **Appendix M**

Bandstand Working Group Update – attached at **Appendix N**

15 Outside Bodies

To receive the minutes from the Community Task Force – Attached at **Appendix O**

To receive verbal reports from Farnham Town Council representatives on Outside Bodies.

16 Financial Reports

To receive Financial Reports, to be circulated – **Appendix P**

17 Exclusion of the Public and Press

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 18, of the agenda to consider a confidential update report from the Transfer of Assets Working Group.

Part 3 – Confidential Items

18 Report of Transfer of Assets Working Group

To receive an update report from the Transfer of Assets Working Group – attached under separate cover for Members only.

The Town Mayor will close the meeting.

13 February 2009

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

Membership: Councillors Gillian Beel (Town Mayor), Lucinda Fleming (Deputy Town Mayor), David Atfield, Carole Cockburn, Victor Duckett, Pat Frost, Bob Frost, Carlo Genziani, Gillian Hargreaves, Stephen Hill, Denise LeGal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp, John Ward.

Distribution: Full agenda and supporting papers to all Councillors (by post) Agenda only by email to all Councillors.



FARNHAM TOWN COUNCIL

A

Minutes Full Council

Time and date

7.00pm on Thursday 8 January 2009

Place

The Council Chamber, South Street, Farnham

Members Present

- * Cllr G M Beel (Town Mayor) Chairman
- * Cllr L Fleming (Deputy Town Mayor) Vice Chairman
- o Cllr D Attfield
- * Cllr C Cockburn
- * Cllr V Duckett
- * Cllr (Mrs) P Frost
- * Cllr R Frost
- * Cllr C Genziani
- * Cllr G Hargreaves
- * Cllr S Hill
- * Cllr D Le Gal (arrived 7.07pm)
- * Cllr A Lovell
- * Cllr J Maines
- * Cllr S O'Grady
- * Cllr R Steel
- * Cllr C Storey
- * Cllr A Thorp (arrived 7.07pm)
- o Cllr J Ward

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)
Wendy Coulter (Committee and Members Services Co-ordinator)
Ginny Gordon (Receptionist/Farmers' Market Co-ordinator)
Kevin Taitt (Grounds & Services Manager)

Prior to the start of the meeting a short presentation was given by Dr Penny Marriott of the Andernach Town Twinning Association.

Dr Marriott gave a brief overview of the Association and explained that although membership had increased to. There was still a need to recruit more members and to highlight the Twinning Work. Dr Marriott asked the Council to consider the future role of the Council in Twinning.

The Town Mayor Cllr Beel thanked Dr Marriott for her presentation and suggested that the Town Clerk co-ordinate a discussion.

C 106/08 QUESTIONS BY THE PUBLIC

There were no questions by the public.

C 107/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Ward and D Attfield

C 108/08 MINUTES

The Minutes of the Farnham Town Council meeting held on 11 December 2008 were signed by the Town Mayor as a correct record.

C 109/08 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/ Minute No	Subject	Type of Interest	Reason
G Beel	9	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
C Cockburn	9	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
V Duckett	9	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
L Fleming	9	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
B Frost	9	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
G Hargreaves	9	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
S Hill	9	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
D Le Gal	9	Purchase of Council Offices, South Street, Farnham	Personal	Portfolio Holder for Property for Waverley Borough Council
A Lovell	9	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
S O'Grady	9	Purchase of Council Offices, South Street, Farnham Grants - Hoppa	Personal	Waverley Borough Councillor
R Steel	9	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
A Thorp	9	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
P. Frost	9	Purchase of Council Offices, South Street, Farnham Grants - Hoppa and transport	Personal	Waverley Borough Councillor

C 110 /08 STATEMENTS BY THE PUBLIC

There were no statements by the public.

C 111/08 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor wished Council Members a Happy New Year and thanked all those who had baked cakes for her stall at the Christmas Farmers' Market. £229.40 was raised for the Mayor's Charity. The Mayor wished to give special thanks to Mrs Anne Atfield for all her help on the morning of the market.

The Town Mayor also reminded Members that 6 March 2009 was the provisional date for the reception for Rachel Morris – awaiting confirmation from Rachel with regard to her training schedule.

Part 1 – Items for Decision

C 111/08 GRANTS – WAVERLEY HOPPA COMMUNITY TRANSPORT

Members considered a Grant Application from the Waverley Hoppa Community Transport.

Members discussed the grant application from Waverley HOPPA Community Transport and agreed that the previous grants policy of the Council should be followed and the HOPPA grant should also be reduced by 20% in accordance and with Council's earlier notifications, with all applications received for 2009/2010.

Cllr O'Grady proposed Waverly Hoppa Community Transport be awarded a Grant of £16,000 which was seconded by Cllr Le Gal

Resolved: That Waverley Hoppa Community Transport be awarded £16,000 for the year 2009/2010.

C 113/08 BUDGET (PRECEPT)

Members received a report on the Budget and Precept for 2009/2010. The report included Precept Options and Budget details.

The Town Mayor reminded Members that Farnham Town Council had agreed the budget at the last Council meeting and Members needed to decide how to fund the Budget. The Town Mayor reminded Members that as the bank rate had reduced again, the Council would be affected as well as businesses in the town. The Town Mayor read out a statement regarding the Council's Precept from Councillor Ward, who was unable to attend the meeting, requesting Members to consider setting Precept to finance the agreed budget.

The Town Clerk reminded Members that the budget had been agreed at £943,963.

Capital items totalling £51,500 for replacement had been agreed including a ride on mower, creation of a Garden of Reflection and Christmas Lights infrastructure which would be paid out of earmarked reserves.

Therefore £892,463 would need to be funded from other sources including the precept.

The Town Clerk explained that the tax base was based on the average number of band D households in Farnham and this had increased slightly for 2009/2010.

The Town Clerk informed Members that a decision on the Precept was required at the meeting in order to comply with Waverley Borough Council's requirements for the Budget Precept calculation.

Members discussed the most appropriate level of increase for the Council Precept.

Members discussed the current economic climate and that the Farnham residents may not understand the Council Budget and Precept in the context of the overall council tax bill which they receive.

The Town Clerk reminded Members that the Council had agreed the Budget for 2009/2010 and that consideration should be made for other sources of funding and whether funding should be taken from Reserves.

Members asked the Town Clerk for clarification on the percentage increase of the Precept in 2008/2009.

Town Clerk explained that the Precept had increased for two consecutive years by 2.5%. He reminded Members that Town and Parish Councils were not capped on precept increases like principle authorities, Central Government expected Town and Parish Council Precepts to be set to pay for their services they provided.

Cllr Steel proposed that Council should utilise reserves and raise the Precept by 5.75%.

The Town Mayor asked if there were any amendments to the proposal

Cllr O'Grady proposed 3% as an alternative which was seconded by Cllr Lovell.

Members discussed whether the Precept should be increased by 3%.

The Town Mayor asked Members whether there was an amendment to the amendment.

Cllr Thorp proposed 4.5% as an amendment which was seconded by Cllr B Frost

Members discussed the increase of 4.5%.

The Town Clerk clarified that the first vote for the amendment proposed by Cllr Thorp and seconded by Cllr B Frost was for a Precept of £883,811, an increase of 4.5% on the precept.

A vote was taken, 6 for and 7 against 3 abstentions and the amendment was lost. Members then considered the amendment proposed by Cllr O'Grady and seconded by Cllr Lovell for a Precept of £866,976, an increase of 3% on the precept.

A vote was taken, 7 for and 4 against, 5 abstentions

Members of Council then voted on the substantial motion that the Precept for 2009/10 would be £866,976, which would be an increase of additional cost of 2p per week to the average Band D tax holder

A vote was taken, 13 for 2 against 1 abstention

Resolved: That the Precept for 2009/2010 be agreed at £866,976 (Eight Hundred and Sixty Six Thousand Nine Hundred and Seventy Six Pounds).

C 114 /08 CEMETERY FOOTPATHS

Members received a report identifying three quotes for the repair of cemetery footpaths in Hale, Green Lane and Badshot Lea Cemeteries.

Quote B was discussed by Members and Mr Taitt the Grounds and Services Manager was asked whether he considered Quote B would be suitable.

Mr Taitt explained that Quote B was in his opinion the best option. Vehicles did not use the footpaths and roots from the trees would be cleared so that they did not damage the footpaths.

Members agreed that Quote B was the best option. However, Mr Taitt was asked to clarify whether there were any tree preservation orders on the trees that were damaging the footpaths.

Mr Taitt replied that there were no tree preservation orders in the cemeteries.

Cllr O'Grady proposed Quote B should be accepted and this was seconded by Cllr Le Gal.

A vote was taken, 12 for 2 against 2 abstentions.

Resolved: That Quote B be accepted for the repair of the footpaths in Hale, Green Lane and Badshot Lea Cemeteries and officers be instructed to proceed with the engagement of the Contractor.

C 115/08

COUNCIL OFFICES – PROJECT OVERVIEW

Members received a report on the Council Offices, Project Overview, regarding the possible redesign of the reception area in the South Street Offices to allow Farnham Town Council to have a reception area and further office space.

Cllr Fleming reported to Members the work that the Working Group had undertaken since the previous Council meeting. Cllrs Genziani, Attfield, Fleming and three Officers had visited the Princes Hall in Aldershot to view their newly installed reception, incorporating a space for wheelchair access. .

Cllr Lovell asked whether there was provision in the Budget for the provision of a reception area for the Town Council.

The Town Clerk explained there were reserves earmarked for the Project.

Cllr Fleming asked Members to consider the report. She reminded members that new staff would be starting work within the month, one member of staff had already returned from maternity leave and it was now a very serious problem. There was a budget of £20,000 in reserves for the work to be carried out.

Members discussed the report and the proposals from Cllr Fleming. The Town Clerk was asked whether the budgeted reserves included monies for new furniture.

The Town Clerk confirmed that there was some funding in the current budget for furniture. The £20,000 was expected to be sufficient for the project, but a quote for the roller shutter at the front of reception and a cost for sound screens for the office area was still required. .

Members commented that a figure of £13,500 had previously been discussed and Cllr Fleming was asked why the budget had been increased to £20,000.

Cllr Fleming explained that the roller shutter had been added. Previously it had been thought a half shutter would have been adequate, but having seen the shutter at the Princes Hall in Aldershot it was thought a ceiling to floor shutter would provide better security.

Cllr Fleming proposed the design as included in the report;

To delegate to the Working Group authority to obtain 3 quotes

To delegate to the Working Group the authority to set up and choose the most appropriate quote using best value principles and instruct the work to be completed.

To authorise the Town Clerk to obtain a variation to the Council Lease and to allocate a budget of up to £20,000 from earmarked reserves for the project.

Cllr Fleming also explained that there was a pressing need to organise temporary staff accommodation.

The proposal by Cllr Fleming was seconded by Cllr Steel.

Cllr Cockburn then asked for clarification as to what had been proposed and seconded

The Town Mayor repeated the proposal to Members.

Cllr Cockburn said she was unhappy with the proposal and asked for more details. She went on to say that she had no problem with the concept, however the Working Group should get quotes for the work to be undertaken. She suggested the quotes and proposals should be brought back to Council for consideration.

Cllr P Frost agreed with Cllr Cockburn that it would have been helpful to receive the proposals before the meeting. She agreed in principle but suggested that the details were too brief and would prefer to see proper plans rather than 2 sketches.

Cllr P Frost also suggested that the Working Group obtain quotes, but suggested that the proposals be brought back to Council for consideration. She suggested that the temporary staff accommodation was a decision for the Town Clerk.

Cllr Thorp agreed that the Working Group should obtain quotes for the work to be carried out, but that the Council should receive the proposals and make a decision once the correct information was received.

Members discussed the movement of staff currently located in the downstairs office.

The Town Clerk explained that the movement of staff was required for Health and Safety reasons. Further space was needed for staff.

Members suggested that the decision about the temporary staff accommodation remain with the Town Clerk.

Resolved: That the concept (attached to record minutes) be agreed.

To delegate authority to obtain 3 quotes, this was seconded by Cllr Steel.

Resolved: That the Working Group be authorised to obtain three quotes for the work to be undertaken.

To authorise Town Clerk to obtain variation on Council's Lease to rent additional accommodation, this was seconded by Cllr O'Grady

Resolved: That the Town Clerk obtain a variation to the Town Council's current lease to rent additional accommodation.

Possible Purchase/Transfer of South Street Offices

Cllr Thorp presented a report from the Transfer of Assets Working Group following the set up of the Working Group regarding the potential investment decision to acquire the council building.

The report set out:

- The Terms of Reference
- Budgetary associations and implications.
- Preliminary timetable to outline the approach was also attached, together with an outline budget. The figures included were subject to change and the monies may not be completely utilised.
- Surveys to date and information available from Waverley Borough Council were incomplete. A good understanding of the condition of building was required to avoid putting too greater a burden on Council.
- The services of legal advisors would need to be procured together with financial advice. The information gathering would need to be completed by the end of March.
- The week commencing the 26 January 2009 had been identified for the Working Group to produce a draft brief
- Members Workshop would be held to assist the Working Group to complete the Project Brief.

Members discussed the report and the merits of the purchase of the building. Cllr Thorp was asked to comment upon the possible purchase.

Cllr Thorp replied to achieve any investment a relatively high level options appraisal needed to be completed.

Cllr Lovell asked if in 1974 the Urban District council owned the building and transferred it to Waverley at nil cost. Cllr Lovell also asked for clarification on a report that he had read regarding the transfer of assets to local authorities at nil cost, and whether this was correct.

The Town Clerk replied that the Asset had been funded by the Urban District Council and under local government re-organisation the building was transferred to the new authority at nil cost as were all assets linked to Urban District Council.

The report that Cllr Lovell had referred to was the Quirk report, an advisory document from the Home Office which contained certain recommendations on transferring community assets and reasons for transferring assets were set out. The report suggested that assets could be transferred and local authorities had the power to do so. A nil cost option was one option to be considered.

Members asked what the negotiation strategy would be.

Cllr Thorp replied that the negation strategy would depend on Waverley Borough Council's approach.

The Town Clerk reminded Members that Council was requested to identify the indicative budget for works to be done.

Members asked for clarification on staffing costs for the project.

The Town Clerk clarified that staff costs were included within the budget and no additional costs from staffing budget were anticipated. Staff responsibilities had been reallocated Mrs Gordon would take over Committee Administration until the end of April and Miss Coulter would be the Project Officer.

Resolved: That the Terms of Reference and associated conditions be agreed as identified in the report, attached to record minutes, be agreed.

The Town Clerk brought Members attention to two points to note which were critical to the project. On 19th February 2009 an additional Council meeting would be held to update Council on the progress of the Project and the Council meeting which would have been held on 19 March would now be moved to 25 March 2009 subject to confirmation

C 116/08 FREEDOM OF INFORMATION ACT

Members received and information report on amendments to the Freedom of Information Act.

The Town Mayor explained that the Freedom of Information Act was a legal requirement and must be adopted.

The Town Clerk explained that most of the information would be supplied without charge on the website and charges would only be made when paper copies were requested.

Resolved: That the amendments to the Freedom of Information Act be agreed.

C 117/08 SURREY RURAL PARTNERSHIP – RURAL STRATEGY REVIEW 2008/2009

Members received a report on the Surrey Rural Partnership – Rural Strategy Review 2008/2009 consultation.

The Town Mayor explained that the consultation would be considered by the Corporate Development and Audit Working Group and all Members could attend the meeting.

Members agreed that the Corporate Development and Audit Working Group consider and make comments on the consultation but that the Town Council should make specific comments about housing, transport, lack of parking and minerals and waste.

The Town Clerk suggested that it would be helpful if Members could circulate any observations to him by the 19 January before the Corporate Development meeting. An email reminder would be sent out to all Members.

C 118/08 SPRING FESTIVAL

The Town Clerk explained that the report was for Members' comments and observations to decide where the market would be held in 2009.

Cllr Fleming proposed that the Spring Festival Market be held in Gostrey Meadow in 2009 to be reviewed for 2010, this was seconded by Cllr Steel.

Members agreed that the Market should be held in Gostrey Meadow in 2009, due to the downturn in the current economic climate.

The main decision was the location of the Spring Market, whether it would be held in Downing Street or Gostrey Meadow. A plan for consideration was included in the report.

Resolved: That the Spring Festival Market be held in Gostrey Meadow in 2009 with the location to be reviewed for 2010.

C 119/08 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: That in view of the confidential nature of the business to be transacted at Agenda item 16 receiving a confidential report on Cemetery Health and Safety Issues, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at item 16.

Part 2 – Items Noted

C 120/08 PLANNING APPLICATIONS

Members received the minutes of the meeting of the Planning Consultative Group held on:
18 December 2008

RESOLVED: That the observations made by the Planning Consultative Group held on 18 December 2008 and dealt with in accordance with delegated authority, be noted.

C 121/08 REPORTS OF OUTSIDE BODIES

Members received and noted reports from Outside Bodies.

C 122/08 ITEMS TABLED

None

Part 3 – Confidential Items

C 123/08 CEMETERY HEALTH AND SAFETY ISSUES

Members received a confidential report on Health and Safety issues.

The Town Mayor closed the meeting at 9.17pm.

Date

Chairman

FARNHAM TOWN COUNCIL

Disclosure by a Member¹ of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the Parish Councils Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest² [a prejudicial interest]³ in⁴ the following matter:-

COMMITTEE: FULL COUNCIL

DATE: 19 FEBRUARY 2009

NAME OF COUNCILLOR: _____

Please use the form below to state in which Agenda Items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct paragraph 12(2)).

Agenda No	Subject	I am a Waverley Borough Councillor		Other		Reason	Speak?	
		Personal	Prejudicial	Personal	Prejudicial		Yes	No

Signed

Dated

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

² A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

³ A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgement of the public interest.

⁴ State item under consideration.

APPENDIX B

Kastean House
The Fairfield
FARNHAM
Surrey
GU9 8NG

27 January 2009

The Town Clerk
Farnham Town Council
Council Offices
South Street
FARNHAM
Surrey
GU9 7RN

Dear Town Clerk

I wish to put a Notice of Motion of the following statement:-

Farnham is a town which benefits from a rich tapestry of residents, business and visitors from a widespread of cultural and ethnic roots. The Town Council acknowledges that this diversity adds to the quality of life in Farnham.

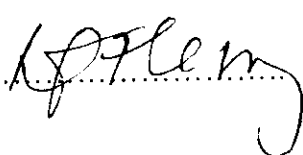
The Town Council fully supports the rights of the individual to live in Farnham free from all forms of prejudice on the grounds of race, culture, Religion, disability or education whether by word of mouth, written, deed or action.

Yours sincerely

Cllr G P Hargreaves

Proposed by: 
Cllr G P Hargreaves

Seconded by
Cllr L Fleming



Received 27/01/09
R Holt (Town Clerk)



FARNHAM TOWN COUNCIL

C

Report

Report to

Full Council 19 February 2009

Report of

Roland Potter (Town Clerk)

Title

Review of Standing Orders

REVIEW OF STANDING ORDERS

AUTHOR:

*Roland Potter
Town Clerk*

PRESENTED BY:

*Roland Potter
Town Clerk*

**PRODUCED FOR FULL COUNCIL
19 FEBRUARY 2009**

**DATE OF REPORT:
12 FEBRUARY 2008**

Summary of Key Issues

To consider and agree amendments to Town Council Standing Orders.

Background

It is good practice for Council's to frequently review their Standing Orders to ensure that they are fit for purpose for the operation of the Council.

The Corporate Development and Audit Working Group (CDAWG) have recommended that the following amendments be considered by the Council.

In addition, to address issues raised by the CDAWG, Council's Officers have consulted with Standing Orders from Waverley Borough Council and Ribble Valley Borough Council to address these issues. During this exercise the Officers have identified possible additional improvements to the Town Council's Standing Orders where further clarity can be introduced to assist Members in working through Council meetings.

Supporting Information

The Council's current Standing Orders (**Annex A**) have been constructed on an old presentation framework and therefore in some cases the alignment is not accurate and once the Council has agreed any amendments the Standing Orders will be retyped on a new framework and format to

improve the visual presentation.

The CDAWG requested Council's Officers to address a number of areas of consistency and clarity throughout the document. These generic changes have been implemented but have not been highlighted in the attached document (**Annex B**).

Areas of Clarity and Consistency

The document has been changed throughout so that in all situations:

- The wording states Town Mayor/Chairman and Deputy Mayor/Vice Chairman.
- The wording states Responsible/Proper Officer (Town Clerk)
- After every reference to Committee it now reads Working/Task Group
- Cross referencing of Standing Orders has been amended
- The term Mayor Making has been added to the title Annual Meeting for clarification

Significant Changes

These are all **highlighted in Yellow** in **Annex B**, for your information.

Standing Order 1

A new sub paragraph (e) has been introduced. This gives the Council the opportunity to extend a meeting beyond 10pm if the Council chooses.

Standing Order 7

The words 'in practice' have been included in the Standing Order as the legal requirement for a quorum for a Council, which we cannot change, is six.

Standing Order 14

New Standing Order

Urgent Business not on the agenda has been added for clarification to Council about what information can be placed on an agenda and considered as urgent business. This particularly refers to areas where the Council has a requirement to comply with a legal duty.

Standing Orders 28 to 48 – Rules of Debate

These amendments incorporate Standing Orders 27 to 32, 34 and 35 of **Annex A**.

This whole section has been rewritten by the Council's Officers after reviewing the Standing Orders of other Councils. There has been no material change to the legal content of the previous Standing Orders. However, the amended Standing Orders offer more clarity and resolve the issues of how amendments are dealt with and introduce the correct use of the word 'Motion' as opposed to the incorrect word 'resolution'. This section has been amended by reordering the previous Standing Orders and using clearer language with greater explanation as used by the two Council's Waverley Borough Council and Ribble Valley Borough Council.

Standing Order 57 (i)

This amendment relates to Standing Order 42 (j) of **Annex A**.

This Standing Order has been amended to reflect the Planning Consultative Group considers all planning applications and not just contentious/significant applications.

Time Limits

The suggested amendments, if adopted, would be incorporated into Standing Orders, reformatted and implemented immediately.

Financial Implications

There are no financial implications.

Legal and Policy Implications
The Council has a duty to have, review and implement Standing Orders as part of its duty under Corporate Governance.
RECOMMENDATION:
To adopt the amended Standing Orders as attached to this report.

12 February 2009

Note: The person to contact about this report is Roland Potter (Town Clerk), Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)

STANDING ORDERS

1. Meetings

- a) Meetings of the Council will be held during each year on dates and times and in a place that the Council decides.
- b) The ORDINARY meeting of the Council will be held during each year on dates and times and in a place that the Council decides.
- c) Except where the Council decides otherwise, all meetings will be held in the Council Chamber, South Street, Farnham
- d) All meetings will begin at 7.00pm and will end no later than 10.00pm. Any unfinished business will be included in the agenda of the next meeting unless dealt with in the interim.
- e) The Council shall meet at least six times in each year.

2. Extraordinary Meetings of the Council

- a) The Town Mayor/Chairman of the Council may call an extraordinary meeting of the Council at any time.
- b) If the office of the Town Mayor/ Chairman is vacant, or the Town Mayor/ Chairman is unable to act for any reason, the Deputy Mayor/ Vice-Chairman of the Council may call an extraordinary meeting of the Council at any time.
- c) Any two members of the Council can call an extraordinary meeting of the Council if a request for such a meeting has been signed by those members and has been presented to the Town Clerk or proper officer.
- d) If a person or persons decide to call an extraordinary meeting, the Town Clerk must be informed of that decision with a clear description of the important business. The Town Clerk will then make sure that the notices and summonses giving three clear working days' notice of the extraordinary meeting are published and sent as soon as practical.
- e) An Extraordinary meeting called with less than one months notice will be held in the Council Chamber, South Street, Farnham.

3. The Statutory Annual Meeting

- a) **In an election year the Annual Town Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and**

b) In a year which is not an election year the Annual Town Council Meeting shall be held on such day in May as the Council may direct.

c) In addition to the Statutory Annual Town Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

4. Chairman of the Meeting

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

- a) If it is necessary to choose a member of the Council to preside in the absence of the Chairman/Town Mayor and Vice-Chairman/Deputy Town Mayor the Town Clerk shall call for a nominee from the floor to take the chair.
- b) If discussion arises on the motion (in 4 (a) above) the Town Clerk shall exercise the powers of the person presiding to regulate that discussion, and to maintain order at the meeting. In that event, for the avoidance of doubt, the Town Clerk shall not have the right to vote on any nomination or matter.

5. Delegation to the Town Clerk, Responsible Financial Officer and Proper Officer

The Town Council has adopted a scheme of delegation to the Town Clerk, Responsible Financial Officer, Proper Officer for the management of the Town Council.

6. Proper Officer

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, it shall be the Town Clerk or nominated officer: -

To receive declarations of acceptance of office.

To receive and record notices disclosing personal and prejudicial interests.

To receive and retain plans and documents.

To sign notices or other documents on behalf of the Council.

To receive copies of bylaws made by another local authority.

To certify copies of bylaws made by the Council.

To sign and issue the summons to attend meetings of the Council.

To keep proper records for all Council meetings.

7. Quorum of the Council

Six members shall constitute a quorum at meetings of the Council.

However, Farnham Town Council has agreed that the minimum number of Members at a Council shall be ten.

- a) If a quorum is not present or if during a meeting the number of councillors present falls below the quorum, the meeting shall be postponed and any business not completed will be completed at the next meeting or on a day that the Town Mayor/Chairman agrees with the Council's responsible officer.

8. Voting

Members shall vote by show of hands or by electronic recording or, if at least two members so request, by signed ballot or named ballot using the electronic recording system.

- a) **If a member so requires, the Town Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
- b) **Subject to (c) and (d) below the Town Mayor may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.**
- c) **If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Town Mayor and Deputy Town Mayor until the end of their term of office he may not give an original vote in an election for Town Mayor.**
- d) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.**
- e) When an existing Town Mayor/ Chairman is put forward for re-election to that position, he must vacate the Chair prior to the election taking place and a Councillor – not put up for election – must take over the Chair until after the election.

9. Order of Business

Annual Town Meeting

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

- a) **To elect a Town Mayor**
- b) **To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**

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d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.

e) To elect a Deputy Town Mayor.

f) To receive the Deputy Town Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received.

g) To appoint committees.

h) To appoint representatives to outside bodies.

i) To inspect any deeds and trust investments in the custody of the Council as required;

and then after will follow the order set out in the Standing Order 17.

Ordinary Council Meetings

10. At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received (refer to Standing Order 4 (a) & (b).

11. Every year, no later than when the estimates for next year are agreed, the Council will review pay and conditions of service of existing employees. Standing Order 37 must be read in conjunction with this.

12. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

a) To receive apologies for absence

b) Disclosures of interests by members and employees on items on the agenda

c) To read and consider the Minutes; provided that if a copy has been circulated to each member with the agenda.

d) After consideration to approve the signature of the Minutes by the person presiding as a correct record.

e) Public questions on the agenda.

f) To deal with business expressly required by statute to be done.

- g) To deal with, any, remaining from the last meeting.
- h) To receive communications as the person presiding may wish to lay before the Council.
- i) To receive petitions.
- j) To answer questions from Councillors (subject to the appropriate notice being given, see Standing Order 22 (b)).
- k) To receive and consider reports and minutes of committees.
- l) To receive and consider resolutions or recommendations in the order in which they have been notified.
- m) To authorise the sealing of documents.
- n) If necessary, to authorise the signing of orders for payment.

13. Urgent Business

A motion to vary the order of business on the ground of urgency:

- a) Can be proposed by the Town Mayor/Chairman or by any other member and, if proposed by the Town Mayor/Chairman, can be put to the vote without being seconded, and
- b) will be voted on without discussion.

14. Resolutions Moved On Notice

- No resolution can be moved and no matter can be discussed unless the business to which it relates has been put on the Agenda by the Town Clerk or the mover has given notice in writing of its terms and has given notice to the Town Clerk at least 10 clear working days before the next meeting of the Council, except as stated in these Standing Orders.
- 15. The Town Clerk will date every notice of resolution or recommendation when received, will number each notice in the order received.
 - 16. The Town Clerk will include in the summons for each meeting, all notices of motion or recommendation given in the order in which they have been received unless the member giving a notice of motion has stated in writing that they intend to move at some later meeting or that they will withdraw it.

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17. If a resolution or recommendation listed on the agenda is not moved either by the member who gave notice of it or by any other member, it will, unless postponed by the Council, be withdrawn and not be moved without new notice.
18. If a resolution comes under the Terms of Reference of a committee of the Council, it will, once it has been proposed and seconded, be referred without discussion to a committee determined the Council for report; provided that the Chairman of the committee agrees.
19. Every resolution or recommendation must come under the powers and duties of the Council.

20. Resolutions Moved Without Notice

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

- a) To appoint a Chairman of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee.
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a resolution.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public (see Order 75 below).

- o) To silence or eject from the meeting a member named for misconduct (see order 33 below).
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order (see Order 85 below).
- r) To adjourn the meeting.

21. Petitions

- a) Petitions may be received at (Ordinary) meetings of the Council provided that the petition is received by the Town Clerk no later than midday three working days before the day of the meeting and is signed by at least 10 electors within the parish.
- b) Petitions may only be about a matter for which the Council has a responsibility or which affects the parish.
- c) Petitions will not be received by the Council which are in furtherance of a persons individual circumstance or which are about a matter where there is a right of appeal to the courts, tribunal or government minister.
- d) A Petition will not be received by the Council where the issue it concerns has been the subject of a Petition in the last six months or a decision of the Council in the last six months.
- e) One signatory to the Petition may speak on the Petition for no more than three minutes.
- f) No discussion shall take place on the Petition. A member may move that the Petition be referred to the next meeting or to a committee or to a body. Once seconded the motion will be voted on without discussion.
- g) No more than three Petitions may be received at one meeting.

22. Questions

- a) At a Council meeting, any member of the Council or of the public may ask a question of the Chairman/Town Mayor or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
- b) Notice of the question must be given in writing and delivered to the Town Clerk at least five clear working days before the meeting, signifying to whom the question is put.
- c) A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a committee or sub-committee.

23. Questions not connected with business under discussion will not be asked except during the part of the meeting set aside for questions.

24. Each question will be put and answered without discussion.

25. The person questioned may decline to answer.

26. Open Session

At the start or end of each Council meeting if the Chairman/Town Mayor is of the opinion that time permits, there shall be a period of no more than fifteen minutes during which any resident of the Council's area or anyone who practices any trade or profession or is employed within the area may raise any matter relevant to the Council, its functions or area, or inhabitants or some of them.

27. Rules of Debate

Minutes will not be discussed except upon the accuracy of their content. Corrections to the minutes will be made by inclusion in the minutes of the meeting which approves the minutes with corrections (refer to Standing Order 12).

28. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman/Town Clerk, be reduced to writing and handed to him before it is further discussed or put to the meeting.

b) An amendment shall be either:-

i) To leave out words.

ii) To leave out words and insert others

iii) To insert or add words.

c) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.

d) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.

e) No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Council.

f) An amendment shall not have the effect of negating the resolution before the Council.

g) If an amendment is carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

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i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.

j) A member, other than the mover of a resolution, shall not, without leave of the Town Mayor/Deputy Town Mayor or Chairman of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

k) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.

l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

m) When a resolution is under debate no other resolution shall be moved except the following:-

i. To amend the resolution.

ii. To proceed to the next business.

iii. To adjourn the debate.

iv. That the question be now put.

v. That a member named be not further heard.

vi. That a member named leave the meeting.

vii. That the resolution be referred to a committee.

viii. To exclude the public and press.

ix. To adjourn the meeting.

29. A member shall remain seated when speaking unless requested to stand by the Chairman/Town Mayor.

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30. a) the ruling of the Chairman/Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chairman/Town Mayor. If two or more members wish to speak, the Chairman shall decide who to call upon.
- c) Whenever the Chairman/Town Mayor speaks during a debate all other members shall be silent.

31. Closure

At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question be now put”, only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

32. Conduct at Meetings

Smoking is not permitted at any meeting of the Council. The Council Chamber is a public building and comes under “Smoking in Certain Premises (England) Regulations 2007”.

33. Disorderly Conduct

- a) **All members must observe the new Code of Conduct which was adopted by the Council on 10 May 2007, a copy of which is annexed to these Standing Orders.**
- b) At a meeting no member will persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute** or act in such a manner as to breach the Code of Conduct adopted by the Council.
- c) If, in the opinion of the Chairman, a member has ignored paragraph (b) of this Order, the Chairman shall indicate to the Council his opinion and after that, any member may move that the member named not be heard or that the member named leaves the meeting, and the motion, if seconded, shall be agreed without discussion.
- d) If either of the motions mentioned in paragraph (c) are disobeyed, the Chairman may adjourn the meeting or take such further steps as necessary to enforce them.

34. Right of Reply

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

35. Alteration of Resolution

A member may, with the consent of his seconder, move amendments to his own resolution.

36. Reversing a Decision

a) A decision (whether positive or negative) of the Council will not be reversed within six months except by a special resolution, the written notice given to the Town Clerk at least eight days before a meeting at which it is to be considered and has the names of at least 10 members of the Council, or by a resolution moved by recommendation of a report or committee.

b) When a special resolution or any other resolution agreed under the provisions of paragraph (a) of this Order has been agreed, no similar resolution may be moved within a further six months.

37. Voting On Appointments

Where more than two people have been nominated for a position to be filled by the Council and out of the votes received there is not an absolute majority in favour of one person, the name of the person having the least number of votes will be removed from the list and a new vote will take place, and so on until a majority of votes is given in favour of one person.

38. Discussions and Resolutions Affecting Employees of the Council

If at a meeting a question arises relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it will not be considered until the Council or committee (as the case may be) has decided whether the press and public will be excluded (see Standing Order No. 75).

39. Resolutions on Expenditure

Any resolution which, if carried, would in the opinion of the Town Mayor/Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

40. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

41. Sealing of Documents

a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

b) The Council's Common seal alone shall be used for sealing documents. It shall be applied by the proper officer in the presence of two members who shall sign the document as witnesses.

42. Committees

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees and task/work groups which will meet as and when required, but will be subject to any statutory provision in that behalf:-

a) Will not appoint any member of a committee so as to hold office later than the next Annual Meeting.

b) May appoint persons other than members of the Council to any Committee or Task/Work Group. Such persons have the right to speak but not vote and will not form part of the quorum.

c) Will be subject to the provisions of Standing Order 36 above at any time to dissolve or alter the membership of committee.

d) The Council may at any time appoint such committees and task/work groups as are necessary to the extent laid down in terms of reference.

e) The following task/work groups will meet as and when required to work with officers to develop papers and policies for consideration by the Town Council:

Staffing Group

Cemeteries Appeal Group

Corporate Development/Audit Group

f) The membership of the Staffing Group and Cemeteries Appeal Group will consist of 3 Members and the Town Mayor with the Deputy Mayor presiding in the Town Mayor's absence will act as chairman.

g) The Membership of the Corporate Development/Audit Group will consist of 4 Members and the Town Mayor and Deputy Town Mayor presiding in the Town Mayor's absence will act as chairman.

h) Members can be appointed to a committee annually by a Selection Committee which will comprise of the Town Mayor/Chairman, Deputy Town Mayor/Vice-Chairman and such other members to reflect as far as possible, the political composition of the Council.

i) The quorum for a Committee will be half the membership of the Committee.

j) Planning Applications will be considered by a standing Planning Consultative Group of nine members, with an elected Chairman and Vice-Chairman, to consider contentious/significant

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applications. The group will have delegated powers to submit observations to Waverley Borough Council. The group may refer a planning application Full Council or an appropriate committee to consider and make observations. The quorum of the Planning Consultative Group shall be three members with one officer in attendance.

k) A Leader of the Council can be elected at the Annual Council Meeting and if elected will have the following approved powers

- 1) To act as the liaison between the members of the Council and the Town Clerk in indicating the priorities and programmes for inclusion in Council business and the Council's likely reaction to new policies or projects.
 - 2) To be the first point of contact for the Town Clerk when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the terms of reference of Full Council
43. Town Mayor/Chairman and the Deputy Mayor/Vice Chairman and the Chairmen, of standing committees, ex-officio, shall be members of every committee but will have no voting right or the ability to propose motions on the Committee(s) on which their membership is ex-officio. They will not therefore form part of the quorum as an ex officio member
44. The membership of committees and task groups should reflect the political composition of the Council. Any changes will be dealt with at Full Council.
45. Every committee will at its first meeting before proceeding to any other item on the agenda, elect a Chairman and can elect a Vice-Chairman who will hold office until the next Annual Meeting of the Council, and will settle its programme of meetings for the year.
46. The Chairman of a committee or the Chairman/Town mayor of the Council may summon an additional meeting of that committee or Council as appropriate at any time by requesting the Town Clerk to issue a summons for the meeting. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
47. Every committee may appoint sub-committees for the purposes to be specified by the committee with the terms of reference specified by the committee.
48. The Chairman and/or Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
49. The Standing Orders regarding the calling and procedures of meetings of the Council will apply to committee and sub-committee meetings. They will apply unless they conflict with more particular standing orders relating to committees.
50. Committee agendas will be assembled in three parts. Part 1 – items for decision, Part 2 – Items for information Part 3 – confidential items.
Items appearing in Part 2 – items for information, cannot be moved to Part 1 – items for decision, once the agenda has been published.
51. Urgent action taken by the Town Clerk in consultation with the appropriate Chairman in accordance with the scheme of delegation will be reported to the next meeting of the relevant committee or Full Council meeting.

52. Task/Working Groups

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Every Committee and Full Council can appoint Task Groups, from the committee or Council members, with specific Terms of Reference and its activities shall be task/time limited. Non-Council members who are invited to attend a Task Group can be invited to speak but not vote and will not form part of the quorum.

53. The Chairman and/or Vice-Chairman of the committee shall be members of every Task Group appointed by it unless they signify that they do not wish to serve. The membership should as far as possible, reflect the political composition of the Council.
54. The quorum of a Committee will be one half of its members and where a Committee comprises an odd number, the higher number will be taken. The quorum of the Planning Consultative Group will be three members with one officer in attendance.
55. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee meetings.

56. Advisory Committees

- 1) The Council can create Advisory Committees. The name, number of members and any bodies/outside organisations invited to nominate members shall be specified.
- 2) The Town Clerk will give the terms of reference of the Advisory Committee to each member of that committee.
- 3) An advisory committee can make recommendations to the Council
- 4) An advisory committee can consist wholly of people who are not members of the Council.

Voting in Committees

57. Members of committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
58. **Chairmen of committees shall in the case of an equality of votes have a second or casting vote** whether or not they have exercised their original right to vote.

59. Presence of Non-Members of Committees at Committee Meetings

- 1) A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.
- 2) Any member of the Council who is not a member of a committee shall nevertheless be entitled to attend any meeting of that committee but he shall not be entitled to vote, and he shall not take part in the consideration of any business save by leave of the Chairman.
- 3) Any Council member attending in accordance with Standing Order 59 (2), may be invited to speak on matters under discussion of which he may have special knowledge, such an invitation would be at the discretion of the Chairman.

60. Accounts and Financial Statement

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Except as provided in Standing Orders (2) or by statute, all accounts for payment and claims upon the Council shall be approved by the required number of members as per the Financial Regulations and the report of their approval will be presented to the Council.

61. The Responsible Financial Officer shall supply to each member as soon as practical after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of June.

62. Estimates / Precepts

- a) The Council shall approve written estimates for the coming financial year at a meeting before the end of the month of January.
- b) Any committee desiring to incur expenditure shall give the Town Clerk a written estimate of the expenditure recommended for the coming year no later than November.

63. Interests

Members shall observe the requirements of the Council's Code of Conduct which is annexed to these Standing orders.

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 7 March 2002 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

64. **If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.**
65. **The Town Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
66. The obligations and disabilities imposed by this standing order shall also apply to a member of a committee who is not also a member of the Council who has a personal or prejudicial interest in a matter under consideration at a meeting.
67. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do will be disqualified from the appointment and, if appointed, will be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 63, 64 and 65 shall apply as appropriate.
68. The Town Clerk shall make known the purpose of Standing Order 63 to every candidate for appointment.

69. Canvassing of And Recommendations By Members

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a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk will make known the importance of this sub-paragraph of this Standing Order to every candidate.

b) A member of the Council or of any committee will not solicit for any person any appointment under the Council or recommend any person for an appointment or promotion; but, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

70. Standing Order Nos. 63 to 66 shall apply to tenders as if the person making the tender were a candidate for an appointment.

71. Inspection of Documents

A member may only inspect a document in possession of the Council or a committee, or request a copy (if available) if they have a duty to do so.

72. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council. Minutes shall also be open to the inspection of any local government elector of the parish as required by section 228 Local Government Act 1972.

73. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

74. Unauthorised Activities

No member of the Council or of any committee shall in the name of or on behalf of the Council:-

a) Inspect any lands or premises which the Council has a right or duty to inspect; or

b) Issue orders, instructions or directions (including to Council staff) unless authorised to do so by the Council or the relevant committee.

75. Admission of The Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees, which may, however, temporarily exclude the public by means of the following resolutions: -

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"

76. The Council shall state the special reason for exclusion.

77. a) At 7pm, immediately before the start of each ordinary full Council meeting, Farnham Town Council will invite members of the public present at that time, to ask questions on any local government matter, and if the matter is one for principal councils, the questioner will be informed of the appropriate contact details. If the matter is appropriate to be dealt with by Farnham Town Council, then an answer may be given, or if necessary a written reply will follow. A maximum of 15 minutes will be allowed for the whole session.

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b) A standard item will appear on all Council and Standing Committee agendas whereby the Town Mayor/Chairman will invite members of the public present to indicate on which item, if any, they would like to speak. At the discretion of the Town Mayor/Chairman, those members of the public, residing or working within the 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.

78. The Town Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

79. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

80. Confidential Business

a) No member of the Council or a committee or Task Group will disclose to any person in any form who is not a member of the Council any business that is declared confidential by the Council, the committee or the Task Group.

b) Any member who disobeys Standing Order 80(a) will be removed from any committee or Task Group of the Council by the Council and the matter will be reported to the Standards Board for England.

81. Liaison with County and District Councillors

A summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

82. Planning Applications

1) The Town Clerk will, as soon as it is received, record the following information for each planning application notified to the Council:

(a) the date on which it was received

(b) the name of the applicant

(c) the place to which it refers;

2) The Town Clerk shall refer every planning application received to the Planning Consultative Group.

83. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

1) Such Regulations shall include detailed arrangements for the following:

- a) the accounting records and systems of internal control;
- b) the assessment and management of risks faced by the Council;
- c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
- d) the financial reporting requirements of members and local electors and
- e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.

2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in (3) below.

3) Any formal tender process shall comprise the following steps:

- a) a public notice of intention to place a contract to be placed in a local newspaper;
- b) a specification of the goods, materials, services and the execution of works shall be drawn up;
- c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
- d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
- e) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

4) The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 63, 69, 70 & 74 regarding improper activity.

5) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

{Council is reminded that the European Union Public Sector Procurement Rules are likely to apply to contracts with a value in excess of £140,000 and advice should be sought at this level}

84. Code of Conduct on Complaints

The Council will deal with complaints against the Council or any officer or member in the manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board for England or Commission (Wales) for consideration.

85. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold italic type** can be suspended by resolution in relation to any specific item of business.

86. A resolution permanently to add, change or cancel a Standing Order will be proposed and

seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

87. Standing Orders to be Given to Members

A copy of these Standing Orders will be given to each member of the Town Council by the Town Clerk, once the member's declaration of acceptance of office and agreement to observe the Council's Code of Conduct has been received.

FARNHAM TOWN COUNCIL

STANDING ORDERS

1. Meetings

- a) Meetings of the Council will be held during each year on dates and times and in a place that the Council decides.
- b) The ORDINARY meetings of the Council will be held during each year on dates and times and in a place that the Council decides.
- c) Except where the Council decides otherwise, all meetings will be held in the Council Chamber, South Street, Farnham
- d) All meetings will begin at 7.00pm and will end no later than 10.00pm. Any unfinished business will be included in the agenda of the next meeting unless dealt with in the interim.

e) Meetings of the Council should normally finish by 10pm but at a convenient time before then, the Town Mayor/Chairman shall put to the meeting the options of:

1. Agreeing to a half hour extension to 10.30pm, at which time the meeting shall stand adjourned; or
2. Continue the meeting until the Council has concluded its consideration of the Agenda; or
3. Adjourning the meeting.

No business other than that set out in the Agenda shall be discussed at any adjourned meeting.

- f) The Council shall meet at least six times in each year.

2. Extraordinary Meetings of the Council

- a) The Town Mayor/Chairman of the Council may call an extraordinary meeting of the Council at any time.
- b) If the office of the Town Mayor/ Chairman is vacant, or the Town Mayor/ Chairman is unable to act for any reason, the Deputy Mayor/ Vice-Chairman of the Council may call an extraordinary meeting of the Council at any time.
- c) Any two members of the Council can call an extraordinary meeting of the Council if a request for such a meeting has been signed by those members and has been presented to the Town Clerk or proper officer.
- d) If a person or persons decide to call an extraordinary meeting, the Town Clerk must be informed of that decision with a clear description of the important business. The Town Clerk will then make sure that the notices and summonses giving three clear working days' notice of the extraordinary meeting are published and sent as soon as practical.
- e) An Extraordinary meeting called with less than one months notice will be held in the Council Chamber, South Street, Farnham.

3. The Statutory Annual Meeting (Mayor Making)

a) In an election year the Annual Town Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and

b) In a year which is not an election year the Annual Town Council Meeting shall be held on such day in May as the Council may direct.

c) In addition to the Statutory Annual Town Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

4. Chairman of the Meeting

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

a) If it is necessary to choose a member of the Council to preside in the absence of the Town Mayor/Chairman and Deputy Town Mayor/Vice-Chairman the Town Clerk shall call for a nominee from the floor to take the chair.

b) If discussion arises on the motion (in 4 (a)) the Town Clerk shall exercise the powers of the person presiding to regulate that discussion, and to maintain order at the meeting. In that event, for the avoidance of doubt, the Town Clerk shall not have the right to vote on any nomination or matter.

5. Delegation to the Town Clerk, Responsible Financial Officer and Proper Officer

The Town Council has adopted a scheme of delegation to the Town Clerk, Responsible Financial Officer, Proper Officer for the management of the Town Council.

6. Proper (Responsible) Officer

Where a statute, regulation or order confers functions or duties on the proper/responsible officer of the Council in the following cases, it shall be the Town Clerk or nominated officer: -

To receive declarations of acceptance of office.

To receive and record notices disclosing personal and prejudicial interests.

To receive and retain plans and documents.

To sign notices or other documents on behalf of the Council.

To receive copies of bylaws made by another local authority.

To certify copies of bylaws made by the Council.

To sign and issue the summons to attend meetings of the Council.

To keep proper records for all Council meetings.

7. Quorum of the Council

Six members shall constitute a quorum at meetings of the Council.

However, Farnham Town Council has agreed that **in practice** the minimum number of Members at a Council shall be ten.

a) If a quorum is not present or if during a meeting the number of councillors present falls below the quorum, the meeting shall be postponed and any business not completed will be completed at the next meeting or on a day that the Town Mayor/Chairman agrees with the Council's proper/responsible officer (Town Clerk).

8. Voting

Members shall vote by show of hands or by electronic recording or, if at least two members so request, by signed ballot or named ballot.

- a) **If a member so requires, the Town Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
- b) **Subject to (c) and (d) below the Town Mayor may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.**
- c) **If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Town Mayor and Deputy Town Mayor until the end of their term of office he may not give an original vote in an election for Town Mayor.**
- d) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.**
- e) When an existing Town Mayor/ Chairman is put forward for re-election to that position, he must vacate the Chair prior to the election taking place and a Councillor – not put up for election – must take over the Chair until after the election.

9. Order of Business

Annual Town Meeting (Mayor Making)

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

- a) **To elect a Town Mayor**
- b) **To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**

d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.

e) To elect a Deputy Town Mayor.

f) To receive the Deputy Town Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received.

g) To appoint Committees, Working/Task groups.

h) To appoint representatives to outside bodies.

i) To inspect any deeds and trust investments in the custody of the Council as required;

and then after will follow the order set out in the Standing Order 12.

Ordinary Council Meetings

10. At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received (refer to Standing Order 4 (a) & (b).

11. Every year, no later than when the estimates for next year are agreed, the Council will review pay and conditions of service of existing employees. Standing Order 53 must be read in conjunction with this.

12. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

a) To receive apologies for absence

b) Disclosures of interests by members and employees on items on the agenda

c) To read and consider the Minutes; provided that if a copy has been circulated to each member with the agenda.

d) After consideration to approve the signature of the Minutes by the person presiding as a correct record.

e) Public questions on the agenda.

f) To deal with business expressly required by statute to be done.

g) To deal with, any, remaining from the last meeting.

h) To receive communications as the person presiding may wish to lay before the Council.

i) To receive petitions.

j) To answer questions from Councillors (subject to the appropriate notice being given, see Standing Order 23 (b)).

- k) To receive the minutes or notes of Committees, Working/Task Groups.
- l) To receive and consider reports of Committees and or Working/Task groups.
- m) To receive and consider resolutions or recommendations in the order in which they have been notified.
- n) To authorise the sealing of documents.
- o) If necessary, to authorise the signing of orders for payment.

13. To Vary the Order of Business on the Grounds of Urgent Business on the Published Agenda

A motion to vary the order of business on the ground of urgency:

- a) Can be proposed by the Town Mayor/Chairman or by any other member and, if proposed by the Town Mayor/Chairman, can be put to the vote without being seconded, and
- b) will be voted on without discussion.

14. Urgent Business not on the Published Agenda

Urgent business can only be placed on the Agenda by the Town Clerk with the permission of the Town Mayor/Chairman where business is required by law to be done and was omitted from the agenda.

15. Motions Moved On Notice

No Motion can be moved and no matter can be discussed unless the business to which it relates has been put on the Agenda by the Town Clerk or the mover has given notice in writing of its terms and has given notice to the Town Clerk at least 10 clear working days before the next meeting of the Council, except as stated in these Standing Orders.

- 16 The Town Clerk will date every notice of Motion or recommendation when received, will number each notice in the order received.
- 17. The Town Clerk will include in the summons for each meeting, all notices of motion or recommendation given in the order in which they have been received unless the member giving a notice of motion has stated in writing that they intend to move at some later meeting or that they will withdraw it.
- 18. If a motion or recommendation listed on the agenda is not moved either by the member who gave notice of it or by any other member, it will, unless postponed by the Council, be withdrawn and not be moved without new notice.
- 19. If a motion comes under the Terms of Reference of a Committee, Working/Task Group of the Council, it will, once it has been proposed and seconded, be referred without discussion to a Committee, Working/Task Group determined by the Council for report; provided that the Chairman of the Committee, Working/Task Group agrees.
- 20. Every motion or recommendation must come under the powers and duties of the Council.

21. Motions Moved Without Notice

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

- a) To appoint a Chairman of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a Committee, Working/Task Group
- h) To appoint a Committee, Working/Task Group or any members thereof.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a motion or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public (see Standing Orders 90 & 91).
- o) To silence or eject from the meeting a member named for misconduct (see Standing Order 50).
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order (see Standing Orders 100 & 101).
- r) To adjourn the meeting.

22. Petitions

- a) Petitions may be received at (Ordinary) meetings of the Council provided that the petition is received by the Town Clerk no later than midday five working days before the day of the meeting and is signed by at least 10 electors within the parish.
- b) Petitions may only be about a matter for which the Council has a responsibility or which affects the parish.
- c) Petitions will not be received by the Council which are in furtherance of a persons individual circumstance or which are about a matter where there is a right of appeal to the courts, tribunal or government minister.

- d) A Petition will not be received by the Council where the issue it concerns has been the subject of a Petition in the last six months or a decision of the Council in the last six months.
- e) One signatory to the Petition may speak on the Petition for no more than three minutes.
- f) No discussion shall take place on the Petition. A member may move that the Petition be referred to the next meeting or to a committee or to a body. Once seconded the motion will be voted on without discussion.
- g) No more than three Petitions may be received at one meeting.

23. Questions

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

27. Public Questions

At the start or end of each Council meeting if the Town Mayor/Chairman is of the opinion that time permits, there shall be a period of no more than fifteen minutes during which any resident of the Council's area or anyone who practices any trade or profession or is employed within the area may raise any matter relevant to the Council, its functions or area, or inhabitants or some of them.

Rules of Debate

Meeting Etiquette

28. A Member shall remain seated while speaking unless requested to stand by the Town Mayor/Chairman.

29. The ruling of the Town Mayor/Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

30. Members shall address the Town Mayor or Chairman. If two or more Members wish to speak the Town Mayor/Chairman shall decide who to call upon.

31. Whenever the Town Mayor/Chairman speaks during a debate, all other Members shall be silent.

Minutes

32. Minutes will not be discussed except upon the accuracy of their content, corrections to the minutes will be made by inclusion in the minutes of the meeting which approves the minutes with Corrections (refer to Standing Order 12c)

Motions or Amendments

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

Alteration of a Motion

34. A Member may alter Motion of which he/she has given notice with the consent of the meeting. The Meetings consent will be signified without discussion.

35. A Member may alter a Motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meetings consent will be signified without discussion.

Withdrawal of a Motion

36. A Member may withdraw a Motion which he/she has moved with the consent of the seconder and the meeting. The meetings' consent will be signified without discussion. No Member may speak on the Motion after the mover has asked permission to withdraw it unless permission is refused.

37. Right of reply

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

Seconding of Motions and Amendments

38. A member when seconding a motion or amendment may if he/she declares their intention to do so, reserve their speech until later in the debate.

Content of the Speech

39. A speech must be directed solely to the matter under discussion, or to a personal explanation or to a question of order.

Length of Speech

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

When a member may speak again

41. A member who has spoken on a motion must not speak again whilst it is the subject of debate, except:

- (a) to speak **once** on an amendment moved by another member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue whether or not the amendment was carried;
- (d) to exercise a right of reply;
- (e) on a point of order;
- (f) by way of a personal explanation
- (g) to move or speak on a procedural motion set out in sub-paragraph m of this Standing Order

42. A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.

Content of an Amendment

43. An amendment must relevant to the Motion and either:

- (a) Refer to a matter to a committee/ working/task group or refer back to a committee/ working/task group a matter recommended by Council;
- (b) To leave out words;
- (c) To leave out words and insert others: or
- (d) To insert or add words.

As long as the effect of (b) to (d) does not negate the motion.

44. An amendment shall not have the effect of negating a motion before the Council

Debate on an Amendment

45. Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of unless in the opinion of the Town Mayor/ Chairman of the Council this would help the Council conduct its business. Where the Town Mayor/Chairman of the Council permits this they be discussed (but not voted on) together.

If an amendment is lost a further, different, amendment may be moved.

If an amendment is carried, the Motion as amended takes the place of the original Motion and becomes the Motion on which any further amendments may be moved.

After an amendment has been carried, the mayor/chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

Motions which may moved during debate

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

- a. To amend the Motion
- b. To withdraw the Motion
- c. To proceed to the next business
- d. To adjourn the debate
- e. To adjourn the meeting
- f. That the question be now put to the vote
- g. That a named Member not be heard further
- h. That a named Member leave the meeting
- i. That the Motion be referred to a Committee, Working/Task Group
- j. That the meeting continue beyond 10pm if Standing Order 1e is used.
- k. To exclude the Press and Public from the meeting under Section 100A (4) of the local Government Act 1972 as amended.

47. Closure

a. At the end of any speech a Member may without comment move the following:

1. That the question be now put
2. That the debate be now adjourned
3. To adjourn the meeting
4. To proceed to the next business

b. On a motion that the question be now put

If a motion that the question be now put is seconded and the Town Mayor/Chairman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply or to waive his/her right of reply before putting his/her motion to the vote.

c. On a motion to adjourn the debate or the meeting

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

d. On a motion to proceed to the next business

The Town Mayor/Chairman shall first put the formal motion to the vote without discussion and if it is passed then the Council shall immediately proceed to the next item of business which shall, in the case of a report of a Committee, Working/Task Group be the next item on the report and any motions or amendments relating to such item then before the Council shall be deemed to be lost.

48. The adjournment of a debate or of the Council shall not prejudice the right of reply at the resumption.

49. Conduct at Meetings

Smoking is not permitted at any meeting of the Council. The Council Chamber is a public building and comes under "Smoking in Certain Premises (England) Regulations 2007".

50. Disorderly Conduct

- a) **All members must observe the new Code of Conduct which was adopted by the Council on 10 May 2007, a copy of which is annexed to these Standing Orders.**
- b) At a meeting no member will persistently disregard the ruling of the Town Mayor/Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute** or act in such a manner as to breach the Code of Conduct adopted by the Council.
- c) If, in the opinion of the Town Mayor/Chairman, a member has ignored paragraph (b) of this Order, the Town Mayor/Chairman shall indicate to the Council his opinion and after that, any member may move that the member named not be heard or that the member named leaves the meeting, and the motion, if seconded, shall be agreed without discussion.
- d) If either of the motions mentioned in paragraph (c) are disobeyed, the Town Mayor/Chairman may adjourn the meeting or take such further steps as necessary to enforce them.

51. Reversing a Decision

- a) A decision (whether positive or negative) of the Council will not be reversed within six months except by a special resolution, the written notice given to the Town Clerk at least eight days before a meeting at which it is to be considered and has the names of at least 10 members of the Council, or by a resolution moved by recommendation of a report or committee.
- b) When a special resolution or any other resolution agreed under the provisions of paragraph (a) of this Order has been agreed, no similar resolution may be moved within a further six months.

52. Voting On Appointments

Where more than two people have been nominated for a position to be filled by the Council and out of the votes received there is not an absolute majority in favour of one person, the name of the person having the least number of votes will be removed from the list and a new vote will take place, and so on until a majority of votes is given in favour of one person.

53. Discussions and Resolutions Affecting Employees of the Council

If at a meeting a question arises relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it will not be considered until the Council or Committee, Working/Task Group (as the case may be) has decided whether the press and public will be excluded (see Standing Order No. 75).

54. Resolutions on Expenditure

Any resolution which, if carried, would in the opinion of the Town Mayor/Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any Committee, Working/Task Group, or which would involve capital expenditure, will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

55. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

56. Sealing of Documents

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) The Councils Common seal alone shall be used for sealing documents. It shall be applied by the proper officer in the presence of two members who shall sign the document as witnesses.

57. Committee, Working/Task Group

The Council may at its Annual Meeting appoint standing Committees, Working/Task Groups and may at any other time appoint such other Committees, Working/Task Groups which will meet as and when required, but will be subject to any statutory provision in that behalf:-

- a) Will not appoint any member of a Committee, Working/Task Group so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than members of the Council to any Committee, Working/Task Group. Such persons have the right to speak but not vote and will not form part of the quorum.
- c) Will be subject to the provisions of Standing Order 51 above at any time to dissolve or alter the membership of Committee, Working/Task Group.
- d) The Council may at any time appoint such Committee, Working/Task Group as is necessary to the extent laid down in terms of reference.
- e) The membership of the Working/Task Groups shall be determined by full Council.
- f) Each Working/Task Group shall appoint a Lead Member as a spokesperson for the Working/Task Group.
- g) Members can be appointed to a Committee, Working/Task Group annually by full Council and should reflect as far as possible, the political composition of the Council.
- h) The quorum for a Committee, Working/Task Group will be half the membership of the Committee, Working/Task Group.
- i) Planning Applications will be considered by a standing Planning Consultative Group of nine members, with an elected Chairman and Vice-Chairman, to consider **planning** applications. The group will have delegated powers to submit observations to Waverley Borough Council. The group may refer a planning application Full Council or an appropriate committee to consider and make observations. The quorum of the Planning Consultative Group shall be three members with one officer in attendance.
- j) A Leader or Spokesperson of the Council can be appointed at the Annual Council Meeting and if no appointment is made, the role of Spokesperson for the Council will be undertaken by the Lead Member of the Corporate Development and Audit Working Group. The Leader/Spokesperson of the Council will have the following approved responsibilities

ANNEX B

- 1) To act as the liaison between the members of the Council and the Town Clerk in indicating the priorities and programmes for inclusion in Council business and the Council's likely reaction to new policies or projects.
 - 2) To be the first point of contact for the Town Clerk when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the terms of reference of Full Council.
 - 3) To be the spokesperson for the Council when responding to the Press and Media.
58. Town Mayor/Chairman and the Deputy Mayor/Vice Chairman and the Chairmen, of Standing Committees, ex-officio, shall be members of every Committee, Working/Task Group but will have no voting right or the ability to propose motions on the Committees, Working/Task Groups on which their membership is ex-officio. They will not therefore form part of the quorum as an ex officio member
59. The membership of Committees, Working/Task Groups should reflect the political composition of the Council. Any changes will be dealt with at Full Council.
60. Every Committee, Working/Task Group will at its first meeting before proceeding to any other item on the agenda, elect a Chairman and can elect a Vice-Chairman who will hold office until the next Annual Meeting of the Council, and will settle its programme of meetings for the year.
61. The Chairman/Lead Member of a Committee, Working/Task Group or the Town Mayor/Chairman of the Council may summon an additional meeting of that Committee, Working/Task Group or Council as appropriate at any time by requesting the Town Clerk to issue a summons for the meeting. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
62. Every committee may appoint sub-committees for the purposes to be specified by the committee with the terms of reference specified by the committee.
63. The Chairman and/or Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
64. The Standing Orders regarding the calling and procedures of meetings of the Council will apply to Committee, Working/Task Group meetings. They will apply unless they conflict with more particular standing orders relating to Committee, Working/Task Group.
65. Committee, Working/Task Group agendas will be assembled in three parts:
Part 1 – items for decision,
Part 2 – Items for information
Part 3 – confidential items.
- Items appearing in Part 2 – items for information, cannot be moved to Part 1 – items for decision, once the agenda has been published.
66. Urgent action taken by the Town Clerk in consultation with the appropriate Chairman/Lead Member in accordance with the scheme of delegation will be reported to the next meeting of the relevant Committee, Working/Task Group or Full Council meeting.

67. Working/Task Groups

Full Council and every Committee can appoint Working/Task Groups, from the Council or Committee members, with specific Terms of Reference and its activities shall be task/time

limited. Non-Council members who are invited to attend a Working/Task Group can be invited to speak but not vote and will not form part of the quorum.

68. Each Working/Task Group shall appoint a Lead Member to be a spokesperson for the group and report the groups activities to Full Council.
69. The quorum of a Committee, Working/Task Group will be one half of its members and where a Committee, Working/Task Group comprises an odd number, the higher number will be taken. The quorum of the Planning Consultative Group will be three members with one officer in attendance.
70. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to Working/Task Group meetings.

71. Advisory Committees

- 1) The Council can create Advisory Committees, Working/Task Groups. The name, number of members and any bodies/outside organisations invited to nominate members shall be specified.
- 2) The Town Clerk will give the terms of reference of the Advisory Committee, Working/Task Group to each member of that Committee, Working/Task Group
- 3) An Advisory Committee, Working/Task Group can make recommendations to Council
- 4) An Advisory Committee, Working/Task Group can consist wholly of people who are not members of the Council.

Voting in Committees, Working/Task Groups

72. Members of Committees, Working/Task Groups entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
73. **Chairmen/Lead Members of Committees, Working/Task Groups shall in the case of an equality of votes have a second or casting vote** whether or not they have exercised their original right to vote.

74. Presence of Non-Members of Committees, Working/Task Groups at Committee, Working/Task Group Meetings

- 1) A member who has proposed a resolution, which has been referred to any Committee, Working/Task Group of which he/she is not a member, may explain his resolution to the Committee, Working/Task Group but shall not vote.
- 2) Any member of the Council who is not a member of a Committee, Working/Task Group shall nevertheless be entitled to attend any meeting of that Committee, Working/Task Group but he/she shall not be entitled to vote, and he/she shall not take part in the consideration of any business save by leave of the Chairman of the meeting.
- 3) Any Council member attending in accordance with Standing Order 74 (2), may be invited to speak on matters under discussion of which he may have special knowledge, such an invitation would be at the discretion of the Chairman.

75. Accounts and Financial Statement

Except as provided in Standing Orders (2) or by statute, all accounts for payment and claims upon the Council shall be approved by the required number of members as per the Financial Regulations and the report of their approval will be presented to the Council.

76. The Responsible Financial Officer shall supply to each member as soon as practical after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of June.

77. Estimates / Precepts

- a) The Council shall approve written estimates for the coming financial year at a meeting before the end of the month of January.
- b) Any committee desiring to incur expenditure shall give the Town Clerk a written estimate of the expenditure recommended for the coming year no later than November.

78. Interests

Members shall observe the requirements of the Council's Code of Conduct which is annexed to these Standing orders.

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 10 May 2007 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

79. **If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.**
80. **The Town Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
81. The obligations and disabilities imposed by this standing order shall also apply to a member of a Committee, Working/Task Group who is not also a member of the Council who has a personal or prejudicial interest in a matter under consideration at a meeting.
82. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do will be disqualified from the appointment and, if appointed, will be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate Committee, Working/Task Group any such disclosure. Where a relationship to a member is disclosed, Standing Orders 78, 79 and 80 shall apply as appropriate.
83. The Town Clerk shall make known the purpose of Standing Order 78 to every candidate for appointment.

84. Canvassing of And Recommendations By Members

a) Canvassing of members of the Council or of any Committee, Working/Task Group directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk will make known the importance of this sub-paragraph of this Standing Order to every candidate.

b) A member of the Council or of any Committee, Working/Task Group will not solicit for any person any appointment under the Council or recommend any person for an appointment or promotion; but, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

85. Standing Orders 78 to 81 shall apply to tenders as if the person making the tender were a candidate for an appointment.

86. Inspection of Documents

A member may only inspect a document in possession of the Council or a Committee, Working/Task Group or request a copy (if available) if they have a duty to do so.

87. All minutes and notes kept by the Council and by any Committee, Working/Task Group shall be open for the inspection of any member of the Council. Minutes and notes shall also be open to the inspection of any local government elector of the parish as required by section 228 Local Government Act 1972.

88. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

89. Unauthorised Activities

No member of the Council or of any Committee, Working/Task Group shall in the name of or on behalf of the Council:-

a) Inspect any lands or premises which the Council has a right or duty to inspect; or

b) Issue orders, instructions or directions (including to Council staff) unless authorised to do so by the Council or the relevant Committee.

90. Admission of The Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees, which may, however, temporarily exclude the public by means of the following resolutions: -

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"

91. The Council shall state the special reason for exclusion.

92. a) At 7pm, immediately before the start of each ordinary full Council meeting, Farnham Town Council will invite members of the public present at that time, to ask questions on any local government matter, and if the matter is one for principal councils, the questioner will be informed of the appropriate contact details. If the matter is appropriate to be dealt with by Farnham Town Council, then an answer may be given, or if necessary a written reply will follow. A maximum of 15 minutes will be allowed for the whole session.

ANNEX B

b) A standard item will appear on all Council and Standing Committee agendas whereby the Town Mayor/Chairman will invite members of the public present to indicate on which item, if any, they would like to speak. At the discretion of the Town Mayor/Chairman, those members of the public, residing or working within the 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.

93. The Town Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

94. If a member of the public interrupts the proceedings at any meeting, the Town Mayor/Chairman may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

95. Confidential Business

a) No member of the Council or a Committee, Working/Task Group will disclose to any person in any form who is not a member of the Council any business that is declared confidential by the Council, the Committee, Working/Task Group.

b) Any member who disobeys Standing Order 95(a) will be removed from any committee or working/task group of the Council by the Council and the matter will be reported to the Standards Board for England.

96. Liaison with County and District Councillors

A summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

97. Planning Applications

1) The Town Clerk will, as soon as it is received, record the following information for each planning application notified to the Council:

- (a) the date on which it was received
- (b) the name of the applicant
- (c) the place to which it refers;

2) The Town Clerk shall refer every planning application received to the Planning Consultative Group.

98. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

1) Such Regulations shall include detailed arrangements for the following:

- a) the accounting records and systems of internal control;
- b) the assessment and management of risks faced by the Council;
- c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
- d) the financial reporting requirements of members and local electors and

ANNEX B

e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.

2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in (3) below.

3) Any formal tender process shall comprise the following steps:

- a) a public notice of intention to place a contract to be placed in a local newspaper;
- b) a specification of the goods, materials, services and the execution of works shall be drawn up;
- c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
- d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
- e) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee, Working/Task Group

4) The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 78, 84, 85 and 89 regarding improper activity.

5) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

{Council is reminded that the European Union Public Sector Procurement Rules are likely to apply to contracts with a value in excess of £140,000 and advice should be sought at this level}

99. Code of Conduct on Complaints

The Council will deal with complaints against the Council or any officer or member in the manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board for England or Commission (Wales) for consideration.

100. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** can be suspended by resolution in relation to any specific item of business.

101. A resolution permanently to add, change or cancel a Standing Order will be proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

102. Standing Orders to be Given to Members

A copy of these Standing Orders will be given to each member of the Town Council by the Town Clerk, once the member's declaration of acceptance of office and agreement to observe the Council's Code of Conduct has been received.



FARNHAM TOWN COUNCIL

D

Report

Report to

Full Council 19 February 2009

Report of

Roland Potter (Town Clerk)

Title

Town Plan Working Group

TOWN PLAN WORKING GROUP

AUTHOR:

*Roland Potter
Town Clerk*

PRESENTED BY:

*Roland Potter
Town Clerk*

**PRODUCED FOR FULL COUNCIL
19 FEBRUARY 2009**

**DATE OF REPORT:
12 FEBRUARY 2008**

Summary of Key Issues

To consider the formation of a Task Group of Town Councillors to develop a Town Plan for Farnham as a contribution to the Waverley Local Development Framework and to agree the Terms of Reference for the Task Group.

Background

The Town Council identified at a previous meeting a need to develop a Town Plan for Farnham which could then be submitted and adopted by the Planning Authority as supplementary planning guidance.

Supporting Information

The Corporate Development and Audit Working Group (CDAWG) have identified the need to progress the development of a Town Plan as a priority for the Town Council.

The CDAWG believe that the most appropriate way to progress this matter is to establish a Task Group of a minimum three Councillors to take this work forward.

Terms of Reference

The proposed Terms of Reference for this Task Group are to work with the Council's Officers:

1. To establish a Project Plan and timeframe for the Project.
2. To gather local information relevant to the formation of a Town Plan.
3. To collate and evaluate all information for a Town Plan
4. To work and consult with other local organisations and groups to develop a Town Plan
5. To produce a Draft Town Plan for consideration by the Town Council
6. To recruit within an allocated budget specialists/consultants in consultation with the Town Clerk as previously approved by the Town Council
7. To submit an approved Town Plan to Waverley Borough Council.
8. To refer any variations of the approved Town Plan back to the Town Council prior to adoption by Waverley Borough Council.

The Task Group may only express the views of the Task Group or the Town Council.

Financial Implications

The Town Council agreed on 26 June 2008 to earmark from Reserves a sum of £5,000 for consultancy/specialist advice delegated to the Town Clerk.

Legal and Policy Implications

The Town Council makes observations on Planning Applications. The Planning Consultative Group regularly raises concerns regarding infill and overdevelopment and this will provide the Council with the opportunity to influence Planning Policy with the Planning Authority.

RECOMMENDATION:

- 1. To appoint a Task Group**
- 2. To agree the Terms of Reference**
- 3. To report progress to the Town Council at each meeting**
- 4. To agree the timeframe for the project**
- 5. To submit a draft Town Plan for approval by the Town Council**

12 February 2009

Note: The person to contact about this report is Roland Potter (Town Clerk), Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

E

Report

Report to

Full Council 19 February 2009

Report of

Sheila Rayner
Town Development Coordinator (Assistant Town Clerk)

Title

Renewal of Christmas Decorations Contract

1 Purpose of the Report

The purpose of this report is for Council to approve the proposed arrangements for the tendering of a new, 5 year, Christmas Decorations Contract.

To approve the actions to be taken to resolve the associated power infrastructure requirement for Christmas Lights.

2 Summary of Key Issues

Farnham Town Council's Christmas decorations contract was with Springfield Decorations. However this expired immediately after the 2008 Christmas decorations were taken down.

The Council needs to arrange to re-tender for a new contract for the supply, installation and storage of Christmas decorations for a period of up to 5 years from December 2009.

The current arrangements for the supply of electricity are rather haphazard, with some connections working better than others. In many locations the supply comes from within the building on which the decoration is located. The control is governed by an individual time switch. Unfortunately, occupants of the building, usually inadvertently, disconnect or switch off the apparatus meaning that not all lights activate at the right time and the timers have to be reset.

This is a time-consuming and difficult process for the contractor with issues of access etc.

In addition the cost of providing electricity for the Christmas Lights to date has been provided free of charge by local businesses however, there is no guarantee that with the rising costs of energy,

void premises and new tenants that this good will arrangement can/will continue.

The inadequate and erratic power supply infrastructure has been recognised as an issue for some time. As a result the Council has already earmarked £25K from reserves within its current budget for this issue to be resolved.

In order for the Council to provide an independent power supply, a survey will need to be carried out by the Surrey County Council Lighting contractor.

The aim of this survey will be to establish the viability of installing power boxes fed from the electricity supply to the street lights. However this can only be achieved where the street light is attached to a building. Members are requested to note that any works carried out involving street lighting will have to be supplied by the approved Surrey County Council Lighting contractor.

3 Tendering Process for Christmas Light Contract

The Council's Standing Orders and Financial Regulations require the Council to tender any contract which in total exceeds £50K.

Members are requested to consider appointing a Task Group of a minimum of 3 Members under the following terms of reference.

4 Terms of Reference

To work with the Council's Officers to;

1. Agree the specification for the Christmas Lights Power Supply Project.
2. To agree the decoration scheme specification.
3. To oversee the tendering process as required by the Council's Standing Orders and Financial Regulations.
4. To review the tenders received and if appropriate interview suppliers.
5. To submit a report and evaluation to Council as result of the tendering process with recommendations for awarding a contract for the provision, installation and storage of Christmas Lights.

5 Project Timetable

The suggested key dates are as follows:

Key Date	Action
1 May	Electrical infrastructure scheme received from Surrey County Council Lighting Contractor
6 May	Task Group to meet and approve decoration scheme specification
15 May	Tender Document to be sent out to Contractors
5 June	Date for return of tenders
12 June	Task Group to consider and prepare an evaluation of tenders and to recommend a preferred contractor
19 June	Council agenda despatched
25 June	Council considers Task Group recommendation and appoint a new contractor
26 June	New 5 year contract confirmed to successful contractor
26 July	Reserve date for additional Council meeting (if needed)
July	New electrical infrastructure installed
19-27 Nov	Christmas decorations installed
28 Nov	Switch-on event in Gostrey Meadow

Financial Implications

The funding for this project has already been identified within earmarked reserves and the Council's budget for 2009/2010.

£25,000 for power infrastructure.
£30,000 for Christmas Lights.

There will be an additional cost for the supply of electricity which has previously been supplied by local businesses.

6 Legal and Policy Implications

1. The installation of an independent power supply may be subject to contractual restraints as a result of any agreements with Surrey County Council who are the Highways and Lighting Authority. This may require the Town Council to use an approved Surrey County Council contractor. Therefore the Town Council will be required to waiver Financial Regulations to use one contractor without obtaining three quotes.
2. There may also be planning issues with regards to the installation of an electrical supply infrastructure within the Farnham Conservation Area.

7 Recommendations

- 1. To approve and appoint a Task Group for the overall Christmas Light Project.**
- 2. To agree the Terms of Reference for the Task Group.**
- 3. To note the time table for the project.**
- 4. To waiver financial regulations to use the Surrey County Council approved Lighting Contractor for the installation of the power infrastructure.**
- 5. To approve the installation of an improved power supply infrastructure.**
- 6. To approve the implementation of a tendering process for the supply, installation and storage of Christmas Light Decorations Project for a maximum period of 5 years.**

28 Jan 2009

Note: The person to contact about this report is ...Sheila Rayner....., Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



**Farnborough
Airport**

Master Plan
(Draft for Consultation)





Airport master plans are intended to inform the planning process and the preparation of them provides an opportunity for local communities to engage with airports on future development.

I am pleased to share this draft of our Master Plan with you in order that you can comment on our proposed plans.

Brandon O'Reilly
CEO, TAG Farnborough Airport



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Executive Summary

Introduction

Airport master plans are intended to inform the planning process and the preparation of them provides an opportunity for local communities to engage with airports on future development.

TAG Farnborough Airport ('the Airport') is not currently required by the Government to produce a master plan. However, TAG Aviation ('TAG'), the owner and operator, has decided to prepare a voluntary master plan, in order to better inform the local community about the Airport and its operation, and to assist in providing background information for the preparation by Rushmoor Borough Council of a Local Development Framework and deal with any application for planning permission.

The Master Plan does not seek to determine planning policies for the Airport, or to decide on restrictions that may be imposed on use of the Airport. These are matters that will be dealt with by the Council as part of its public consultation for the Local Development Framework.

In preparing the Master Plan, TAG has taken account of the Future of Air Transport White Paper (2003), the 'Weekend Movements' appeal decision (March 2008), and the results of the preliminary consultation for the Airport (July 2008).

The key objectives of the Master Plan are to:

- provide a voluntary Master Plan in accordance with the White Paper;
- identify physical changes and operational improvements required to make best use of existing facilities to 2019 and, indicatively, to 2030;
- identify how sustainability and climate change is addressed by the Airport's operation;
- secure future growth of the Airport while minimising the effect on the local community and environment;
- inform the Rushmoor Local Development Framework; and
- engage with local residents and other stakeholders.

In relation to the future growth of the Airport, the most significant factors are:

- Planning and Aviation Framework
- TAG Farnborough Airport Today
- Economics and Forecasts
- Making Best Use of Infrastructure
- Public Safety
- Environmental Considerations
- Surface Access
- Sustainability and Climate Change
- Community Engagement.

The Master Plan provides an overview of the infrastructure, facilities and operation of the Airport, and sets out the potential opportunities for operational improvements and airport related development that could take place up to 2019 and, indicatively, to 2030.

TAG intends to publish the final version of the Master Plan in 2009 and thereafter to seek planning permission to operate the Airport within approximately 50,000 annual Business Aviation Air Traffic Movements (ATM). This will ensure best use will be made of the Airport's existing infrastructure in line with the White Paper policy. This proposal will be within limitations imposed by environmental and safety constraints current and at that time. It will also assist in meeting clear and increasingly unmet demand for Business Aviation both at Farnborough and in the South East.

Planning and Aviation Framework

The key national policy in relation to aviation is the White Paper: The Future of Air Transport (December 2003) (the 'White Paper') which was subject to a progress report in December 2006 reaffirming this aviation policy.

The Future of Transport White Paper (July 2004) which covers transportation in general, also included the themes of the White Paper.

In the White Paper, the Government recognises the important role that smaller airports play in providing capacity for Business Aviation. It is clear that some further development could be possible at smaller airports in the South East without insurmountable environmental constraints. Farnborough Airport is referred to as one of the airports within this category. It also supports the adoption of policies that encourage the continued provision of services to support Business Aviation.

Under the provisions of the Planning and Compulsory Purchase Act 2004, the Regional Spatial Strategy, which is known as the 'South East Plan', will form part of the Development Plan Documents. Until the South East Plan has been adopted, at the strategic level, the Regional Planning Guidance for the South East (RPG9) will form part of the Development Plan Documents, together with the saved policies of the Hampshire Structure Plan.

Until the emerging Rushmoor Local Development Framework is adopted, the Development Plan Documents will comprise, at the local level, the Rushmoor Local Plan (Saved Policies).

The new Local Development Framework will include an overall vision and strategy for the Borough (known as the Core Strategy) and a specific document for the Airport (known as the Airport Area Action Plan). The Council is responsible for preparing and consulting on both these documents.

The Airport is required to operate under a CAA Aerodrome Licence, the policy of which is stated in Civil Aviation Publication 168 – Licensing of Aerodromes.

The Airport is regulated under the National Aviation Security Programme by the Department for Transport and is therefore subject to regular formal inspection.

Public Safety Zone policy is outlined within DfT Circular 1/2002: *"Control of Development in Airport Public Safety Zones"*. This states that the areas of the published PSZ correspond to the 1 in 100,000 Third Party Individual Risk Contour as calculated for each airport, based on forecasts about the numbers and types of aircraft movements.

The current planning permission for the operation of the Airport granted in 2002 requires that the 1 in 10,000 Third Party Individual Risk Contour remains within the eastern (Farnborough end) Airport boundary.

To operate an airport safely, it is necessary to protect the airspace around the runway which is achieved through 'obstacle limitation surfaces' (effectively lines in the sky which define, relative to the runway, maximum acceptable heights for buildings and other structures).

Safeguarding of aerodromes occurs through the planning system by a process of consultation between the airport operator, the applicant of any proposed development and the local planning authority.

Rushmoor Borough Council, under the planning agreement entered into in 2000, stipulated that the noise budget set in 1998 will not be exceeded. The noise budget was expressed in terms of an area of 9.09 km² based on a 55 decibel noise contour.

The White Paper states that the Government will press for the adoption by airports, airlines and air traffic controllers of operational practices that minimise the impact of their activities on climate change as well as voluntary action to control greenhouse gas emissions and develop sustainability strategies.

The European Commission has recently confirmed that all flights arriving at or departing from an EU airport will be included in the EU emissions trading scheme from 1 January 2012.

The Airport operates under environmental restrictions specifically imposed by the planning permissions for the operation of the Airport and generally imposed by the statutory and regulatory framework of environmental control.

About TAG Farnborough Airport

In 2008, Farnborough Airport celebrated its first 100 years of continuous operation. It was originally a Government airfield and declared surplus to requirements by the Ministry of Defence in April 1991.

In December 1994, the Government decided that the airfield should be redeveloped as a Business Aviation centre. In 1998, TAG Aviation became the preferred operator of Farnborough Airport, following a competitive process. In 2007, TAG became the freehold owner of the Airport.

TAG has made substantial investments in award-winning, world-class infrastructure and state-of-the-art technology. A CAA Aerodrome Licence was granted in 2003.

TAG lets premises to over fifty tenants on the site. These include major Business Aviation manufacturing companies, such as Cessna, Embraer and Bombardier, as well as companies that manage, maintain and refurbish Business Aviation aircraft.

TAG remains committed to supporting the biennial Farnborough International Airshow, a showcase for global aviation and aerospace. In 2008, the 60th anniversary Farnborough International Airshow attracted record orders of £44.35 billion.

TAG Farnborough Airport is now one of the most modern, high quality and efficient Business Aviation centres in Europe. It is the pre-eminent Business Aviation airport in the UK and rivals the best in the World.

The Airport is a significant local employer.

Economics and Forecasts

In a House of Commons debate on 11 November 2008, Geoff Hoon, Secretary of State for Transport said:

“Aviation in general continues to make a significant contribution to the UK economy. It brings in around £11 billion a year, and it supports 200,000 jobs directly, and many more indirectly.”

Business Aviation is a distinct and important segment of the air transport market. It is a sector that has been growing strongly and the importance of which is recognised in the White Paper.

The White Paper states that *“the Government recognises the important contribution made by small airports in the South East in providing capacity for Business Aviation. We support the adoption of policies which encourage the continued provision of these services.”*

The Inspector at the Weekend Movements Appeal found no suitable alternatives to the Airport for meeting Business Aviation demand in the South East of England. This view was shared by the Secretaries of State for Transport and for Communities and Local Government who agreed with the Inspector's opinion that none of the equivalent alternatives has airfield and terminal facilities that can match those of the Airport.

The Airport is specifically chosen by those seeking the highest quality of Business Aviation services and easy access to London and the South East. These businesses and individuals are responsible for substantial inward investment in the UK as well as overseas trade.

The Airport is the premier Business Aviation gateway for the UK and, as such, is of significant importance to the national economy.

From a comparison of airport capacity available in the South East and projected demand at 2019, TAG's consultant, Mott MacDonald, assesses that there will be unmet demand of some 416,000 Commercial Air Transport Movements in the London area, and a further unmet demand of 173,000 ATM.

If the Airport is permitted to raise its annual number of ATM from the current 28,000 to approximately 50,000, this will accommodate 22,000 ATM of the unmet demand and help alleviate part of the shortfall in the South East.

According to the European Business Aviation Association (EBAA), the Business Aviation industry generates over £4.2 billion of the Gross Value Added in the UK, representing slightly over 0.2% of the country's economy. There are almost 50,000 UK jobs linked to the industry and together they generate approximately £1.5 billion in wages and salaries, (*"The economic impact of business aviation in Europe"* – PwC Economics Macro Consulting 2008).

Further growth in the Airport's ATM will have a positive benefit on employment in the local area.

The Inspector at the Weekend Movement Appeal reached the conclusion, with which the Secretaries of State agreed, *"that Farnborough airport is of very substantial economic benefit to the Farnborough area and to Rushmoor"*.

A survey in September 2008 by TAG's consultant, RPS, established that some 1,084 people were working full-time at the Airport plus a further 64 part-time posts, representing a full-time equivalent (FTE) of 1,116 direct employees.

It is assessed that increasing the number of ATM from 28,000 to 50,000 by 2018 could lead to an increase in the number of direct, indirect and induced employees by approximately 35%. This would therefore increase employment in the area by some 1,500 jobs which (at an average 2008 value of £51,400 Gross Domestic Product impact) would increase GDP in the local area by a further £76.3m.

Making Best Use of Infrastructure – Proposals to 2019

TAG Farnborough Airport has been designed and constructed with the highest standards of infrastructure to meet the very demanding expectations of its customers.

At the Airport's current level of operation, the infrastructure is significantly under utilised. Whilst the physical capacity of the Airport could accommodate up to approximately 100,000 ATM, approximately 50,000 ATM to 2019 is being considered in light of current safety and environmental constraints.

TAG is confident that the current runway, taxiways, aprons, passenger terminal, hangars and car parking facilities are sufficient to meet this level of future growth.

Public Safety

Public safety is paramount.

To protect the public, the DfT has declared formal Public Safety Zones (PSZ) at each end of airports' runways, which are areas of land within which development is restricted in order to control the number of people on the ground at risk in the event of an aircraft accident on take-off or landing.

The PSZ under which the Airport currently operates was prepared by NATS on behalf of the DfT in 2003 and was confirmed to Rushmoor Borough Council in January 2004.

On behalf of TAG, NATS, using the latest approved DfT model for calculating PSZ, has demonstrated that approximately 50,000 ATM could be accommodated within the constraint that the 1 in 10,000 Third Party Individual Risk Contour is required to remain within the boundary at the eastern (Farnborough) end of the Airport.

Environmental Monitoring and Reporting

TAG has an Environment Manager to coordinate, monitor and implement environmental enhancement initiatives and controls at the Airport.

The Airport undertakes extensive environmental monitoring and publishes the data in a series of reports which are made available to Rushmoor Borough Council and the Farnborough Aerodrome Consultative Committee, and published on their respective websites.

Noise

Aircraft operating at the Airport are required to comply with noise abatement procedures as published in the UK Aeronautical Information Publication (AIP).

NATS Air Traffic Controllers, operating from the Airport control tower, instruct aircraft to follow these noise abatement procedures.

A real-time radar data feed is continuously fed into the noise monitoring system. This provides information from equipment on board aircraft in the Farnborough radar zone. The noise and track system records a plot of each aircraft's movement relative to its location, direction, speed and altitude. The aircraft radar tracks for Farnborough aircraft are reviewed continuously. Each movement is checked for compliance with the published noise abatement procedures.

The aircraft that operate at the Airport are generally of the most modern design and manufacture. These include extensive noise control features.

Rushmoor Borough Council, under the planning agreement entered into in 2000, stipulated that the noise budget set in 1998 will not be exceeded. The noise budget was expressed in terms of an area of 9.09 km² based on a 55 decibel noise contour. TAG intends that the level of growth at the Airport will produce a noise budget area smaller than 9.09 km².

The Airport will continue to develop its Quiet Flying Programme so as to ensure that aircraft operating at Farnborough do so as quietly as possible.

TAG has already banned all aircraft not meeting ICAO Chapter III noise standards from the Airport.

TAG will take an industry-leading approach to phase out all but the most modern and quietest categories of aircraft. Over time, only aircraft meeting ICAO Chapter IV noise standards, the current highest accepted standard, will be permitted.

Projected future growth of the Airport to approximately 50,000 ATM per annum could be accommodated well within the area of the current noise budget under the planning agreement.

Air Quality

The European Commission and UK Government have a range of measures to limit levels of air pollution. EU Directive 2008/50/EC on ambient air quality requires all member states to stay within set limits for a range of pollutants. Department of Environment, Food and Rural Affairs' Air Quality Strategy for England, Scotland, Wales and Northern Ireland (2007) sets policy targets for pollutants, known as air quality objectives.

The most challenging objective for much of the UK is in respect of nitrogen dioxide (NO₂). Fuel combustion creates nitrogen oxides (NO_x) which combine with oxygen in the air to form NO₂. In the UK, road transport is by far the main source of NO_x.

TAG has placed numerous air quality monitors around the Airport. Current measurements show that NO₂ levels are well within national objectives

At the Airport the level of NO_x emissions is not likely to exceed levels set by relevant standards and objectives. This would remain the case even with growth to 100,000 ATM.

TAG is considering the introduction of an emissions charging scheme to include a charge for NO_x emissions. By introducing such a charging system, the Airport would be an industry leader in the UK and provide best practice for Business Aviation elsewhere.

Improvements in aviation technology are likely to bring about reductions in hydrocarbon emissions from aircraft in future, such that odour from un-burnt aviation fuel from aircraft will be reduced.

Ecology

The Airport is bounded by a number of ecologically important sites. These include the Thames Basin Heath Special Protection Area, the Bourley and Long Valley Site of Special Scientific Interest (SSSI), the Eelmoor Marsh SSSI, the Basingstoke Canal SSSI and also within the Airport boundary a Site of Importance for Nature Conservation.

An increase in the annual number of ATM will not result in any loss of natural habitat, because it will not require the construction of any additional infrastructure.

TAG intends to prepare a Biodiversity Action Plan (BAP) which will describe how the existing wildlife interest will be conserved and identify opportunities for enhancing areas of ecological value within the Airport boundary. During preparation of the BAP, TAG will discuss its objectives with relevant stakeholders.

Surface Access

The Airport is well served by major road and mainline rail connections.

TAG is in the process of preparing a Travel Plan suitable for everyone travelling to and from the Airport with the aim of reducing single occupancy car journeys and encouraging a shift towards more sustainable patterns of travel.

Sustainability and Climate Change

TAG is committed to adopting a sustainable approach to the future management and development of the Airport and has set the objective of becoming a leader in sustainability within the airport industry.

A key element of the Airport's sustainability strategy is to become a low carbon airport and to achieve carbon neutrality as soon as reasonably possible.

TAG is considering the introduction of a NO_x emissions charge for aircraft in the future on a 'polluter pays' principle, to contribute to offsetting emissions by donating to local ecological, environmental, biodiversity and other enhancement projects.

A sustainable approach is central to proposals for growth of the Airport and TAG will therefore develop its own 20 point Sustainability & Climate Change Charter.

TAG will develop an Energy & Emissions Strategy towards achieving the goal of carbon neutrality. Specific measures will include:

- upgrading and improving energy supply and efficiency within existing buildings;
- onsite generation of renewable energy;
- working with aircraft operators to lower their carbon emissions;
- reviewing the efficiency of Airport vehicles; and
- working with the Airport staff to raise energy awareness.

Community Engagement

TAG is committed to continuing and increasing its involvement with the local community. At present, this takes place at a number of levels including:

- Farnborough Aerodrome Consultative Committee;
- involvement in local education;
- media; and
- sponsorship of local events and charities.

The aim of the preliminary consultation in Summer 2008 was to enable TAG to engage with the local community and stakeholders in advance of publication of the Master Plan. The results of the consultation have been taken into account when preparing it.

The current public consultation on the Master Plan will run for a minimum of six weeks. Copies of the Master Plan will be distributed to a number of stakeholders including the FACC members, district and county councillors, local MPs, local schools and Parish councils. The Master Plan will be generally available for the community to view and download from the consultation website – www.tagconsultation.com.

All stakeholders will have the opportunity to comment on the Master Plan, either online or by completing a questionnaire that may be returned by freepost.

Indicative Proposals 2020 to 2030

For the period 2020 to 2030, it is likely that the Airport will continue to strengthen its role as the leading European Business Aviation airport. Given the forecast growth of Business Aviation and the Airport's unique position as a dedicated Business Aviation airport, it is possible that further expansion of the use of the Airport may be sought in the period 2020 to 2030.

Conclusion

TAG intends to submit and publish the final version of the Master Plan in 2009 and thereafter to seek planning permission to operate the Airport within approximately 50,000 ATM. This will ensure best use is made of the Airport's existing infrastructure in line with the White Paper. This proposal will be within limitations imposed by environmental and safety constraints current at that time. It will assist in meeting clear and increasingly unmet demand for Business Aviation in the South East.

TAG is committed to adopting a sustainable approach to the future management and development of the Airport and has set the objective of becoming a leader in sustainability within the airport industry. A key element of the Airport's sustainability strategy is to become a low carbon airport and to achieve carbon neutrality as soon as reasonably possible.



1.0 Introduction and Context

1.1 Introduction to the TAG Farnborough Airport Master Plan

- 1.1.1** The Department for Transport (DfT) published The Future of Air Transport White Paper (the White Paper) in December 2003. The White Paper sets out a strategic framework for the development of airport capacity in the UK over the next 30 years.
- 1.1.2** The White Paper takes a balanced approach to providing a strategic framework for the development of air travel, recognising the need to cater for airport growth whilst reflecting the Government's commitment to sustainable communities.
- 1.1.3** The White Paper expects that certain airport operators should produce and maintain a master plan document detailing development proposals. The TAG Farnborough Airport Master Plan ('the Master Plan') will not have development plan status, but will inform the Local Development Framework (LDF) for Rushmoor Borough Council (RBC).
- 1.1.4** TAG Farnborough Airport ('the Airport') is not currently required by the White Paper to produce a master plan. However, TAG Aviation ('TAG'), the owner and operator, has decided to prepare a voluntary master plan, in order to better inform the local community about the Airport and its operation, and to assist in providing background information for the preparation by RBC of a LDF.
- 1.1.5** TAG is firmly committed to the longterm future of the Airport as the UK's only dedicated and exclusively Business Aviation airport. It is also committed to supporting the world renowned Farnborough International Airshow, which the Airport hosts on a biennial basis. TAG intends to maintain the high quality of the award-winning Airport, which is accepted as being pre-eminent in Europe.
- 1.1.6** The Master Plan provides an overview of the infrastructure, facilities and operation of the Airport, and sets out the potential opportunities for operational improvements and airport related development.
- 1.1.7** This document provides the Airport's own analysis of its operations, its infrastructure and capacity, development potential, public safety and environmental considerations. It represents the Airport's considered view as to how it could plan to meet future demand and make best use of its infrastructure in a sustainable and responsible manner.
- 1.1.8** The Master Plan does not seek to determine planning policies for the Airport, or to decide on restrictions that may be imposed on use of the Airport. These are matters that will be dealt with by RBC, as the planning authority and as part of its public consultation for the LDF.
- 1.1.9** Comments and suggestions are invited from any individual, company or organisation with an interest in, or affected by the Airport. These will be considered in producing a final version of the Master Plan for submission to RBC, the DfT and general publication.
- 1.1.10** TAG intends to submit the final version of the Master Plan in 2009 and thereafter to seek planning permission to operate the Airport within approximately 50,000 annual Business ATM. This will ensure best use is made of the Airport's existing infrastructure in line with the White Paper policy. It will also assist in meeting clear and increasingly unmet demand for Business Aviation both at Farnborough and in the South East.
- 1.1.11** Assuming the Master Plan is finalised in 2009, and planning applications are progressed during 2009, the Master Plan has taken 2019 as the end date for initial proposals. Indicative proposals covering the period 2020 – 2030 are also provided.

1.2 The Future of Air Transport White Paper

- 1.2.1** The White Paper confirms that smaller airports have an important role to play in the future provision of South East airport capacity. The White Paper considers that smaller airports' ability to meet local demand, in particular for Business Aviation, helps to alleviate pressure on the larger airports. This is particularly important in the period before a new runway in the South East is built.
- 1.2.2** The White Paper recognises that some further development could be possible at smaller airports in the South East without facing insurmountable environmental constraints. TAG Farnborough Airport is referred to in the document as one of the airports within this category. The White Paper acknowledges that a wide range of stakeholders agree that small airports in the South East should be able to cater for as much demand as can be attracted.
- 1.2.3** The White Paper encourages regional and local planning frameworks to take account of the benefits that development at the smaller airports could provide, and considers policies that facilitate the delivery of growth at these airports.
- 1.2.4** The White Paper also notes the importance of smaller airports and their contribution towards providing capacity for Business Aviation. It in turn supports the adoption of policies that encourage the continued provision of services to support Business Aviation.
- 1.2.5** The Master Plan has been produced in response to the White Paper. It explains how the Airport can play a key role in Business Aviation in the South East.

1.3 The Rushmoor Local Development Framework

- 1.3.1** The future development proposals set out in the Master Plan will inform the emerging RBC LDF.
- 1.3.2** In relation to the Airport, the key Local Development Plan Documents which will form part of the LDF are:
- the Core Strategy Development Plan Document; and
 - the Farnborough Airport Area Action Plan.
- 1.3.3** RBC is currently preparing these documents with a view to commencing a public consultation process in 2009.
- 1.3.4** The Master Plan is intended to provide information on TAG's plans for the Airport to assist RBC in the preparation of its Local Development Plan Documents.

1.4 The 'Weekend Movements' Appeal Decision

- 1.4.1** The Airport received planning permission on the 13 March 2008, granted jointly on a recovered decision by the Secretary of State for Communities and Local Government and the Secretary of State for Transport.
- 1.4.2** The public inquiry held into the appeal dealt solely with an application to increase the weekend movements from 2,500 to 5,000 with no increase in the annual number of movements above 28,000. However, many issues were addressed in evidence at the public inquiry including the economic case and the environmental issues – particularly noise and public safety. The decision made by the joint Secretaries of State does therefore provide a context for the consideration of those issues.
- 1.4.3** Key issues and conclusions of the Secretaries of State were as follows:
- the Secretaries of State had regard to the fact that the White Paper emphasises the need to make the best use of existing capacity of the UK's airports before supporting the provision of additional capacity;

- the important role of the smaller airports in the South East should help to relieve pressure on the main airports before a new runway in the South East is built;
- the importance of TAG Farnborough Airport is recognised as a Business Aviation facility in the South East, albeit the specific details of development at any airport should remain a matter of local determination through the planning system;
- the Secretaries of State agreed with the public inquiry inspector's reasoning that TAG Farnborough Airport is of very substantial economic benefit to the Farnborough area and to Rushmoor;
- they agreed with the public inquiry inspector that there are no equivalent alternatives for operators of aircraft types currently using TAG Farnborough Airport; that all of the potential alternatives suffer from considerable constraints in terms of operating characteristics and that, leaving aside the other fully equipped airports that have slot constraints, none has airfield and terminal facilities that can match those of TAG Farnborough Airport; and
- the Secretaries of State agreed with the public inquiry inspector that there was no persuasive evidence about visual impact or odour from aircraft.

1.5 Responses to the Preliminary Consultation

1.5.1 The aim of the preliminary consultation in Summer 2008 was to enable TAG to engage with the local community and stakeholders in advance of publication of the Master Plan.

1.5.2 The preliminary consultation addressed a number of key issues in determining future growth of the Airport, including:

- the capacity of the Airport using existing infrastructure was assessed at approximately 100,000 ATM per annum;
- the number of ATM could increase to approximately 55,000 per annum without an unacceptable noise impact, in accordance with Government guidelines in PPG24 and the White Paper;
- in relation to public safety, approximately 50,000 ATM per annum would comply with current Third Party Risk Contour and Public Safety Zone policy; and the potential for extending operating hours was considered.

1.5.3 13,500 printed copies of the preliminary consultation document were distributed to residents, businesses, local schools, GP surgeries, council buildings and a variety of named stakeholders including district and county councillors and MPs. A website was created which was widely advertised in the local press and posters were delivered to community buildings and council offices.

1.5.4 The consultation was open from Tuesday 20 May to Friday 4 July. 1,800 responses were received of which 379 were received through the website and 1,421 via hard copy questionnaire and freepost address.

1.5.5 Excluding electronic responses, the consultation received a 10 per cent return which is a strong response rate for community consultations of this nature.

1.5.6 The results of the consultation have been taken into account in preparing the Master Plan. Key conclusions drawn from the responses are:

- Of the 1,800 respondents, about 95% were residents, of which nearly half were from Farnborough GU14 (east of the Airport), nearly a quarter from Church Crookham GU52 (west of the Airport), and nearly a quarter from Frimley Green / Mytchett GU16. These areas broadly correspond to the arrival and departure flight paths, and this highlights the sensitivity and concerns of residents in those locations.

- Even though nearly half (47%) of the respondents considered that they were at least fairly well informed about the Airport prior to the consultation, 71% felt better informed as a result of the consultation. Part of the role of the Master Plan is to continue to help increase public awareness of the Airport's proposals.
- 68% agreed that the Airport contributed to the local and regional economy, and only 15% disagreed. 56% agreed that Farnborough contributed to the national economy and 20% disagreed. The economic contribution of the Airport is one of the principal considerations of the Master Plan.
- Only 55% of the respondents were aware of the Public Safety Zone and Third Party Risk Contours. This finding highlights the need for more information in regards to these, which is a key consideration addressed in the Master Plan.
- 56% of the respondents felt that they were affected by air pollution with 19% unaffected. Air quality has been looked at in further detail and is addressed in the Master Plan.
- Asked how they would be affected if operating hours were to increase, 87% of respondents said they would be affected. This is clearly a matter of concern for the local community and TAG has therefore decided not to proceed with any proposals to increase the hours of operation.
- 87% of respondents felt that they would be affected by noise if ATM increased. This matter is addressed in the Master Plan. It seeks to clarify the relationship between ATM and noise, explores noise mitigation initiatives and demonstrates how the Airport can operate within existing noise constraints.
- 90% of respondents considered TAG's commitment to reducing carbon dioxide emissions to be important. This response has been clearly understood and a 20 point Sustainability & Climate Change Charter has been prepared and is detailed later in the Master Plan.

1.5.7 In preparing the Master Plan, TAG has taken account of all the responses to the preliminary consultation as well as addressing the Government policy:

- to make best use of existing infrastructure at airports;
- to meet business need for the benefit of the economy at national, regional and local level; and
- to minimise and, where possible off-set any adverse effects on the local community and environment.

1.6 Objectives and Content of the Master Plan

1.6.1 The key objectives of the Master Plan are to:

- provide a voluntary Master Plan in accordance with the terms of the White Paper;
- identify physical changes and operational improvements required to make best use of existing facilities to 2019 and, indicatively, to 2030;
- identify how sustainability and climate change is addressed by the Airport's operation;
- secure future growth of the Airport while minimising the effect on the local community and environment;
- inform the RBC LDF; and
- engage with local residents and other stakeholders.

1.6.2 Pursuant to the White Paper, the Department for Transport issued 'Guidance on the Preparation of Airport Master Plans'. This guidance states in respect of content that *"we would anticipate that, in the case of most airports, master plans will address the following 'core' areas:*

- *forecasts*
- *infrastructure proposals*
- *safeguarding and land/property take*
- *surface access initiatives*
- *impact on people and the natural environment*
- *proposals to minimise and mitigate impacts."*

1.6.3 The Master Plan addresses these core issues under the following chapters:

- Planning and Aviation Framework
- TAG Farnborough Airport Today
- Economics and Forecasts
- Making Best Use of Infrastructure
- Public Safety
- Environmental Considerations
- Surface Access
- Sustainability and Climate Change
- Community Engagement.

2.0 Planning and Aviation Framework

2.1 UK Airport Policy

- 2.1.1 The key national policy in relation to aviation is the White Paper: The Future of Air Transport (December 2003) which was subject to a progress report in December 2006 reaffirming this aviation policy.
- 2.1.2 The Future of Transport White Paper (July 2004) which covers transportation in general also included the themes of the Future of Air Transport White Paper.

The Future of Air Transport White Paper (December 2003)

- 2.1.3 The White Paper sets out a strategic framework for the development of airport capacity in the UK to 2030. It states that aviation is nationally and locally significant and that the *“provision of adequate infrastructure and capacity is important for national competitiveness, for regional development, and for people’s ability to travel quickly, easily and affordably to where they want to go”*.
- 2.1.4 The White Paper says that at the local level, decisions on the amount and location of future airport capacity should properly reflect environmental concerns. This includes ensuring that airport developments are consistent with existing arrangements for the control of noise and other environmental impacts of aviation.
- 2.1.5 It encourages airport growth in the context of regional economies, advising that airports are an important focus for their development. The document stated that airports attract business and generate employment as well as opening up wider markets including being an impetus for regeneration and a focus for commercial and industrial development.
- 2.1.6 The White Paper states:

“To help the small airports in the South East achieve their development aims, regional and local planning frameworks should take account of the benefits that development at the smaller airports could provide, and consider policies which facilitate the delivery of growth at these airports. The specific details of development at any airport should remain a matter of local determination through the planning system.” (paragraph 11.95)
- 2.1.7 The White Paper recognises the important contribution made by small airports in the South East, including Farnborough, stating that:

“The ability of Business Aviation to gain access to the main airports in South East will continue to be problematic as capacity constraints cause airports to focus on more valuable commercial traffic. The Government recognises the important contribution made by small airports in the South East in providing capacity for Business Aviation. We support the adoption of policies which encourage the continued provision of these services. We sought views in consultation on six existing Business Aviation aerodromes which we felt had potential to provide additional capacity to cater for Business Aviation demand: Farnborough, Biggin Hill, Blackbushe, Fairoaks, Farnborough (sic), Northolt and Southend...” (paragraph 11.101).
- 2.1.8 The White Paper stresses that the priority is:

“Making best use of existing runways in the South East will provide some much-needed additional capacity...” (paragraph 11.7)

- 2.1.9** The White Paper recognises the important contribution that airports make to the surrounding economy, as well as the national value. The paper comments that airports are an important focus for the development of local and regional economies:

“They attract business and generate employment and open up wider markets. They can provide an important impetus to regeneration and a focus for new commercial and industrial development. Many airports increasingly act as a focal point for ‘clusters’ of business development. By offering the potential for the rapid delivery of products by air freight and convenient access to international markets through the availability of flights for business travel, they can attract inward investment to a region” (paragraph 4.24)

- 2.1.10** The White Paper committed to provide an update and this was published by the Department for Transport (DfT) in December 2006 confirming that “the Government remains committed to the strategy set out in the White Paper” (paragraph 1.2). It also continued to recognise that “aviation has an important role to play in the future, in developing the UK economy, supporting leisure, and in further enhancing our global connectivity”. (paragraph 1.14)

- 2.1.11** The December 2006 update report also specifically referred to the role of Business Aviation:

“The industry’s impact goes beyond commercial airports and airlines. The General Aviation (GA) sector (business jets and recreational flyers), for example, makes an important contribution to the economy. It is estimated that over 11,000 people are employed in jobs directly related to GA, and the sector expenditure is estimated to be £1.4 billion, equivalent to about 8 per cent of total aviation expenditure.” (paragraph 4.20)

The Future of Transport White Paper (July 2004)

- 2.1.12** The Future of Transport White Paper mirrors the aims of the Future of Air Transport White Paper in making best possible use of existing runways:

“The Air Transport White Paper concludes that the first priority is to make best possible use of the existing runways. It also supports the provision of two new runways in the South East in the period to 2030 – the first at Stansted (2011-12) and the second at Heathrow (2015-20) provided strict environmental limits can be met. Land at Gatwick will be safeguarded for a new runway in case conditions attached to a new Heathrow runway cannot be met.” (paragraph 7.13)

- 2.1.13** The Future of Transport White Paper also recognises the merit of economic incentives to offset the costs of environmental effects of aviation:

“We will work to ensure that aviation meets its external costs, including its environmental and health costs. The aviation industry has a responsibility to reduce its impacts under the ‘polluter pays’ principle. The biggest impact in monetary terms is aviation’s contribution to climate change and a solution to that end is set out in the Air Transport White Paper. We expect the aviation industry and international bodies to address the problem seriously, responding creatively to the common challenge of global warming”.

“Well-designed economic incentives are an important mechanism for delivering the Government’s environmental objectives, including those for aviation. Potential economic instruments include environmental charges, taxes and trading schemes. These measures use price signals to drive improvements, and can help to encourage the development and use of environmentally beneficial technology. Economic instruments can help ensure that aviation bears the external costs it imposes on society. Any such instruments must be legally robust and deliver real environmental improvements”. (paragraphs 7.16 and 7.17)

2.2 Development Plans

- 2.2.1** Under the provisions of the Planning and Compulsory Purchase Act 2004, the Regional Spatial Strategy, which is known as the ‘South East Plan’, will form part of the Development Plan Documents. Until the South East Plan has been adopted, at the strategic level, the Regional Planning Guidance for the South East (RPG9) will form part of the Development Plan Documents, together with the saved policies of the Hampshire Structure Plan.
- 2.2.2** Until the emerging Rushmoor Local Development Framework is adopted, the Development Plan Documents will comprise at the local level the Rushmoor Local Plan (Saved Policies).

2.3 Regional Planning Guidance for the South East

- 2.3.1** Until the South East Plan is adopted, RPG9 provides the regional planning policy framework for the South East up to 2016. The guidance takes account of Government policies and provides a regional framework for local authorities to prepare their Local Development Documents.
- 2.3.2** RPG9 was issued prior to the publication of the 2003 Future of Air Transport White Paper. In relation to airport policy, RPG9 therefore refers to the 1985 White Paper: Airports Policy, although it is stated that at the time it was written, a revision of airport policy was underway and a new Airport White Paper was in the process of being produced. RPG9 states that the guidance within it will be revised once the national policy has been amended.

2.4 Regional Transport Strategy for the South East

- 2.4.1** Regional Transport Strategy for the South East (RTS) was adopted in July 2004 and replaced Chapter 9 of RPG9. In relation to regional airport policy, the RTS has been written within the context of the December 2003 Airport White Paper.
- 2.4.2** RTS states that one of the conclusions of the White Paper in relation to RPG9 is that there is scope for some smaller airports to help meet local demand and their further development is supported in principle, subject to relevant environmental considerations.
- 2.4.3** Policy T6 of the RTS states that relevant regional strategies, development plans and local transport plans should include policies and proposals that take account of airport operator master plans produced in accordance with the White Paper.

2.5 Regional Spatial Strategy: South East Plan

- 2.5.1** The draft South East Plan was submitted to the Government in March 2006 and the examination in public was held between November 2006 and March 2007. The panel report was sent to the Government in July 2007 and was made public in August of that year.
- 2.5.2** The submitted South East Plan stated that the Regional Assembly supports the White Paper's emphasis on the importance of regional airports in reducing the pressure on the international hub airports.
- 2.5.3** The examination in public panel report recommended that an appropriate reference be added to Policy T9 to reflect the White Paper's requirement that airport operators should produce airport master plans.
- 2.5.4** The Secretary of State's Proposed Changes (July 2008), proposed a revised Policy T9 which would follow this recommendation.
- 2.5.5** The Proposed Changes also suggested that paragraph 1.28, part of the supporting text to Policy T9, recognises that:
- the White Paper highlighted the important role that regional airports can play in providing access to air services that reduce the pressure on the international hub airports, particularly in the period before a new runway in the South East is built;
 - in addition to the potential previously identified for Southampton Airport, smaller regional airports could play a valuable role in meeting local demand and contributing to regional economic development; and
 - subject to relevant environmental considerations, their development should be supported, and regional and local planning frameworks should consider policies that facilitate growth at these airports.
- 2.5.6** The Proposed Changes were subject to public consultation to October 2008, following which the Secretary of State considered representations. TAG made representations to the Secretary of State in support of the need for policy recognition of Business Aviation in the South East.

2.6 Hampshire Structure Plan

- 2.6.1** The Hampshire Structure Plan sets out the policy framework for Hampshire, which enables local planning authorities to produce their Local Plan policies. The Hampshire Structure Plan was adopted in March 2000 and includes policies up to 2011.
- 2.6.2** Policy EC5 of the Hampshire Structure Plan states that proposals to expand and enhance the facilities at Farnborough airfield, to accommodate the development of a Business Aviation facility will be supported, except where there are overriding environmental, safety or transport objections and provided that such development is consistent with other policies of the Structure Plan.
- 2.6.3** The Structure Plan continues to state that it is Government policy that Farnborough airfield is retained for Business Aviation use. As a result, the Structure Plan states that the County Council will work with the relevant agencies on the future of Farnborough airfield.

2.7 Rushmoor Local Plan

- 2.7.1** The Rushmoor Local Plan was adopted in August 2000. The Local Plan covers the period 1996 – 2011 and was written in the context of the Hampshire Structure Plan.
- 2.7.2** Chapter 11 of the Rushmoor Local Plan: Farnborough Aerodrome includes statement and policies on the Airport for the plan period:
- the Council recognises that the Aerodrome provides an ‘added value’ to the economy of the area, but the economic advantages must be considered against environmental considerations;
 - guidance on the designation of a business aerodrome operational area and the land uses within it; and
 - operation of the Airport for Business Aviation.

2.8 Rushmoor Local Development Framework

- 2.8.1** Rushmoor Borough Council submitted its Core Strategy to the Secretary of State in December 2006, but this was subsequently withdrawn.
- 2.8.2** A revised Core Strategy and Area Action Plan for the Airport is currently being produced and a consultation process is yet to commence.
- 2.8.3** The revision of the Core Strategy will impact on other emerging Development Plan Documents.

2.9 Civil Aviation Authority Aerodrome Licence

- 2.9.1** The Airport is required to operate under a CAA Aerodrome Licence, the policy of which is stated in Civil Aviation Publication 168 – Licensing of Aerodromes.
- 2.9.2** The licensing policy requires an annual inspection which includes an audit of the Safety Management System (SMS) put in place to ensure that a safe environment exists for all airport staff, tenants and customers.
- 2.9.3** The SMS addresses the requirements for Health & Safety, System Safety, Operational Safety and Environmental Safety.

2.10 Airport Security Regulation

- 2.10.1** The Airport is regulated under the National Aviation Security Programme by the Department for Transport and is therefore subject to regular formal inspection.
- 2.10.2** Current legislation for Business Aviation requires that aircraft operating as Public Transport which are over 10 tonnes or have more than 19 passengers on board will undergo screening of passengers and their baggage and searching of the aircraft prior to departure. The Airport provides appropriate facilities and trained staff to fulfil this requirement.

2.11 Public Safety Zones

- 2.11.1** PSZ are the areas of land at ends of airport runways in which development is restricted.
- 2.11.2** PSZ policy is outlined within DfT Circular 1/2002: 'Control of Development in Airport Public Safety Zones'.

2.12 Aerodrome Safeguarding

- 2.12.1** To operate an airport safely, it is necessary to protect the airspace around the runway which is achieved through 'obstacle limitation surfaces' (effectively lines in the sky which define, relative to the runway, maximum acceptable heights for buildings and other structures).
- 2.12.2** Safeguarding of aerodromes occurs through the planning system by a process of consultation between the airport operator, the applicant of any proposed development and the local planning authority. The process is intended to:
- ensure that an airport's operation is not negatively affected by developments, buildings or structures which might infringe the airport's obstacle limitation surfaces;
 - protect visual flight paths, for example by ensuring that runway approach lighting is not obscured by development and that lights elsewhere cannot cause confusion;
 - protect the accuracy of radar and other electronic aids to air navigation; and
 - reduce the hazard from bird strikes to aircraft associated with land uses such as waste disposal and sewage treatment sites.

(CAP 738 – Safeguarding of Aerodrome Safeguarding)

- 2.12.3** Rushmoor Borough Council and other local planning authorities have been issued with Safeguarding Maps for the Airport which identify those areas in respect of which planning applications must be the subject of further consultation with the Airport.

2.13 Noise

- 2.13.1** Rushmoor Borough Council, under the planning agreement entered into in 2000, stipulated that the noise budget set in 1998 will not be exceeded. The noise budget was expressed in terms of an area of 9.09 km² based on a 55 decibel noise contour.

2.14 Air Quality

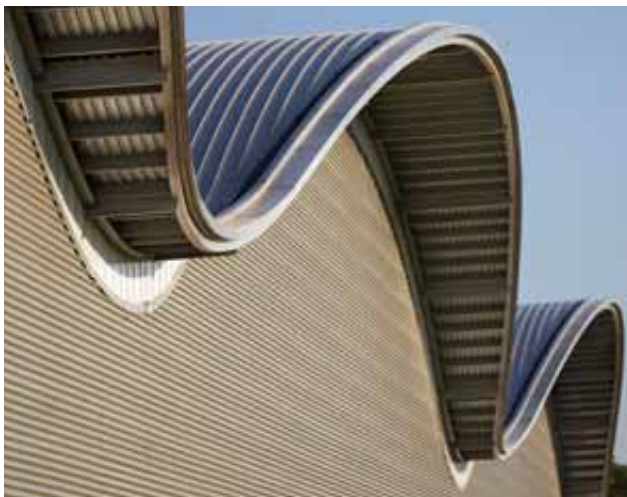
- 2.14.1** The European Commission and UK Government have a range of measures to limit levels of air pollution.
- 2.14.2** EU Directive 2008/50/EC on ambient air quality requires all member states to stay within set limits for a range of pollutants.
- 2.14.3** Department of Environment, Food and Rural Affairs Air Quality Strategy for England, Scotland, Wales and Northern Ireland (2007) sets policy targets for pollutants, known as air quality objectives.

2.15 Sustainability and Climate Change

- 2.15.1** PPS1: Delivering Sustainable Development (May 2005) defines the Government's approach to integrating sustainable development into UK planning policy. It sets out the Government's commitment to delivering four key objectives:
 - promote social cohesion and inclusion;
 - protect and enhance the environment;
 - make prudent use of natural resources; and
 - work towards sustainable economic development.
- 2.15.2** In December 2007 the Government published a Supplement to PPS1: Planning and Climate Change. This explained how the planning process should contribute to reducing emissions and stabilising impacts on the climate, with specific regard to how local planning authorities should promote proposals to address the causes and potential impacts of climate change. The Supplement encourages developers to demonstrate how their proposals contribute to mitigation of, and adaptation to, climate change.
- 2.15.3** The White Paper states that the Government will press for the adoption by airports, airlines and air traffic controllers of operational practices that minimise the impact of their activities on climate change as well as voluntary action to control greenhouse gas emissions and develop sustainability strategies.
- 2.15.4** In addition, given aviation's contribution to the economy, the White Paper outlines the Government's belief that the best way of ensuring that aviation contributes towards the goal of climate stabilisation would be through inclusion of the sector in the EU Emissions Trading Scheme (ETS). This would ensure that aviation covers its environmental costs and allow the industry to grow, whilst enabling an overall reduction in carbon emissions. The European Commission has recently confirmed that all flights arriving at or departing from an EU airport will be included in the EU ETS from 1 January 2012.

2.16 Other Environmental Regulation

- 2.16.1** The Airport operates under environmental restrictions specifically imposed by the planning permissions for the operation of the Airport and generally imposed by the statutory and regulatory framework of environmental control. For example:
 - The Environmental Protection Act 1990
 - Water Resources Act 1991
 - The Control of Pollution Regulations (England) 2001
 - Hazardous Waste Regulations 2005.
- 2.16.2** The Airport is regularly inspected by the Environment Agency to ensure compliance with that statutory and regulatory framework and the Airport is formalising an Environmental Management System.



3.0 About TAG Farnborough Airport

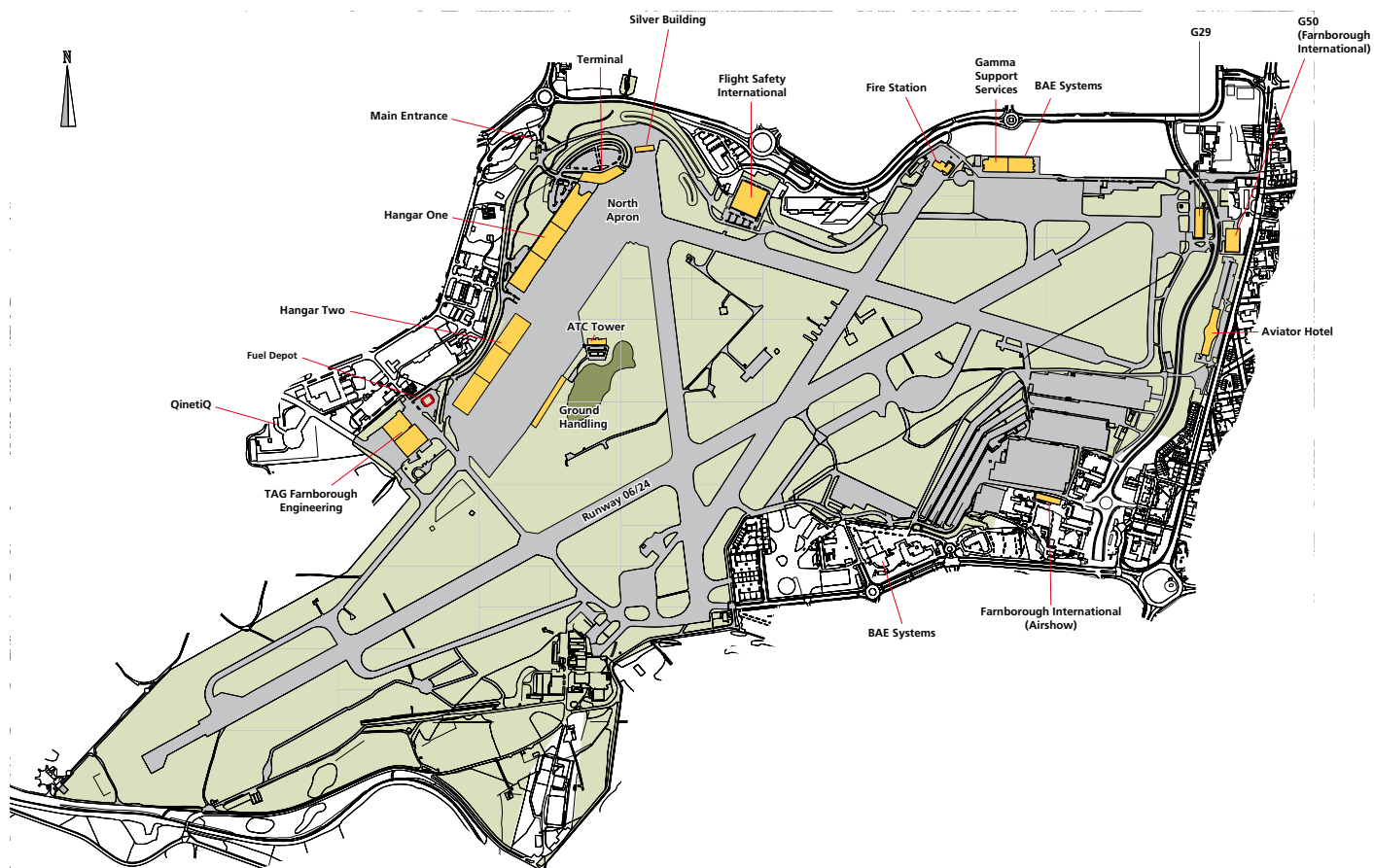
3.1 History of the Airport

- 3.1.1** Farnborough Airport, the UK's first airfield, was established in 1905. The Airport's aviation history predates even the UK's first officially recorded powered flight conducted there in 1908 by Samuel Cody. The first flight in the UK of a jet-powered aircraft was made there, as was the World's first flight of a commuter jet airliner.
- 3.1.2** From its early days, the Airport was used as a centre of military and civil aviation research.
- 3.1.3** The Ministry of Defence (MoD) commenced a strategic review of its aviation research and development operations in the mid-1980s. By this time, the volume of military research and development activity at the site had begun to decline. Other sites, particularly Boscombe Down, expanded their operations and eventually took all the research flying from Farnborough.
- 3.1.4** The review of infrastructure assets by the MoD coincided with a broader review of the need and demand for Business Aviation facilities in the South East. The Business Aviation Working Group, comprising representatives of the Department of Transport, industry representatives, the CAA, NATS, Department of the Environment and the South East Regional Planning Standing Conference, was established in 1984 to evaluate the available capacity for Business Aviation in the South East.
- 3.1.5** The Working Group concluded that Farnborough would be a suitable location for Business Aviation activity on the basis that: there was available capacity; the runway was long enough for trans-Atlantic flights; and the site was well located in relation to London and the South-East. Its conclusions were embodied in the 1985 White Paper; Airports Policy (Cmd 9542).
- 3.1.6** The 1985 White Paper stated:
"The [Business Aviation] Working Group recommended the development of Farnborough for Business Aviation. The Ministry of Defence have recently confirmed that they will be inviting tenders for the development of a Business Aviation enclave with associated light industry at Farnborough." (paragraph 7.7).
- 3.1.7** A civil enclave was opened in January 1989 under a licence arrangement between the MoD and Carroll Aviation.
- 3.1.8** In April 1991, the MoD declared Farnborough Aerodrome surplus to its requirements.
- 3.1.9** From 1998, the MoD began to transfer control of Farnborough Aerodrome to TAG, with the understanding that the facility would be used solely for Business Aviation and the Farnborough International Air Show (the Airshow). TAG Farnborough Airport Limited took full control of the Airport under a long lease in 2003, and acquired the freehold from the MoD at the end of 2007.
- 3.1.10** On 11 October 2000, RBC granted outline planning permission for erection of new buildings and associated structures and use of aerodrome for Business Aviation and related activities at the Airport. Together with a planning agreement, this permission contains the planning parameters within which the Airport must operate.
- 3.1.11** TAG has invested over £100m in the Airport and is committed to ensuring that the facilities available at the Airport are of the highest quality.
- 3.1.12** The Farnborough International Airshow has been held at the Airport since 1948. Between 1948 and 1964, the Airshow was held every year and since then it has been held biennially. A condition of TAG's lease of the aerodrome site is that the Airshow should continue. TAG has entered into an under lease of part of the site to the Society of British Aerospace Companies (SBAC) and has agreed arrangements to facilitate the hosting of the Airshow.
- 3.1.13** At the eastern end of the runway is the G29 Black Shed which is Grade II listed due to its historic role of being Britain's first aircraft hangar for aircraft built at Farnborough's Royal Aircraft Factory.
- 3.1.14** The historic Farnborough Air Science Trust Museum is adjacent to the eastern perimeter of the Airport.

3.2 The Airport's Existing Infrastructure

- 3.2.1** The Airport is the most modern Business Aviation airport in Europe and has some of the best facilities for this market in the World. (see Figure 1)
- 3.2.2** Current facilities at the Airport include:
- A bi-directional runway with Instrument Landing System and sophisticated lighting, including a 170 metre starter strip and a 40 metre full-width runway extension. The runway has a landing distance of 1,800 metres and a take off distance of 2,000 metres. This is capable of serving all types of Business Aviation aircraft up to and including the Boeing Business Jet. The runway is aligned approximately north-east to south-west (060 degrees or 240 degrees).
 - A terminal facility of an exceptionally high and award winning standard. It comprises business lounges, a small café, security areas and meeting rooms and offices and covers an area of 4,620 square metres. The building materials used include curtain walling and structural glass to the elevations, interspaced with flat metal cladding to match the hangar buildings and control tower, and are in keeping with the high quality image of the Airport. The terminal is set in a landscaped area and serves as a passenger facility. It also provides the operational and administrative offices of TAG and other aviation associated companies.
 - A modern, 34 metre high Air Traffic Control (ATC) tower was completed in 2002, providing radar and ATC services. NATS' employees staff the tower and the unit also provides a Lower Airspace Radar Service for a number of smaller airports around Farnborough and to aircraft at lower levels within the whole of the London Terminal Manoeuvring Area.
 - 120,000 square metres of aircraft parking and taxiing aprons at the centre of the site.
 - A triple bay, wave-form hangar of 15,600 square metres for aircraft parking which was completed in 2003. In addition, five ex-military hangars are utilised for aircraft maintenance, ground equipment storage and general storage.
 - Construction of a further triple bay, wave-form hangar of 15,600 square metres for aircraft parking and ancillary offices, broadly similar to the existing triple bay hangar, has commenced in accordance with planning permission.
 - A modern, secure fuel depot for the storage of 275,000 litres of Jet A1 aviation fuel.
 - A main car park at the Airport is located near the terminal and provides some 190 spaces.
 - A fully equipped, state-of-the-art fire station, which is staffed during the opening hours of the Airport.
 - A contemporary hotel on the eastern side of the Airport, which has 169 bedrooms, restaurants, bars, gym and conference/business facilities and employs 120 staff.
 - A two-storey office building of 1,150 square metres.
- 3.2.3** TAG has let part of the Airport to Farnborough International, a subsidiary of the Society of British Aerospace Companies (SBAC), which has built a bespoke conference centre, Farnborough International Venue and Events, known as FIVE .
- 3.2.4** Another part is let to Flight Safety International which has built its European Headquarters and a major flight simulator training centre at the Airport.

Figure 1: TAG Farnborough Site Plan



3.3 The Role of the Airport

3.3.1 The Airport currently employs approximately 1,080 people on site. This figure includes those who are employed directly by the Airport, contract staff who provide security, air traffic control and other essential services and additional people who work for TAG Farnborough Airport Limited's tenants.

3.3.2 The Airport is unique in the UK in being specifically and exclusively for Business Aviation. It provides the highest standards and quality of facilities as follows:

- a full handling service for Business Aviation aircraft is provided with TAG ground crew and passenger reception staff attending each flight;
- immigration, customs, flight planning, meteorological, fire & rescue services and a wide range of ancillary services are provided;
- comprehensive engineering services are available for all types of Business Aviation aircraft using the Airport; and
- Business Aviation aircraft charter, management and acquisition.

- 3.3.3** The Airport serves destinations worldwide and has infrastructure in place for this purpose. This includes security, border and other control authorities. The runway length enables Business Aviation aircraft of all permitted types to undertake long distance non-stop flights, including across the Atlantic to the west coast of America and to points in the Far East.
- 3.3.4** TAG lets premises to over fifty tenants on the site. These include major Business Aviation manufacturing companies, such as Cessna, Embraer and Bombardier, as well as companies that manage, maintain and refurbish Business Aviation aircraft.

3.4 The SBAC Farnborough International Airshow

- 3.4.1** Since opening in 1948, the Airshow has become one of the World's foremost aviation events, and is a showcase for UK aviation and aerospace companies. The Airshow involves around 1,000-1,500 air movements over a two-week period.
- 3.4.2** The 2008 Airshow attracted 285,000 visitors, 1,360 commercial and other exhibitors and 40 official delegations from around the World.
- 3.4.3** Each Airshow contributes to the local economy through a broad range of sectors, from contractors to hotels and security services.
- 3.4.4** It is regarded by the UK aviation industry as its most significant shop window event, providing a major advertisement for the aviation industry in the UK, the Airport and for Farnborough, attracting international VIPs, leading aviation and related businesses, press and spectators from around the World.
- 3.4.5** The total orders placed at the 2008 Airshow were worth approximately £44.35 billion, doubling the previous 2006 record.

3.5 Air Traffic

- 3.5.1** Under the current planning permission (and associated planning agreement) granted by Rushmoor Borough Council in 2000, air traffic for normal Business Aviation operations is restricted as follows:
 - no more than 28,000 aircraft movements per annum shall take place of which no more than 5,000 movements shall be at weekends or bank holidays (as amended on appeal);
 - all flying shall only take place between 0700-2200 on weekdays and 0800-2000 on weekends and Bank Holidays. No flying shall take place on Christmas Day and Boxing Day;
 - no bulk freight services, scheduled passenger services, inclusive tour charter flying shall take place; and
 - with the exception of 1,500 movements per annum by aircraft between 50 and 80 tonnes no aircraft exceeding 50 tonnes shall take off or land at the Airport (as amended on appeal).
- 3.5.2** Since the granting of the CAA operating licence in 2003, annual movements have been as follows:

Year	Movements
2003	16,188
2004	17,175
2005	18,469
2006	21,365
2007	26,507

3.6 Nitrogen Oxides Emissions

- 3.6.1 The Airport monitors nitrogen oxides (NO_x) emissions produced whilst aircraft are at the Airport, as a measure of emissions that could affect local air quality.
- 3.6.2 NO_x emissions are monitored at the Airport using two methods, located at a total of 13 monitoring positions. Passive diffusion tubes are located at all 13 monitoring sites.
- 3.6.3 The second monitoring method used is an active sampling method, pumping samples of air into an analysis chamber, producing results as 15 minute sample averages.

3.7 Noise and Track Monitoring

- 3.7.1 The Airport operates a sophisticated noise and track monitoring system. For the size of the Airport, it is one of the most advanced in the UK.
- 3.7.2 The noise of current operations is significantly less than the 'noise budget' set by the Secretary of State's Circular in 1997. The Airport has a system in place to deal with all noise complaints, which are investigated and responded to and reported upon to the Farnborough Aerodrome Consultative Committee (FACC). Action is taken where appropriate by taking the matter up with the aircraft operator responsible.
- 3.7.3 A dedicated telephone line has been provided on which interested parties may leave details of complaints and queries, and those complaints are fully investigated and responded to. Action is taken by reporting complaints where appropriate to aircraft operators; repeated infringements result in disciplinary action being taken against aircraft operators and/or pilots.

4.0 Economics and Forecasts

4.1 Value of Air Transport to the Economy

- 4.1.1** In a House of Commons debate on 11 November 2008, Geoff Hoon, Secretary of State for Transport said:
- “Aviation in general continues to make a significant contribution to the UK economy. It brings in around £11 billion a year, and it supports 200,000 jobs directly, and many more indirectly.”*
(Hansard Vol. 482 part number 161, column 649)
- “I want to deal with the wider context because aviation has enjoyed remarkable growth in recent decades. The increase in the number of flights and of worldwide destinations that can be reached from UK airports has greatly benefited British business, offering faster and more convenient connections to global markets. That is crucial for a trading nation in a global economy.”* (column 645)
- 4.1.2** The 2006 Eddington Transport Study stressed that a healthy economy needs excellent transport systems and that investment is required to provide the global transport connections necessary for economic growth.
- 4.1.3** The Government’s 2007 Budget Report identified globalisation and the integration of the world economy as key forces in Britain’s economic future. Many of Britain’s strongest industries are internationally mobile and rely on air transport and, specifically, on Business Aviation.
- 4.1.4** The White Paper states that *“the Government recognises the important contribution made by small airports in the South East in providing capacity for Business Aviation. We support the adoption of policies which encourage the continued provision of these services.”*
(the White Paper paragraph 11.101)
- 4.1.5** The Inspector at the Weekend Movements Appeal found no suitable alternatives to the Airport for meeting Business Aviation demand in the South East of England. This view was shared by the Secretaries of State for Transport and for Communities and Local Government who agreed with the Inspector’s opinion that none of the equivalent alternatives has airfield and terminal facilities that can match those of the Airport.
- 4.1.6** According to the European Business Aviation Association (EBAA), the Business Aviation industry generates over 4.2 billion euros of the GVA in the UK, representing slightly over 0.2% of the country’s economy. There are almost 50,000 UK jobs linked to the industry and together they generate approximately 1.5 billion euros in wages and salaries, (*“The economic impact of business aviation in Europe”* – PwC Economics Macro Consulting 2008).

4.2 The Business Aviation Sector

- 4.2.1** Business Aviation is increasingly important to UK companies and international companies based in and trading with the UK. It enables business executives to travel on schedules that they have set in order to optimise the use of their time and resources. Business Aviation is used and preferred by companies over scheduled services, in particular where:
- time is important;
 - complex itineraries over a short period of time are required;
 - visits to and from provincial cities are necessary, which are not well served by commercial airlines;
 - scheduled aircraft routes are inadequate;
 - privacy is required; and
 - additional security is necessary.

- 4.2.2** The route and timing of a Business Aviation flight is the decision of the user not the operator. This is in contrast to scheduled services. Users benefit from flexibility, choice and efficiency and this results in economic advantage.
- 4.2.3** Business Aviation is a distinct and important segment of the air transport market. It is a sector that has been growing strongly and the importance of which is recognised in the White Paper.

4.3 The Airport's Role

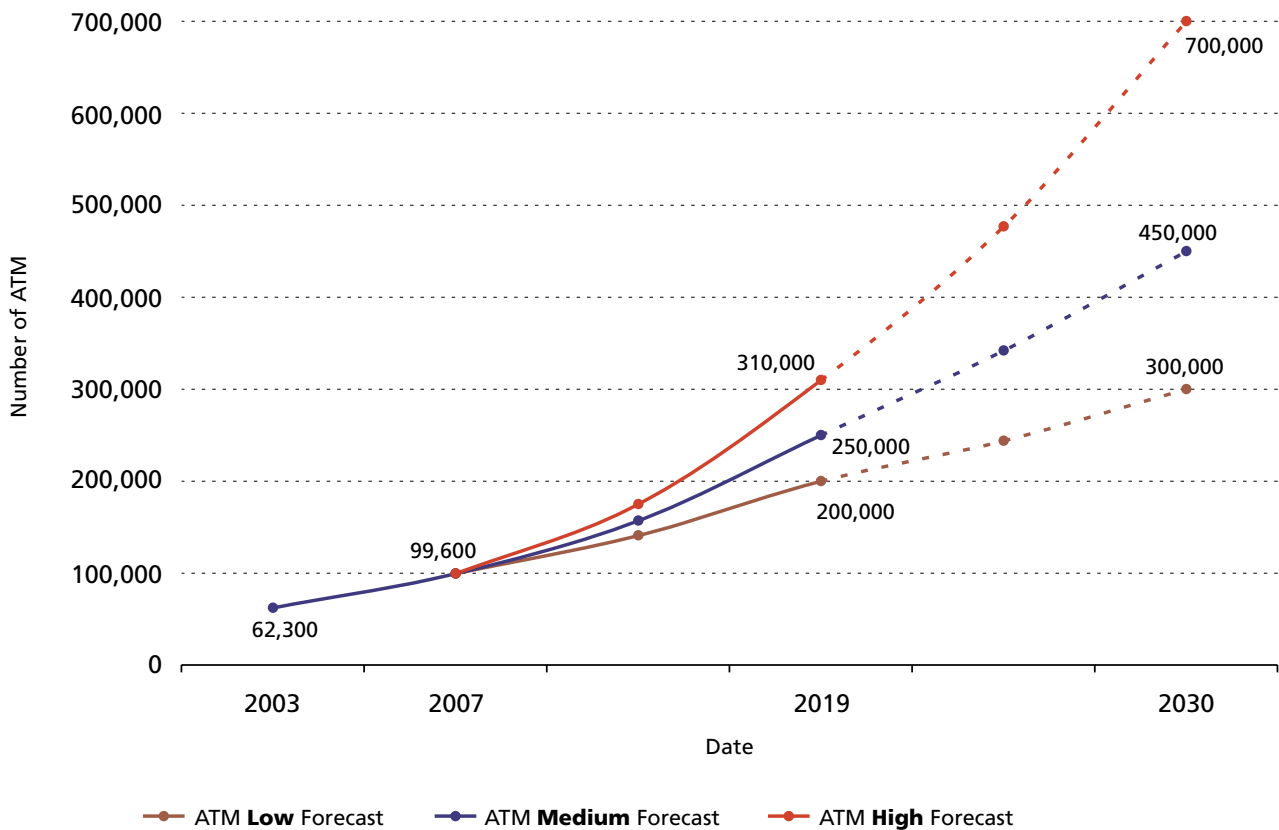
- 4.3.1** The Airport provides significant benefits to the national, regional and local economy. This was recognised by stakeholders in their response to the preliminary consultation, in respect of the Master Plan, with 68% agreeing that the Airport contributed to the local and regional economy and 56% agreeing that it contributed to the national economy.
- 4.3.2** The Airport is the premier Business Aviation gateway for the UK and, as such, is of significant importance to the national economy.
- 4.3.3** The Airport is located to the South West of London and it is well served by major road and mainline rail connections providing efficient links to the centre of London and the South East.
- 4.3.4** London is one of the World's leading financial centres and is of crucial importance to the national economy, with a Gross Value Added (GVA) of £212.9 Billion in 2007. (London's Economic Outlook: Autumn 2008 – GLA Economics, Greater London Authority October 2008)
- 4.3.5** The Airport is specifically chosen by those seeking the highest quality of Business Aviation services and easy access to London and the South East. They include major businesses, high net worth individuals, professionals and management requiring links between London and the South East with the rest of Europe, Middle East, United States and the rest of the World. These businesses and individuals are responsible for substantial inward investment in the UK as well as overseas trade.
- 4.3.6** In the House of Commons debate on 11 November 2008, which was concerned with Heathrow expansion, Mr Hoon also said "*... more than 70 per cent of foreign companies moving to the United Kingdom for the first time choose a location within an hour's journey of Heathrow.*" TAG Farnborough has a similar catchment area and provides the premium Business Aviation services not available at Heathrow.

4.4 Business Aviation Demand in the South East

- 4.4.1** The CAA record annual aircraft movements at the majority of UK airports and their categories that are relevant to the Master Plan are air taxi and business aviation movements (see www.caa.co.uk). For the purposes of this document we refer to ATM which combines these two categories.
- 4.4.2** There are eight recognised airports for such ATM in the South East: Heathrow, Gatwick, Stansted, Luton, London City, Biggin Hill, Farnborough and Northolt. The CAA publishes data for the first six, TAG provides data to the CAA for the Airport and it is understood that Northolt, a military airport, operates at its limit of 7,000 civil movements annually.
- 4.4.3** In 2003, there were approximately 62,300 ATM at these eight airports, with the Airport accounting for 16,188 (26%). By 2007, there were approximately 99,600 ATM, representing an annual growth of 12.4%, with the Airport handling 26,507 (27% of these).
- 4.4.4** This is a significantly higher rate of growth than for commercial (both scheduled and charter) movements at these airports since these grew by only 3.0% annually during the same period.
- 4.4.5** During any forecast period there will be cyclical impacts of recession and growth and the forecasts through to 2019 take the current economic climate into consideration.

- 4.4.6 There are no published forecasts for the growth of the business aviation sector in South East England, but (based on forecasts by aircraft manufacturers and others) Eurocontrol has predicted that the number of business aircraft registered in Europe will grow by some 4.4% a year, rising from 3,000 aircraft in 2007 to 4,600 by 2017. ('More to the Point: Business Aviation in Europe in 2007', Eurocontrol, 2008, p.42).
- 4.4.7 In addition, TAG's economic consultant, Mott MacDonald, has forecast that utilisation rates of Business Aviation aircraft are expected to increase by 3.4% annually over the next decade, due to innovations such as fractional ownership.
- 4.4.8 A combination of these two annual figures results in a total market growth forecast of 7.9% annually to 2019. Beyond that date, their forecast is 5.5% annually until 2030.
- 4.4.9 This leads to demand for 250,000 ATM in 2019 and 450,000 by 2030 spread across the eight recognised airports.
- 4.4.10 In accordance with best practice, Mott MacDonald used the medium growth forecast for the purposes of their calculations and also produced a range of forecasts showing the highest and lowest estimates of the market. These are shown in Figure 2.

Figure 2: Forecast Growth of ATM in the South East to 2030



4.5 Airport Capacity in the South East

4.5.1 Today, there is a shortage of airport capacity in the South East, which is constraining growth of all aircraft movements.

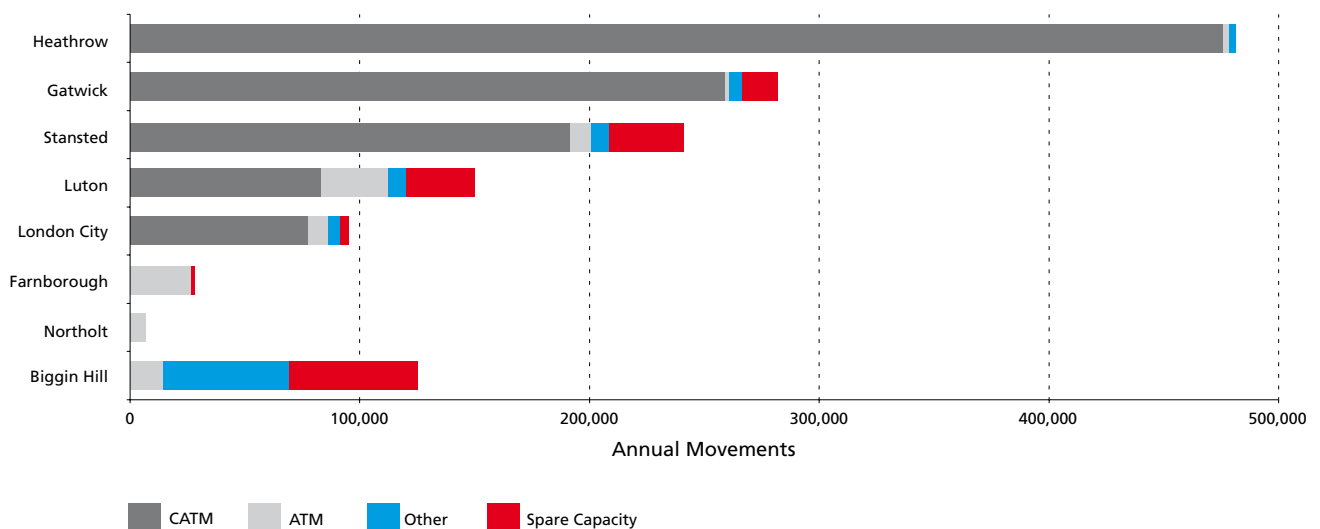
4.5.2 Mott MacDonald has carried out an assessment of existing airport capacity (using CAA 2007 figures, being the most recently available and other published information). In order to fully investigate the capacity for ATM, it is necessary to analyse not only business aviation and air taxi, but all aircraft movements.

4.5.3 Using the same airports as for the demand forecast, the following 2007 capacity limits were identified:

- Heathrow 480,000 – Heathrow Interim Master Plan 2005
- Gatwick 282,000 – Gatwick Draft Master Plan 2006
- Stansted 241,000 – Stansted Airport Interim Master Plan 2006
- Luton 150,000 – Mott MacDonald estimate 2008
- London City 95,000 – planning permission first granted in 1985 and varied in 1991, 1998 and 2007
- Biggin Hill 125,000 – under the terms of a lease of the site granted by the local authority
- Farnborough 28,000 – planning permission 2000
- Northolt 7,000 – Ministry of Defence policy

4.5.4 These 2007 maximum capacity figures are shown in Figure 3 below, together with actual number of all aircraft movements split into CATMs (Commercial Air Transport Movements), ATMs and all other movements (www.caa.co.uk). The difference between the capacity and the actual use on the chart is the spare capacity existing in 2007.

Figure 3: Capacity and Movements at South East Airports - 2007

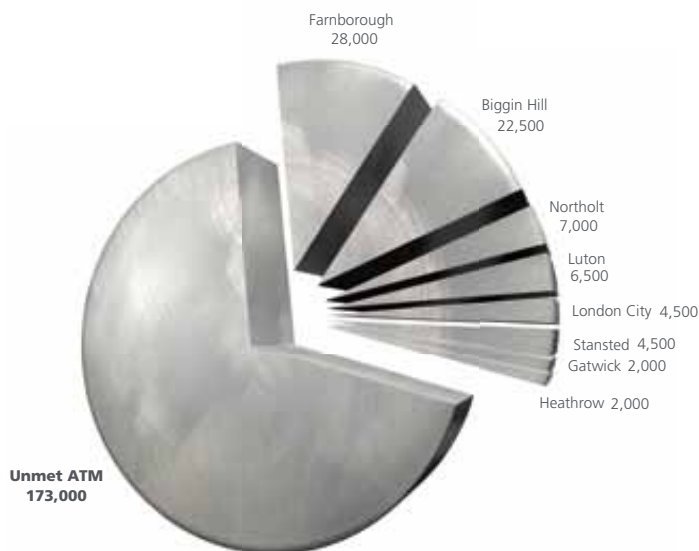


- 4.5.5 It is clear that there is very little existing capacity at Heathrow, Gatwick, Stansted, Luton and London City to cater for any future increase in all aircraft movements. It is likely that even this limited capacity will primarily be used by commercial air transport. In addition, as the spare capacity is exhausted, business aircraft will be displaced in favour of accommodating commercial aircraft, because they are more profitable to those airport operators.
- 4.5.6 Whilst Figure 3 may show theoretical spare capacity at Biggin Hill in terms of its planning permission, it is unlikely that increased demand for Business Aviation can be met at this airport because of its acknowledged poor surface access. (Biggin Hill Master Plan 2005 paragraph 59)
- 4.5.7 There is little extra guaranteed airport capacity available by 2019 compared to 2007. In late 2008, planning permissions were granted to increase the annual number of movements at London City and Stansted by 25,000 and 34,000 movements respectively. This additional capacity is forecast to be utilised primarily by commercial aircraft.
- 4.5.8 From a comparison of airport capacity available and projected demand at 2019, Mott MacDonald assesses that there will be unmet demand of some 416,000 CATM in the London area (based on a forecast of 2.5% growth annually), and a further unmet demand of 173,000 ATM (taking the medium demand forecast of 250,000).

4.6 The Airport's Ability to Accommodate Unmet Demand in 2019

- 4.6.1 Of the 250,000 demand forecast ATM, Figure 4 below shows that these eight airports can only expect to handle around 77,000 ATM, leaving 173,000 unmet ATM in 2019.

Figure 4: ATM Medium Forecast by Airport in 2019 – Total Forecast Demand 250,000 ATM



- 4.6.2 In calculating the 77,000 ATM figure, Mott MacDonald has taken into account the displacement of some 31,000 ATM by CATM at Luton, Heathrow, Gatwick, Stansted and London City.
- 4.6.3 However, even if this displacement did not occur, the number of unmet ATM would still be approximately 142,000.
- 4.6.4 If the Airport is permitted to raise its annual number of ATM from the current 28,000 to approximately 50,000, this will accommodate 22,000 ATM of the unmet demand and help alleviate part of the shortfall in the South East.

Forecast ATM Growth at the Airport

Year	Capacity permitted	ATM forecast	Annual growth rate %
2009	28,000	26,500	
2010	50,000*	27,800	+ 5%
2011	50,000	30,100	+ 8%
2012	50,000	33,100	+ 10% **
2013	50,000	35,700	+ 8%
2014	50,000	38,600	+ 8%
2015	50,000	41,600	+ 8%
2016	50,000	45,000	+ 8%
2017	50,000	48,600	+ 8%
2018	50,000	50,000	+ 3%
2019	50,000	50,000	0%

* Assuming planning permission granted

** London 2012 Olympics

4.7 Local Economic Benefits

- 4.7.1** Further growth in the Airport's ATM will have a positive benefit on employment in the local and regional areas.
- 4.7.2** In 2004, Roger Tym & Partners undertook a local economic assessment study for RBC as part of the background work on its Development Plan. It concluded the following: *"In large part, the weaknesses we have found in the economy and potential threats to future prosperity are borne out of the area's success. There is a very tight labour market and tight property market. Whilst the latter can be reasonably easily addressed, the tight labour market is more difficult to solve."*
- 4.7.3** The last point is reflected in the area's low unemployment rate. The Rushmoor Economic Development Strategy has said that maintaining the attractiveness of Rushmoor as a key business location is important.
- 4.7.4** The workplace based population of Rushmoor is highly skilled and considerably more affluent than the regional and national averages. Rushmoor is a location for high-end technology industries. This attracts skilled workers and pays higher than average salaries. The research identified that 60% of workers travelling into Rushmoor for employment were in managerial or professional jobs. This compares with 48% of those that live in Rushmoor but travel out to go to work.
- 4.7.5** The Inspector at the Weekend Movement Appeal reached the conclusion, with which the Secretaries of State agreed, *"that Farnborough airport is of very substantial economic benefit to the Farnborough area and to Rushmoor"* (Inspector's Report paragraph 7.35)
- 4.7.6** A survey in September 2008 by TAG's consultant, RPS, established that some 1,084 people were working full-time at the Airport plus a further 64 part-time posts, representing a full-time equivalent (FTE) of 1,116 direct employees.
- 4.7.7** In its evidence to RBC regarding the economic impact of granting the Weekend Movement Appeal, York Aviation, TAG's consultant for that appeal, estimated that every direct job at the Airport generates a further 2.05 indirect jobs off-site. In addition, a further 0.75 jobs per direct employee were induced.

- 4.7.8** Applying these multipliers to the 2008 employment level of 1,116 FTE, results in 2,288 indirect jobs and 837 induced jobs; totalling 4,241 jobs, with a concentration in the local area. With the average impact on Gross Domestic Product (GDP) being assessed at some £74,000 per direct employee, £44,500 per indirect employee, and £40,000 per induced job, the net GDP benefit to the region is some £218m annually (based on a survey undertaken by Mott MacDonald for TAG in 2005).
- 4.7.9** It is assessed that increasing the number of ATM from 28,000 to approximately 50,000 could lead to an increase in the number of direct, indirect and induced employees by approximately 35%. This would therefore increase employment by some 1,500 jobs which at an average 2008 value of £51,400 GDP impact would increase GDP in the local area by a further £76.3m.



5.0 Making Best Use of Infrastructure – Proposals to 2019

5.1 Making Best Use of Existing Infrastructure

- 5.1.1** The Airport is exclusively used for Business Aviation and the biennial Airshow. The Airport's infrastructure is world class and comparable to the best in Europe, the USA, Middle and Far East in terms of aviation facilities. It is a gateway to the UK for inward investment. Professionals and managers, including those from internationally important businesses, use the Airport as their business airport of preference in the South East.
- 5.1.2** Full use of the Airport is, however, constrained by the limitation on aircraft movements. The Inspector at the Weekend Movements Appeal found no suitable alternatives to the Airport for meeting Business Aviation demand in the South East of England. There is substantial spare existing runway, terminal and apron capability which could accommodate an increased level of ATM, subject to safety and environmental constraints. Measures to make best use of the infrastructure have therefore been considered and are addressed in the following sections.

5.2 Air Traffic Movements

- 5.2.1** The number of ATM is a factor of demand, as referred to in Section 4, but is ultimately limited by the infrastructure of the Airport and limitations imposed by safety and environmental constraints as well as the planning process which may impose restrictions.
- 5.2.2** The final number of ATM will be determined through the planning process, taking all of these matters into account. The purpose of the Master Plan is to identify the level at which the Airport considers it to be appropriate having regards to all of the relevant factors.
- 5.2.3** TAG has considered technical advice from its professional advisors and the responses to the preliminary consultation. TAG has concluded that, whilst the physical capacity of the Airport could accommodate up to approximately 100,000 ATM, approximately 50,000 ATM is being considered.

5.3 Runway, Taxiways and Aprons

- 5.3.1** The current runway and taxiways can accommodate this level of growth.
- 5.3.2** The Airport will seek to make best use of existing infrastructure by improved utilisation of current built and permitted apron space.

5.4 Passenger Terminal

- 5.4.1** The existing passenger terminal has sufficient capacity to cater for this level of growth.
- 5.4.2** The prefabricated two storey office block immediately adjacent to the passenger terminal offers the potential for re-development to provide longer term additional passenger capacity. In terms of design this new building could mirror the form of the existing passenger terminal creating a more coherent aesthetic appearance to the buildings at the Airport.

5.5 Hangar Facilities

- 5.5.1** The existing triple bay hangar and the additional hangar under construction will be able to cater for this level of growth.
- 5.5.2** Consideration is also being given to the replacement and/or re-cladding of a number of older, ex-military hangars and stores. Such improvements would be in keeping with the aesthetic design of the triple bay hangars and enhance environmental efficiency.

5.6 Car Parking

- 5.6.1** The Airport has sufficient car parking capacity to cater for this level of growth. In addition, the Travel Plan (see Section 11.8) for employees and passengers promoting alternatives to car travel is intended to reduce reliance on the car and therefore, the need for parking, over time.

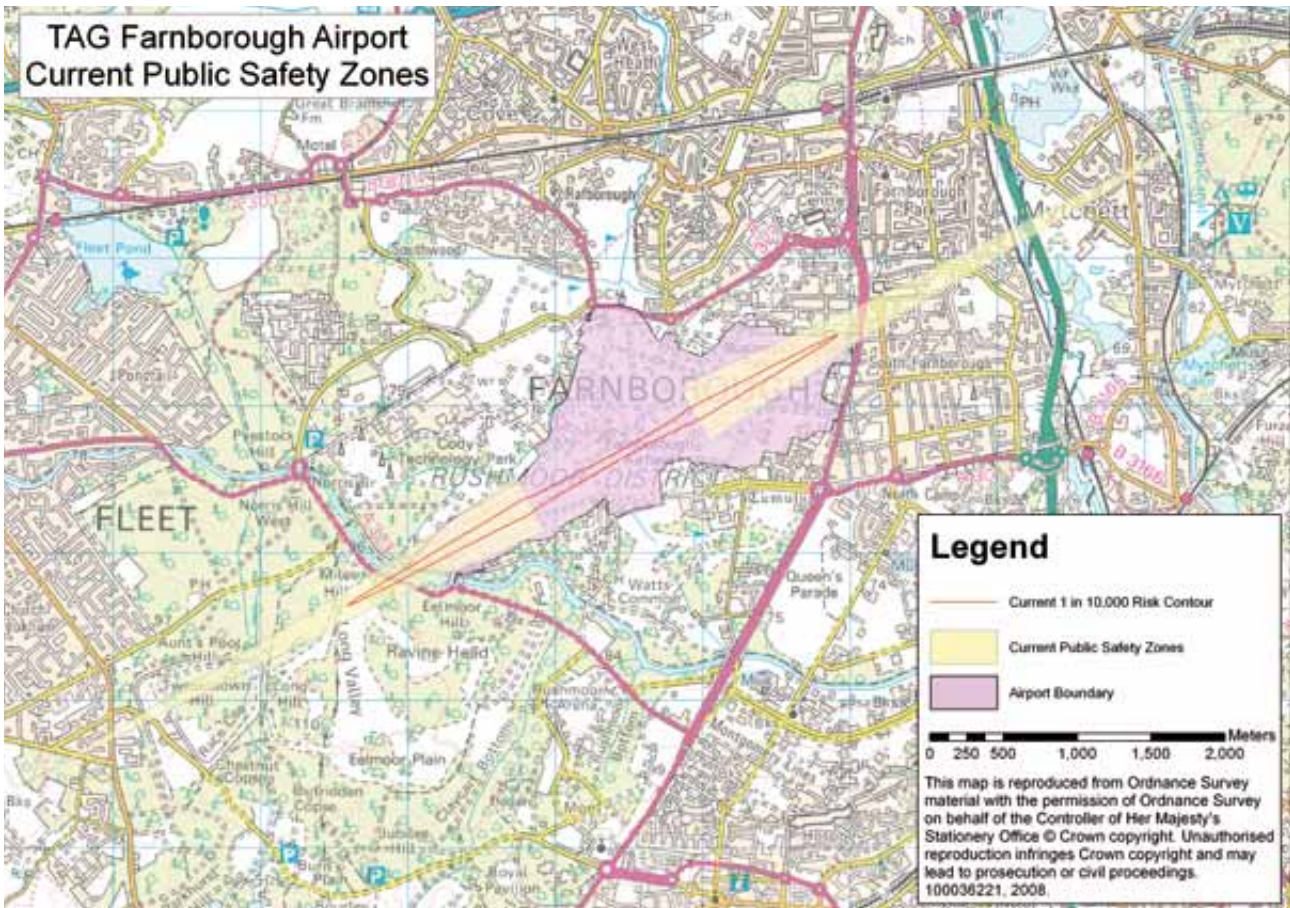


Figure 5

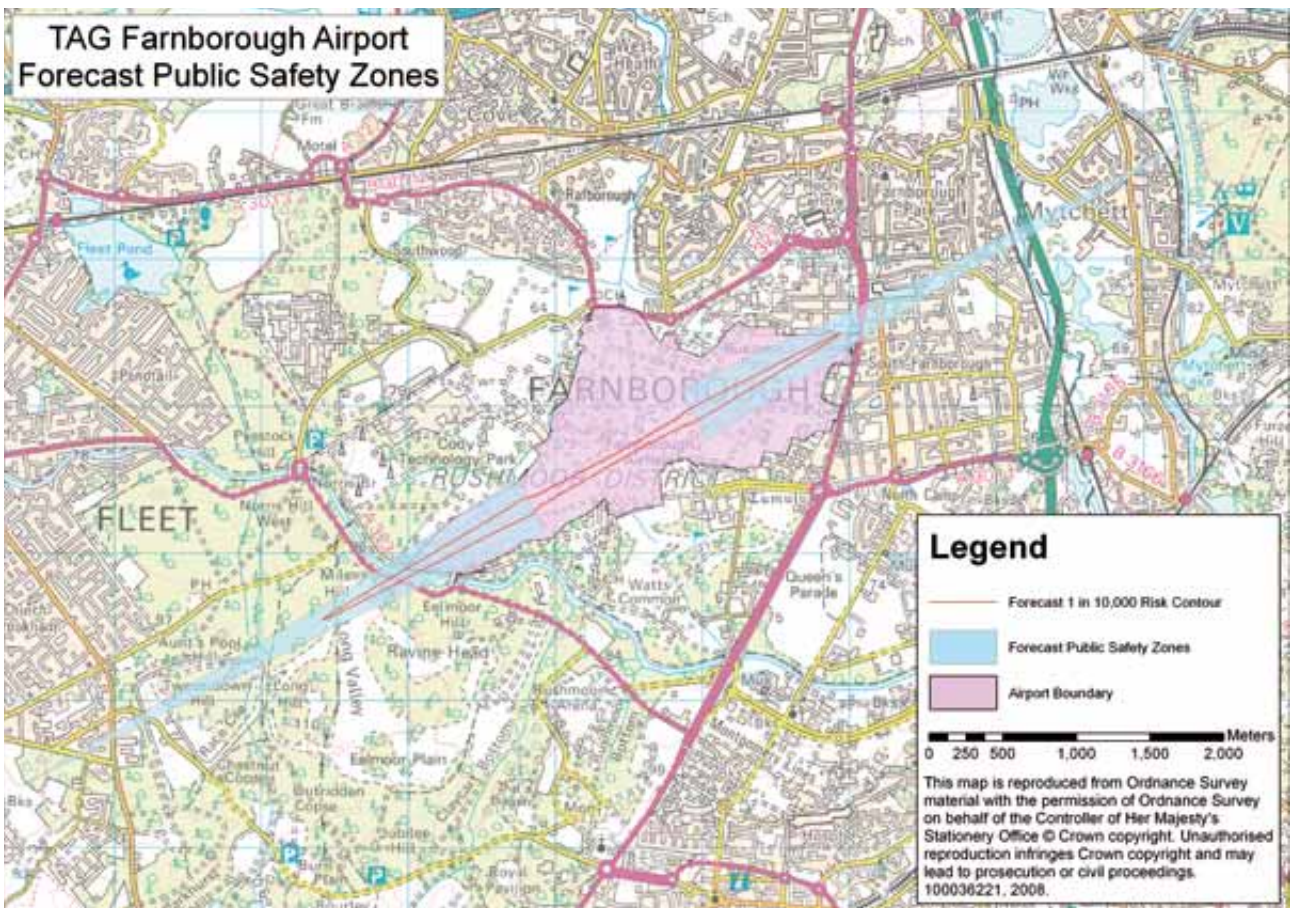


Figure 6

6.0 Public Safety

6.1 Current Public Safety Zones

- 6.1.1** Public safety is paramount.
- 6.1.2** To protect the public, the DfT has declared formal PSZ at each end of airports' runways, which are areas of land within which development is restricted in order to control the number of people on the ground at risk in the event of an aircraft accident on take-off or landing.
- 6.1.3** The basic policy objective is that there should be no increase in the number of people living, working or congregating in PSZ and that, over time, the number should be reduced as circumstances allow.
- 6.1.4** PSZ are comprised of two Third Party Individual Risk Contours: the higher risk 1 in 10,000 contour and, the 1 in 100,000 contour. For further information see Circular DfT 1/2002.
- 6.1.5** The basic policy in respect of the 1 in 10,000 contour is that people should not be expected to live or have their workplaces within such areas, other than development which involves a very low density of people coming and going. However, at the Airport it is a planning requirement that this contour does remain within the Airport boundary at the eastern (Farnborough) end. At the western end of the Airport it is not a constraint, as the contour extends over unpopulated areas.
- 6.1.6** The basic policy in respect of the 1 in 100,000 contour is a general presumption against new or replacement development or change of use of buildings, although certain exceptions are permitted which either involve a low density of people living, working or congregating there or extensions and alterations to existing dwelling houses.
- 6.1.7** The PSZ under which the Airport currently operates was prepared by NATS on behalf of the DfT in 2003 and was confirmed to Rushmoor Borough Council in January 2004. (See Figure 5)

6.2 Forecast Public Safety Zones

- 6.2.1** On behalf of TAG, NATS, using the latest approved DfT model for calculating PSZ, has calculated that approximately 50,000 ATM could be accommodated within the constraint that the 1 in 10,000 Third Party Individual Risk Contour is required to remain within the boundary at the eastern (Farnborough) end of the Airport.
- 6.2.2** The 1 in 10,000 Third Party Individual Risk Contour continues not to be a constraint at the western end of the Airport, as it remains over unpopulated areas.
- 6.2.3** The forecast 1 in 100,000 Risk Contour will extend over approximately the same area as the current PSZ.
- 6.2.4** Extensive third party risk assessment studies have been undertaken by NATS which have demonstrated that the forecast growth in traffic at the Airport could be accommodated with minimal change to the existing PSZ. This has been attributed to improved safety records of aircraft types using the Airport since the original establishment of the PSZ. (See Figure 6)

7.0 Environmental Monitoring and Reporting

7.1 Environmental Management

- 7.1.1** TAG has an Environment Manager to coordinate, monitor and implement environmental enhancement initiatives and controls at the Airport. The position is a permanent one and the Manager's primary duties include monitoring and reporting, development of the Environment Management System (EMS), policing of day-to-day operational compliance and community and stakeholder liaison.

7.2 Monitoring and Reporting

- 7.2.1** The Airport undertakes extensive environmental monitoring and publishes the data in a series of reports which are made available to RBC and the FACC, and published on their respective websites as follows:

- **Annual Performance Monitoring Report**

This is submitted to RBC in February each year and reviews the previous year's ATM records, noise control, air quality, safety and complaints.

- **Quarterly Performance Monitoring Report**

This is submitted to RBC after each quarter and reviews as above for the previous quarter.

- **Monthly Complaints Report**

This is submitted monthly to RBC, Hart and Surrey Heath Councils detailing number and nature of complaints for the previous month.

- **Twice Yearly Integrated Noise Monitoring (INM) Report:**

This is submitted to RBC, Hart and Surrey Heath Councils detailing actual noise contours for the period January to June (submitted in July) for that year and predicted contours for the forthcoming period of July to December (and vice versa in the next reporting period, submitted in January).

- **TAG Information Report**

This is submitted to the FACC for discussion meeting three times a year giving details of ATM, noise contours, air quality monitoring, runway usage, complaints, new developments, airport initiatives and discussion of potential ways in which concerns of the local population can be addressed.

8.0 Noise

8.1 Noise Monitoring and Procedures

- 8.1.1** Aircraft operating at the Airport are required to comply with noise abatement procedures as published in the UK Aeronautical Information Publication (AIP).
- 8.1.2** NATS Air Traffic Controllers, operating from the Airport control tower, instruct aircraft to follow these noise abatement procedures. Adherence is mandatory, however, operational considerations such as maintaining aircraft separation can exceptionally result in the cancellation of the noise abatement requirement.
- 8.1.3** Two permanent noise monitoring terminals (NMT) are located one at either end of the runway on the extended centreline. These monitors are located 0.9 and 1.5 nautical miles from the runway thresholds at Farnborough College of Technology and Tweseldown Racecourse respectively.
- 8.1.4** The third NMT is a portable version that sends aircraft noise data via a wireless link. This unit has been used to monitor noise levels at a variety of locations around the Airport in order to build-up a comprehensive picture of the noise environment surrounding the Airport. Over recent years this NMT has been located in Farnborough, Mytchett, Ewshot, Church Crookham and around the Airport perimeter.
- 8.1.5** A real-time radar data feed is continuously fed into the noise monitoring system. This provides information from equipment on board aircraft in the Farnborough radar zone. The noise and track system records a plot of each aircraft's movement relative to its location, direction, speed and altitude. The aircraft radar tracks for Farnborough aircraft are reviewed continuously. Each movement is checked for compliance with the published noise abatement procedures.

8.2 Aviation Noise Improvements

- 8.2.1** For over four decades, both the UK government and the aircraft manufacturing industry have tried to tackle aircraft noise. The first action was taken following the arrival of pure-jet engined passenger transports.
- 8.2.2** The aircraft that operate at the Airport are generally of the most modern design and manufacture. These include extensive noise control features.
- 8.2.3** The EU Advisory Council for Aeronautical Research in Europe, (ACARE), has set a target that technologies must be available by 2020 to reduce perceived aircraft noise to half the average levels achieved in 2000. A 10 decibel (dB) reduction in the noise certification levels is to be expected by 2020.
- 8.2.4** The EU Framework research project 'SILENCE(R)', launched in April 2001, has recently concluded and indicates how further reduction in aircraft noise will occur in the future.

8.3 Noise Monitoring Technology Improvements

- 8.3.1** The Airport already operates a sophisticated noise and radar track monitoring system and will continue to update it ensuring the equipment meets best current practice requirements.
- 8.3.2** The other noise monitoring method used at Farnborough is regular predications of noise contours. This method will continue and the software used will be updated when new versions are available. The current generally accepted optimum version is that of the Federal Aviation Administration Integrated Noise Model (INM). Past contours have been produced using INM Version 6 and the latest, Version 7, (excluding helicopters in accordance with current generally accepted practice) will be implemented as soon as practically possible.

8.4 Approach to Noise Minimisation

- 8.4.1** Since assuming control of the Airport, TAG has taken considerable steps to minimise noise and these are detailed in the UK Aeronautical Information Publication. When civil operations were established the location of the landing thresholds was arranged so as to reduce noise for the local environment.
- 8.4.2** RBC, under the planning agreement entered into in 2000, stipulated that the noise budget set in 1998 will not be exceeded. The noise budget was expressed in terms of an area of 9.09 km² based on a 55 decibel noise contour. TAG intends that the level of growth at the Airport will produce a noise budget area smaller than 9.09 km².
- 8.4.3** TAG has promoted the creation of the Noise Working Group (a sub-committee of the FACC) which is made up of representatives from the Farnborough Airport Residents' Association, the Mytchett, Frimley Green and Deepcut Society, Fleet and Crookham Civic Society and TAG. It meets regularly to specifically address noise issues and TAG ensures that representatives of NATS attend in order to provide expert input. The current Quiet Flying Programme was developed by the Noise Working Group.
- 8.4.4** The Airport will continue to develop its Quiet Flying Programme so as to ensure that aircraft operating at Farnborough do so as quietly as possible.
- 8.4.5** TAG has already banned all aircraft not meeting ICAO Chapter III noise standards from the Airport.
- 8.4.6** TAG will take an industry leading approach to phase out all but the most modern and quietest categories of aircraft. Over time, only aircraft meeting ICAO Chapter IV noise standards, the current highest accepted standard, will be permitted.
- 8.4.7** During the interim period TAG will apply financial penalties for those falling below this standard.
- 8.4.8** The Department of the Environment, Food and Rural Affairs (Defra) has recently set out proposals requiring the preparation of action plans to address noise from larger UK airports.
- 8.4.9** Although Defra's advice applies to larger airports, and not specifically to Farnborough, the advice usefully lists the issues for consideration when assessing noise impact and it is TAG's intention to follow that advice.
- 8.4.10** The Defra guidance indicates when considering the acceptability of current noise impact that the numerical criterion to be used is the 69 decibel contour daytime value. Current and future areas at this high noise level do not and will not occur outside the Airport.
- 8.4.11** In addition, the Airport already addresses issues suggested by Defra including:
- having an effective complaint handling system in place;
 - studying the complaints to consider any measures that might be taken to manage further noise input;
 - the Quiet Flying Programme Committee working to devise quiet flying measures; and
 - considering further initiatives to ensure operations are carried out as quietly as possible.

8.5 Projected Noise Contours

8.5.1 TAG is mindful that 87% of respondents to the preliminary consultation felt that they would be affected by the noise if ATM increased.

8.5.2 Initial estimates have been made of the way in which the noise impact, expressed as the area of the noise contours, would alter if activity grows. In particular, a noise contour has been produced to estimate future aircraft noise.

8.5.3 For this estimate it is assumed that the mix of aircraft using the Airport would not change materially from the present. The noise contour estimate adopts a 'worst case', whereby there is no improvement in the individual noise characteristics of the aircraft at the Airport. Also, it does not take into account any benefit arising from the developing Farnborough Quiet Flying Programme.

8.5.4 The table below shows the results of this estimate.

Contour Details	Population within area of 55 decibel noise contour	Area of 55 decibel noise contour (km ²)
Current noise budget under the planning agreement.	5,075	9.09
Projected noise budget for approximately 50,000 ATM	2,400	4.88

8.5.5 This exercise shows that the projected future growth of the Airport to approximately 50,000 ATM per annum could be accommodated well within the area of the current noise budget under the planning agreement.

9.0 Air Quality

9.1 Air Quality Objectives

- 9.1.1** The European Commission and UK Government have a range of measures to limit levels of air pollution. EU Directive 2008/50/EC on ambient air quality requires all member states to stay within set limits for a range of pollutants. Defra's Air Quality Strategy for England, Scotland, Wales and Northern Ireland (2007) sets policy targets for pollutants, known as air quality objectives.
- 9.1.2** Local authorities are required to work towards national air quality objectives for seven pollutants. Where an area is at risk of not meeting the required standard, the relevant local authority must issue an order designating it an Air Quality Management Area (AQMA). Whilst there is an AQMA in RBC's district, this is associated with motorway activities and does not extend to operations at the Airport.
- 9.1.3** The most challenging objective for much of the UK is in respect of nitrogen dioxide (NO₂). Fuel combustion creates nitrogen oxides (NO_x) which combine with oxygen in the air to form NO₂. In the UK, road transport is by far the main source of NO_x.
- 9.1.4** Major airports can be significant sources of NO_x emissions. Some locations around Heathrow, for example, are currently above the NO₂ objective and a few other major UK airports (Gatwick and Manchester) are within or next to AQMAs, and there is concern that objectives may not be met in future. There may also be significant emissions from road vehicles travelling to and from major airports. Air quality is not usually a significant issue around smaller airports where emissions are substantially lower than at major airports.
- 9.1.5** At the Airport the level of NO_x emissions is not likely to lead to NO₂ levels set by relevant standards and objectives being exceeded. This would remain the case even with growth to 100,000 ATM.
- 9.1.6** Objectives for particles (PM10) are also a significant challenge in some areas, but compliance with those objectives, due to aviation activities, is not generally an issue around airports. Objectives for fine particles (PM2.5) were introduced in Defra's 2007 Air Quality Strategy and these are expected to be met at most background locations nationwide.

9.2 Air Quality Readings

- 9.2.1** TAG has placed numerous air quality monitors around the Airport. Current measurements show that NO₂ levels are well within national objectives.
- 9.2.2** Although the level of growth is not expected to breach air quality objectives, TAG commissioned a detailed assessment of air quality around the Airport in order to more fully understand its impact.
- 9.2.3** The principal findings were that:
- latest monitoring data confirms NO₂ is well within national objective levels around the Airport;
 - whilst the Airport is an emission source for NO_x, emissions from roads dominate in the region, and the Airport's contribution to NO_x and NO₂ concentrations is very small; and
 - in the future, even without taking into account likely improvements in aircraft technology, NO₂ concentrations will remain well below national air quality objectives. In 2019, even if there was unconstrained growth up to 100,000 ATM and if improvements in aircraft emissions did not arise, air quality objectives would still be met around the Airport.
- 9.2.4** TAG will ensure that any future growth in ATM will continue to comply with air quality controls.

9.3 NO_x Emissions Charge

- 9.3.1** Even though air quality is not a significant issue at the Airport, TAG considers that account must be taken of emissions generated by aircraft using the Airport and any possible increases in the future. TAG is considering the introduction of an emissions charging scheme to include a charge for NO_x emissions. The scheme may be based on the European Civil Aviation Conference's recommendations on NO_x landing charge systems (European Civil Aviation Conference, Recommendation ECAC/27-4). Aircraft that produce more NO_x would pay more to use the Airport.
- 9.3.2** Similar emissions charging schemes are in place at a number of major airports including Heathrow and Gatwick in the UK, and Zurich and Stockholm-Arlanda elsewhere in Europe, but their use at smaller airports is currently limited. By introducing such a charging system, the Airport would be an industry leader in the UK and provide best practice for Business Aviation elsewhere.

9.4 Future Technology and Emissions

- 9.4.1** ICAO has set emissions standards for regulating aircraft jet engines. The current standard is called CAEP/6. New engines must comply with prescribed NO_x emissions limits. Many aircraft engines already have NO_x emissions significantly lower than the CAEP/6 standard allows. Aircraft engine emissions have been reducing in recent years and this trend is set to continue.
- 9.4.2** The European aviation industry has a set of challenging environmental goals for 2020. ACARE is committed to reducing NO_x emissions by 80 percent for new aircraft technology by 2020 compared to a benchmark large civil aircraft from 2000 (ACARE (2004) Strategic Research Agenda Volume 1). ACARE targets were set voluntarily by the European aviation industry and are broadly in line with USA research goals set by NASA.
- 9.4.3** The European Clean Sky Joint Technology Initiative is a seven year programme towards a greener generation of European air transport. Programmes within Clean Sky such as Green Regional Aircraft and Green Engines are aiming to deliver significant improvements in NO_x emissions. Many of these initiatives are forecast to be in place by 2019.

9.5 Odour

- 9.5.1** The preliminary consultation in 2008 showed that 56% of respondents considered that they were affected by air pollution from aircraft flying to and from the Airport. Some respondents specifically mentioned odour. Odour from airports may arise from hydrocarbon emissions when aircraft fuel is only partially burnt. There is limited evidence of odour-related health effects, particularly around airports, although odour from aircraft may cause annoyance.
- 9.5.2** Aircraft tend to produce greater emissions of hydrocarbons starting up and taxiing than when taking off, climbing and landing. Concentrations of the range of hydrocarbons in aircraft fuel are very low, often below the limits of detection of sophisticated monitors. The human nose is very sensitive to smells and can sometimes detect these very low concentrations. This is more likely to happen at times of low wind and when there is a temperature inversion.
- 9.5.3** Improvements in aviation technology are likely to bring about reductions in hydrocarbon emissions from aircraft in future, such that odour from un-burnt aviation fuel from aircraft will be reduced.

9.6 Biofuels

- 9.6.1** Potential impacts of biofuels on aircraft NO_x emissions are not yet fully understood. There is some evidence that its use in road vehicles may lead to a small increase in NO_x emissions (Defra Air Quality Expert Group (2007), Air Quality and Climate Change – a UK Perspective). In considering any future position on biofuels, TAG will take into account possible air quality impacts and other indirect environmental and socio-economic effects. TAG will consider their introduction in accordance with further advice in particular from government and industry.

10.0 Ecology

10.1 Existing Habitats

- 10.1.1** The Airport is bounded to the north west, west and south west by the Thames Basin Heath Special Protection Area (SPA). The SPA is designated for breeding bird populations of the Dartford Warbler, Nightjar and Woodlark species. No part of the SPA is on the Airport land.
- 10.1.2** The Airport is bounded to the west and south west by the Bourley and Long Valley Site of Special Scientific Interest (SSSI), which is part of the SPA. This SSSI is noted for its heathland, woodland, mire, scrub and grassland habitats that support a rich flora and fauna including nationally scarce plants, nationally rare insects, adders and the three bird species for which the SPA is designated.
- 10.1.3** The Airport is bounded to the north west by Eelmoor Marsh SSSI. A small section of this SSSI is also within the Airport boundary (the majority is within the adjacent QinetiQ site). This SSSI is notified for its range of habitat types, including an area of deep peat with structural affinities to a raised bog, a network of ditches and an area of species-rich grass heath that support a diverse invertebrate fauna. The part of the Eelmoor Marsh SSSI that is managed by the Airport was recorded by Natural England in 2008 as being in 'favourable condition'.
- 10.1.4** The Basingstoke Canal SSSI runs along part of the southern boundary of the Airport. The SSSI is notified for aquatic plants and invertebrates and is the most species-rich aquatic system in England. TAG has contributed to habitat improvement works along the canal. In addition to sensitive management of the SSSI area, two parts of the grassland areas receive special treatment in TAG's grass management programme.
- 10.1.5** The Farnborough Airport Site of Importance for Nature Conservation (SINC) includes a large majority of Airport land that is not occupied by buildings, runways or other hardstandings. The SINC has been identified by the Hampshire Biodiversity Information Centre and included in the RBC Local Plan because of its herb-rich and unimproved grasslands.
- 10.1.6** Cove Brook rises in Eelmoor Marsh before running through the north western side of the Airport. Large stretches of the brook had been culverted in the past, restricting its ecological and amenity value. Recently, TAG has removed much of the culverting to create a new open channel that has since developed valuable waterside habitat. Representatives of TAG sit on the Cove Brook Steering Group.
- 10.1.7** To reduce the likelihood of bird strike incidents, the Airport has an active bird management programme in accordance with CAA requirements. The primary means of reducing bird strike risk is a long grass policy, an approach that manages the grasslands to reduce their attractiveness to those bird species that present the greatest risk to aircraft – particularly wildfowl, gulls and crows. A variety of bird scaring measures are used as recommended in CAP772 – Bird Risk Management for Aerodromes.

10.2 Ecological Enhancements

- 10.2.1** An increase in the annual number of ATM will not result in any loss of natural habitat, because it will not require the construction of any additional infrastructure.
- 10.2.2** TAG intends to prepare a Biodiversity Action Plan (BAP) which will describe how the existing wildlife interest will be conserved and identify opportunities for enhancing areas of ecological value within the Airport boundary. During preparation of the BAP, TAG will discuss its objectives with relevant stakeholders.
- 10.2.3** TAG will engage with those bodies managing adjacent important wildlife areas to consider ways in which areas of ecological and biodiversity interest in the vicinity could be enhanced. TAG will consider, in consultation with relevant stakeholders, how ecological and biodiversity enhancement works could be supported.

11.0 Surface Access

11.1 Existing Surface Access Infrastructure

- 11.1.1 The planned future growth in number of ATM will not have a discernable impact on the transport infrastructure.
- 11.1.2 The Airport is well served by major road and mainline rail connections.

11.2 Road

- 11.2.1 The Airport is located to the south west of Farnborough town centre. The site is bounded by the A325 Farnborough Road to the east, the A327 Elles Road to the north, the A327 Ively Road to the north and west (providing a link to the M3 via junction 4A), and the A323 Fleet Road to the south.

11.3 Rail

- 11.3.1 The closest railway stations to the Airport are Farnborough Main station on the London Waterloo to Southampton main line, and Farnborough North station on the Reading to Guildford line.
- 11.3.2 Farnborough Main is the principal station in the area and the fastest journey times to and from London Waterloo are approximately 35 minutes in each direction. During rush hours, South West Trains runs an increased service.
- 11.3.3 Farnborough North station is served by an hourly service between Guildford and Reading provided by Thames Trains.
- 11.3.4 Train travel by staff and passengers, as an alternative to use of the car, is encouraged by TAG.

11.4 Buses

- 11.4.1 Bus services in the area are generally good and there is a regular bus service between the Airport and Farnborough town centre/Farnborough Main railway station.
- 11.4.2 Bus travel, particularly by staff, as an alternative to use of the car, is encouraged by TAG.

11.5 Taxis and Mini-cabs

- 11.5.1 Farnborough is well served by Hackney Cabs that operate from the station and the town centre. There are a wide selection of mini-cab and chauffeur-driven car companies operating in the area.

11.6 Car Sharing

- 11.6.1 Car sharing by staff is encouraged by TAG.

11.7 Bicycles

- 11.7.1** Farnborough has a network of cycle routes and dedicated cycle lanes, which connect to the Airport. TAG supports RBC's promotion of cycling.
- 11.7.2** TAG participates in the 'Cycle to Work' scheme, with 25% of staff signing-up in 2008.
- 11.7.3** TAG provides facilities for showering/changing and secure storage of bicycles at the Airport.

11.8 Travel Plan

- 11.8.1** Government policy encourages the formulation of travel plans with the aim of reducing single occupancy car journeys and encouraging a shift towards more sustainable patterns of travel.
- 11.8.2** In support of this initiative, TAG is in the process of preparing a Travel Plan suitable for everyone travelling to and from the Airport and key elements of this include:
 - information on available means of public transport, cycle routes and facilities, pedestrian routes and how they connect to each other;
 - encouragement of greener travel by staff including use of public transport, cycling and car sharing;
 - incentives for staff to use sustainable means of transport;
 - exploration of potential investments in and encouragement of alternatives to car travel, working in association with RBC and public transport service providers;
 - investigation of the potential for taxi and chauffeur-driven car companies to use 'hybrid' or other eco-efficient car fleets;
 - review of efficiency of vehicles which operate within the Airport;
 - exploration of ways in which TAG's suppliers can assist in meeting the Travel Plan's objectives;
 - setting targets for making best use of more sustainable modes of transport; and
 - appointment of a Travel Plan Coordinator to implement and monitor progress of the Travel Plan.
- 11.8.3** The Travel Plan will be actively promoted using internal and external websites and other appropriate means of publicity.

12.0 Sustainability and Climate Change

12.1 A Sustainable Approach

- 12.1.1** TAG is committed to adopting a sustainable approach to the future management and development of the Airport and has set the objective of becoming a leader in sustainability within the airport industry.
- 12.1.2** A key element of the Airport's sustainability strategy is to become a low carbon airport and to achieve carbon neutrality as soon as reasonably possible as set out in this Section. Even though air quality is not a significant issue at the Airport, it is recognised that major reductions in NO_x emissions will require further development in jet propulsion systems, airframes and materials, much of which is outside the control of TAG.
- 12.1.3** TAG is considering the introduction of a NO_x emissions charge for aircraft in the future, on a 'polluter pays' principle, to contribute to offsetting emissions by donating to local ecological, environmental, biodiversity and other enhancement projects.
- 12.1.4** A sustainable approach is central to proposals for growth of the Airport and TAG will therefore develop its own Sustainability & Climate Change Charter.

12.2 TAG Farnborough Airport Sustainability & Climate Change Charter

- 12.2.1** A TAG Sustainability & Climate Change Charter is being developed to provide a framework for delivering sustainability.
- 12.2.2** The Charter will cover all priority areas of the Government's Sustainable Development Strategy and will identify measures to help deliver more sustainable consumption, protect natural resources, limit energy use and manage emissions from ground operations.
- 12.2.3** The Charter will include the following 20 key points.

Point 1 – A Leader in Sustainability

TAG's Board of Directors is committed to becoming a leader in sustainability and delivering continual improvements at the Airport towards this objective. As part of this commitment, the Airport will create the role of a 'Sustainability Champion', who has the overarching responsibility of ensuring that measures are implemented successfully and in the desired timescale.

Point 2 – Environmental Management

TAG will implement an ISO 14001 Environmental Management System. The Airport will therefore adopt the 'plan, do, check, act' management approach to the sustainability initiatives in accordance with this internationally recognised standard. This will ensure that progress towards environmental improvements is measured and systematic.

Point 3 – Reporting

TAG already undertakes extensive environmental monitoring and publishes this data in a series of reports which are made available to Rushmoor Borough Council and the Farnborough Airport Consultative Committee. The Airport will expand these reports to include an account of progress towards sustainability goals.

Point 4 – Innovation

TAG believes in the role that innovation will have towards delivering sustainable development and will explore future application of emerging sustainable technologies, both within and beyond the aviation industry. Future building development and refurbishment at the Airport will be designed to achieve as high a standard of energy efficiency and environmental performance as practically possible.

Point 5 – Water Monitoring

TAG will implement a programme of monitoring water consumption through sub-metering of all areas of the Airport.

Point 6 – Reduce Water Wastage

TAG plans to install leak detection devices in any new development and to identify opportunities to install these systems in areas of existing high water use.

Point 7 – Promote the Efficient Use of Water

TAG will promote water efficiency measures throughout the site at the point of use. This will include a programme of installing water saving devices in the existing building stock through a phased replacement strategy.

Point 8 – Match Water Quality with Need

TAG will seek to install water harvesting systems in future or refurbished buildings which will collect rainfall for appropriate non-potable water uses such as washroom facilities and fire training.

Point 9 – Materials Strategy

TAG will develop a strategy to ensure that materials used within the construction of new or refurbishment of existing buildings will meet high environmental standards including taking into account the 'embodied energy' (energy used in composition, manufacture and transport) of those materials.

Point 10 – Materials 'Black List'

TAG will develop a materials 'Black List' which will include those which cause harm to the environment and human health. The list will form part of the tender specification for all contractors and suppliers.

Point 11 – Sustainable Procurement Policy

TAG will establish a Sustainable Procurement Policy to ensure that environmental considerations are embedded in new purchasing choices.

Point 12 – Waste Strategy

TAG will implement a Waste Strategy to reduce the amount of waste going to landfill. This will set progressive targets for the reduction of different waste streams generated at the Airport and increased recycling. TAG will continue to promote its existing programme of staff awareness of waste reduction and recycling.

Point 13 – Work with the Airport Waste Contractor

TAG has appointed a dedicated waste management company to manage the Airport's waste. TAG is working closely with this company to revise current waste and recycling procedures in order to improve recycling rates.

Point 14 – Work with Tenants

TAG will work with tenants to reduce their waste streams and increase recycling, and proposes to achieve this through raising awareness and by including waste management requirements in new leases and lease renewals.

Point 15 – Work with Aircraft Operators

TAG will work with aircraft operators to find new ways to reduce their waste streams and recycle waste where possible.

Point 16 – Promote Sustainable Travel for Staff

TAG is in the process of preparing a Travel Plan suitable for everyone travelling to and from the Airport with the aim of reducing single occupancy car journeys and encouraging a shift towards more sustainable patterns of travel.

Point 17 – Establish a Biodiversity Action Plan

TAG will establish a Biodiversity Action Plan for the Airport in consultation with Natural England and the Wildlife Trust. This plan will formalise management procedures that are currently in place at the Airport and identify how such procedures can be modified or improved. New procedures will also be explored with a view to providing further ecologically valuable areas at the Airport, where safe and practical to do so.

Point 18 – Invest in Local Nature Conservation Projects

TAG will consider, in consultation with relevant stakeholders, opportunities for further investing in local nature conservation projects to promote biodiversity in the surrounding area. Receipts from any emissions charging scheme could help fund this objective.

Point 19 – Donations

TAG currently makes regular charitable donations to local organisations and will continue to do so, at the same time evaluating ways in which these can benefit sustainable development in the local community.

Point 20 – Energy & Emissions Strategy

TAG will develop an Energy & Emissions Strategy towards achieving the goal of carbon neutrality. Specific measures will include:

- upgrading and improving energy supply and efficiency within existing buildings;
- onsite generation of renewable energy;
- working with aircraft operators to lower their carbon emissions;
- reviewing the efficiency of Airport vehicles; and
- working with the Airport staff to raise energy awareness.

Any change would be phased and be flexible enough to allow the introduction of new technologies as they mature.

12.3 TAG Farnborough Airport Energy & Emission Strategy

12.3.1 Any increase in the use of the Airport will mean that more energy is required for ground operations and aircraft movements. It does not follow, however, that there has to be a proportionate impact on the neighbouring environment.

12.3.2 TAG intends to further develop the strategy to manage emissions that will stabilise and then reduce associated CO₂. In the medium term TAG will:

- reduce energy consumption from existing facilities;
- set best practice emission targets for new facilities;
- generate energy on-site to increase efficiency and reduce emissions; and
- generate energy on-site using renewable sources.

- 12.3.3** Subject to further feasibility studies and taking account of technological advances, TAG proposes to introduce the following:
- Combined Heat and Power (CHP) plant, providing electricity and heat to a range of buildings and facilities at the Airport;
 - Photovoltaic/solar panels to be placed on the roofs of the new hangars and other buildings;
 - Re-cladding and installing new lighting and heating systems in the older buildings at the Airport; and
 - The installation of a medium sized vertical axis wind turbine, compatible with the Airport operations.
- 12.3.4** A combination of the above could assist the Airport in becoming a low carbon airport and to achieve a reduction in carbon emissions of around 80 per cent in the medium term.
- 12.3.5** The long term aim is for the Airport to become carbon neutral within the lifetime of the Master Plan. Consideration is being given to a range of further efficiency measures, financial incentives and carbon off-setting. It is proposed that such measures as part of a coordinated effort with aircraft operators and Airport tenants and other stakeholders, will achieve this.



13.0 Community Engagement

13.1 Community Involvement

- 13.1.1** TAG is committed to continuing and increasing its involvement with the local community and, at present, this already takes place at a number of levels, including;
- reporting information to RBC which is subsequently made available to the public;
 - membership of the Farnborough Aerodrome Consultative Committee;
 - press and media announcements; and
 - direct responses to residents' comments and questions.

13.2 Farnborough Aerodrome Consultative Committee

- 13.2.1** The FACC is an independent body established by TAG pursuant to the Civil Aviation Act. It is the forum at which the management of the Airport interacts with local stakeholders including public agencies, residential communities and Airport users on a range of environmental and other Airport related issues.
- 13.2.2** It seeks to reach a common understanding between the various interests about the nature and operation of the Airport so that these issues can be resolved positively. The objective is to ensure the future success of the Airport in providing high quality services to its customers and operators whilst having regard to the impact on the surrounding communities. The Committee meets three times a year.
- 13.2.3** TAG has promoted the creation of the Noise Working Group (a sub-committee of the FACC) which is made up of representatives from the Farnborough Airport Residents' Association, the Mytchett, Frimley Green and Deepcut Society, Fleet and Crookham Civic Society and TAG. It meets regularly to specifically address noise issues and TAG ensures that representatives of NATS attend in order to provide expert input. The current Quiet Flying Programme was developed by the Noise Working Group.
- 13.2.4** In addition to its commitment to the FACC, TAG, as part of the Weekend Movements Appeal, undertook to carry out an annual review of arrival and departure routes to and from the Airport. The results are submitted to RBC and are used by TAG in trialling new procedures with the aim of reducing flying over residential areas.

13.3 Education

- 13.3.1** As part of its commitment to education in the local community, TAG has established a programme called Education and Aviation run by First Partnership, which is a not-for-profit educational business partnership. It supplies and delivers educational support to schools and colleges through a variety of creative programmes designed to bring business and education together. As part of the programme, a number of schools now visit the Airport and some lessons and teacher briefings are held on site.
- 13.3.2** TAG Farnborough Engineering has introduced a four year apprenticeship at the Airport in collaboration with Farnborough Technical College.
- 13.3.3** An annual Flying Scholarship for three local students who wish to further their interest in aviation is sponsored by TAG, through the Air League Educational Trust, a national organisation founded in 1909, with roots at Farnborough.
- 13.3.4** A comprehensive series of tours of the Airport for members of the local community, including schools, are made available and there were 30 such tours in 2007.

13.4 Media

- 13.4.1** The local media play an important role in community relations and a recent initiative to promote a more open and engaging relationship with newspapers, radio and television has ensured a broader and more balanced communication of activities at the Airport. TAG intends that this will continue in the future and that the local community should be fully and accurately informed of matters affecting them as a result of the operation and use of the Airport.

13.5 Sponsorship

- 13.5.1** TAG's local sponsorship and support has included Aldershot and Fleet Rugby Club, Rushmoor Rose Bowl Gymnastic Competition, Music to Picnic in the Park supporting the Phyllis Tuckwell Hospice, the Henry Tyndale School and Church Crookham Summer Fair.

13.6 Master Plan Consultation

- 13.6.1** The aim of the preliminary consultation in Summer 2008 was to enable TAG to engage with the local community and stakeholders in advance of publication of the Master Plan. The results of the consultation have been taken into account when preparing the Master Plan.
- 13.6.2** The public consultation on the Master Plan will run for a minimum of six weeks. Copies of the Master Plan will be distributed to a number of stakeholders including the FACC members, district and county councillors, local MPs, local schools and Parish councils. The Master Plan will be generally available for the community to view and download from the consultation website – www.tagconsultation.com.
- 13.6.3** A newsletter announcing publication of the Master Plan will be distributed to all addresses within an approximate two-mile radius of the Airport encompassing tens of thousands of residents.
- 13.6.4** It will provide details of the dates and venues of several public consultations to be held throughout the consultative period. The locations will include Farnborough town centre, Fleet/Church Crookham, Farnham, Aldershot and Mytchett/Frimley Green.
- 13.6.5** Each consultation event will provide the community with the opportunity to meet members of the Airport team, to ask any questions they may have about the proposals and to record their comments.
- 13.6.6** All stakeholders will have the opportunity to comment on the Master Plan, either online or by completing a questionnaire that may be returned by freepost.
- 13.6.7** Following the consultation and production of the 'Statement of Community Involvement', TAG will issue a final version of the Master Plan in 2009. The Master Plan will be submitted to the DfT and RBC, to assist in its preparation of the Airport Area Action Plan and will be a material consideration in any planning application. The Master Plan will be available electronically and, on request to TAG, in hard copy.

13.7 Statement of Community Involvement

- 13.7.1** Following the consultation process leading up to the publication of the Master Plan, TAG will produce a Statement of Community Involvement and this will form part of the documentation accompanying any future planning application for an increase in number of ATM.
- 13.7.2** It will outline the steps taken to publicise and consult on the Master Plan, providing a tabulated summary of respondents' comments, the response to comments and any actions to be taken.
- 13.7.3** The Statement of Community Involvement will identify the changes made to the Master Plan following consideration of the community consultation responses and representations.

14.0 Indicative Proposals 2020 to 2030

- 14.1** The information contained in Sections 5 to 12 of the Master Plan sets out proposals for the Airport to 2019, having regard to the constraints in relation to physical infrastructure, public safety, noise, air quality, ecology, surface access and sustainability and climate change.
- 14.2** For the period 2020 to 2030, it is likely that the Airport will continue to strengthen its role as the leading European Business Aviation airport. Given the forecast growth of Business Aviation and the Airport's unique position as a dedicated Business Aviation airport, it is possible that further expansion of the use of the Airport may be sought in the period 2020 to 2030.
- 14.3** TAG is committed to the long term future of the Airport as a Business Aviation centre, and will seek to continue to make best use of its existing infrastructure. It will seek to embrace emerging technologies and to fully comply with developing environmental regulation and future sustainability objectives.

15.0 Conclusion

- 15.1** Airport master plans are intended to inform the planning process and the preparation of them provides an opportunity for local communities to engage with airports on future development.
- 15.2** The Master Plan does not seek to determine planning policies for the Airport, or to decide on restrictions that may be imposed on use of the Airport. These are matters that will be dealt with by RBC as part of its public consultation for the LDF.
- 15.3** The Master Plan provides an overview of the infrastructure, facilities and operation of the Airport, and sets out the potential opportunities for operational improvements and airport related development that could take place up to 2019 and, indicatively, to 2030.
- 15.4** TAG intends to submit and publish the final version of the Master Plan in 2009 and thereafter to seek planning permission to operate the Airport within approximately 50,000 ATM. This will ensure best use is made of the Airport's existing infrastructure in line with the White Paper. This proposal will be within limitations imposed by environmental and safety constraints current at that time. It will assist in meeting clear and increasingly unmet demand for Business Aviation in the South East.
- 15.5** TAG is committed to adopting a sustainable approach to the future management and development of the Airport and has set the objective of becoming a leader in sustainability within the airport industry. A key element of the Airport's sustainability strategy is to become a low carbon airport and to achieve carbon neutrality as soon as reasonably possible.
- 15.6** The Master Plan will be regularly reviewed to ensure that it remains relevant.

Glossary of Terms

'Apron'	A defined area on an aerodrome provided for the stationing of aircraft for the embarkation and disembarkation of passengers, and for parking.
'ATM'	'Air Traffic Movement' – a take-off or landing of a Business Aviation or air taxi aircraft.
'Business Aviation'	That sector of aviation which concerns the use of aircraft by companies, individuals or organisations as an aid to the conduct of their business. These flights are generally of an unscheduled, on demand nature providing a premium, flexible and secure service.
'CAA Aerodrome Licence'	Licence granted by the Civil Aviation Authority to operate a civil aerodrome.
'Chapter III'	An ICAO aircraft noise certification standard.
'Chapter IV'	An ICAO aircraft noise certification standard adopted in 2006 which is more stringent than Chapter III.
'CAP'	Civil Aviation Publication.
'Core Strategy'	The document within the Local Development Framework/ Development Plan Documents that defines the planning vision, objectives and key policies for the future development in a planning authority.
'Decibel'	Unit of noise measurement.
'Development Plan Documents'	<p>The suite of documents that define the Local Development Framework for an area introduced by the Planning and Compulsory Purchase Act 2004. These are currently being developed by Rushmoor Borough Council (as the local planning authority) and should comprise:</p> <ul style="list-style-type: none"> • the Core Strategy; • development control policies; • proposal maps; and • Area Action Plans. <p>Before these documents can be adopted, the local planning authority must consult on each and then submit it to the Secretary of State for Communities and Local Government for agreement.</p>
'Direct Employment'	Employment and income wholly or largely related to the operation of the Airport and generated within the Airport boundary.
'Fractional Ownership'	Sector of Business Aviation where several individuals own a percentage of an aircraft.
'Gross Domestic Product'	A measure in economics of the total market value of final goods and services produced in the economy.
'Gross Value Added (GVA)'	A measure in economics of the value of goods and services produced in an area or sector of an economy.
'ICAO'	International Civil Aviation Organisation.
'Indirect Employment'	Employment and income generated in the chain of suppliers of goods and services top the direct activities, e.g. off-site in-flight catering suppliers, cleaning, construction.

'Induced Employment'	Employment generated by the spending of incomes earned in the direct and indirect activities, e.g. retailing, restaurants and entertainment.
'Local Development Framework' (LDF)	The LDF sets out the planning framework within which planning decisions are made. An LDF is made up of a number of documents which replace the previous system of District Local Plans.
'NATS'	The main air navigation service provider in the UK.
'Noise Contour'	The area exposed to particular levels of noise from aircraft flying into and out of an airport.
'PPG24'	PPG's (Planning Policy Guidance) are statements of the Government's national policy and principles towards certain aspects of the town planning framework. PPG24 deals with noise in particular.
'PPS1'	PPSs (Planning Policy Statement) are also statements of the Government's national policy and principles towards certain aspects of the town planning framework. PPS1 deals with delivery of sustainable development.
'Public Safety Zone'	Public Safety Zones (PSZ) are the areas of land at ends of airport runways in which development is restricted. Public Safety Zone policy is outlined within DfT Circular 1/2002: <i>"Control of Development in Airport Public Safety Zones"</i>
'Public Transport'	Transport other than private vehicles, open to all, where a fare is paid in return for access to a regular service. Usually used to describe bus, coach and train travel.
'Quiet Flying Programme'	An initiative sanctioned by the Farnborough Aerodrome Consultative Committee to look at noise mitigation for the areas surrounding the Airport.
'RPG9'	RPGs (Regional Planning Guidance) set out the Government's planning and transport policy for each region for a 15 - 20 year period. RPG9 is the policy of the South East of England.
'Safeguarding Maps'	A coloured grid map produced by an airport for the local planning authority reflecting the obstacle limitation surfaces of the airport which may be affected by proposals for development.
'Third Party Risk Contour'	Third Party Risk Contour areas relate to areas at both ends of the airport runways. These areas are subject to the strict control of land use, preventing development in order to safeguard the public.
'Weekend Movements Appeal'	TAG applied for planning permission for an increase in weekend ATM permitted at the Airport from 2,500 to 5,000 with no overall increase in the total number of annual flights. Planning permission was refused by RBC and TAG appealed to the Secretary of State. This resulted in a public inquiry being held by a Planning Inspector. The Inspector then recommended to the Secretaries of State for Transport and for Communities and Local Government that the planning permission be granted. The Secretaries of State agreed and the planning permission was granted on 13 March 2008.

Advisory Team

TAG has assembled a team of experts to advise on the future development of TAG Farnborough Airport.

UK Air Navigation Service Provider

NATS

Acoustic Consultants

Bickerdike Allen Partners 
architects, acousticians and construction technology consultants

Economic Consultants

m Mott
MacDonald

Planning Consultants

RPS

Solicitors

th trowers & hamlins

Air Quality and Climate Change

 **Evan Lester Limited**

Your views are valued and will be considered alongside all other responses to the consultation. Please complete the feedback form and return to the freepost address: **Freepost Farnborough Consultation**

(this is a freepost address – please just write this on the front of your envelope, no stamp or further address details are needed)

Or visit: **www.tagconsultation.com**
where you can complete and submit your feedback online

So that your views can be considered, please ensure your feedback is returned to arrive by Saturday 28th February, 2009

If you require translation services, or larger print, please email us at: translation@tagconsultation.com



Have Your Say on the
FARNBOROUGH
AIRPORT AREA
as part of the **Rushmoor Plan**

Consultation Document

Closing date: Friday 20 February 2009

Rushmoor Borough Council is updating its plans for Farnborough Airport and the surrounding area in order to provide long term certainty for local residents and businesses, the airport operator and airport users. Through this consultation document we are seeking your views on some of the key issues relating to the airport and surrounding sites as one of the first stages in updating our long terms plans.

Within this document is a questionnaire which we would prefer you to complete online at the Council's website as set out below. Alternatively paper copies are available to download from the website, or are available from the Council offices and libraries. Copies can also be obtained by telephoning our Planning Policy team on 01252 398 789.

Please return completed forms by 20th February 2009.

Further information, including two supporting background documents can be found at:

www.rushmoor.gov.uk/farnboroughairportarea

You can complete this survey and send it back to us at:

The Rushmoor Plan 2026,
Planning, Rushmoor Borough Council,
Farnborough Road,
Farnborough,
Hampshire.
GU14 7JU

Alternatively, you can leave it at the Council Offices
or libraries in Aldershot and Farnborough
for collection.

Data Protection Act 1998.

Rushmoor Borough Council will use this information to help us develop the Farnborough Airport Area Action Plan and Rushmoor Plan. This could include sharing the data with our partners.

For more information, contact our Planning Policy team on 01252 398 789.

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GLOSSARY OF TERMS

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SECTION A: INTRODUCTION

1. What is this consultation about?

In recent years, there have been major changes to Farnborough Airport and to the area around it, including the development of IQ Farnborough, QinetiQ, the Farnborough International exhibition site and QueensGate. These changes are likely to continue and the extent and nature of them will be important to the local area and its communities.

So that we can influence and respond to these changes, Rushmoor Borough Council (as the local planning authority) is updating its plans for the airport and the surrounding area. This will help to provide long-term certainty for local residents and businesses, the airport operator and airport users.

Farnborough Airport and the developments around it affect people beyond Rushmoor's boundaries and we want to involve residents, businesses and other interested parties from a wide area in preparing our plans. By doing this, we hope to be able to understand local views and concerns and to consider them as we develop our long-term vision for the airport area. This will be set out in a document called the Farnborough Airport Area Action Plan.

The Area Action Plan will cover Farnborough Airport itself, as well as key sites around its boundary. A map of the proposed area to be covered by the Plan is shown at Figure 2 in Section C of this document.

We are also looking at how the Area Action Plan fits in with our long-term vision for Aldershot and Farnborough up to 2026. We will set out this vision in a document called the Core Strategy for the Borough, which is part of the overall Rushmoor Plan.

This document is one of the ways we are consulting on the airport and the area around it and we would like your views. There will be further opportunities for you to comment throughout the preparation of the Area Action Plan. Please note that we have provided a glossary at the end of this document to explain any technical terms used.

2. How does this consultation fit in with other consultation that is going on?

The airport operator, TAG, has prepared a draft master plan for Farnborough Airport setting out how it would like to see the site and its operation developing over the next ten years up to 2019, and indicatively to 2030. TAG published the draft master plan in December 2008 and is consulting with the local community and businesses on that master plan until the end of February 2009. The draft plan is available at:

www.tagconsultation.com

A paper copy can be obtained by telephoning **01252 526 526**.

It is important that you know that while this master plan will help inform our approach and any future planning applications relating to the airport, it is independent from the work we are doing on planning for the future of the airport and surrounding area.

As part of the preparation process for the Area Action Plan, the Council has published what is known as a Sustainability Appraisal Scoping Report for the Airport. This is the first stage in looking at the potential economic, social and environmental effects of the Plan on the local area. The report is available on the Council's website at:

www.rushmoor.gov.uk/farnboroughairportarea

We would welcome your comments on this report by **10 February 2009**.

3. Have Your Say!

We have identified a number of key issues around Farnborough Airport and the surrounding area. Broadly speaking, these issues can be divided into those related to flying and the effects of flying on the environment and the community, and those related to economic issues and development opportunities on and around the airport.

On the following pages, we set out these issues and ask some questions around them. We hope you will take this opportunity to answer them and to have your say on the future of Farnborough Airport and the surrounding area. We have also provided space for any other comments that you may have.

You can complete this survey and send it back to us at: **The Rushmoor Plan 2026**, Planning, Rushmoor Borough Council, Farnborough Road, Farnborough, Hampshire. GU14 7JU

Alternatively, you can leave it at the Council Offices or libraries in Aldershot and Farnborough for collection.

You can also complete it online at:

www.rushmoor.gov.uk/farnboroughairportarea

Please return your completed questionnaire by 20th February 2009. Please do not submit duplicate postal and electronic responses.

We know that some residents and businesses might like some more information before completing this survey, so we have produced two supporting documents, one about Farnborough Airport and the other about the sites around it. These, and extra copies of the consultation document and questionnaire, are available from the council offices or online at

www.rushmoor.gov.uk/farnboroughairportarea

Copies are also available at libraries.

4. What will happen to my comments?

This survey is part of a wider consultation we are carrying out with the local community and we will publish the results on our website at:

www.rushmoor.gov.uk/farnboroughairportarea

as soon as possible after the closing date.

Please note that comments cannot be treated as confidential and may be made available to others if requested. There will be another chance to comment when we set out our preferred approach to planning for the future of the airport area in the autumn of 2009.

5. Where can I find out more?

You can find information, including background material and details of the future stages of the plans, on our website at:

www.rushmoor.gov.uk/farnboroughairportarea

You can telephone our Planning Policy Team on **01252 398 789** if you have any queries about this consultation or email us at plan@rushmoor.gov.uk.

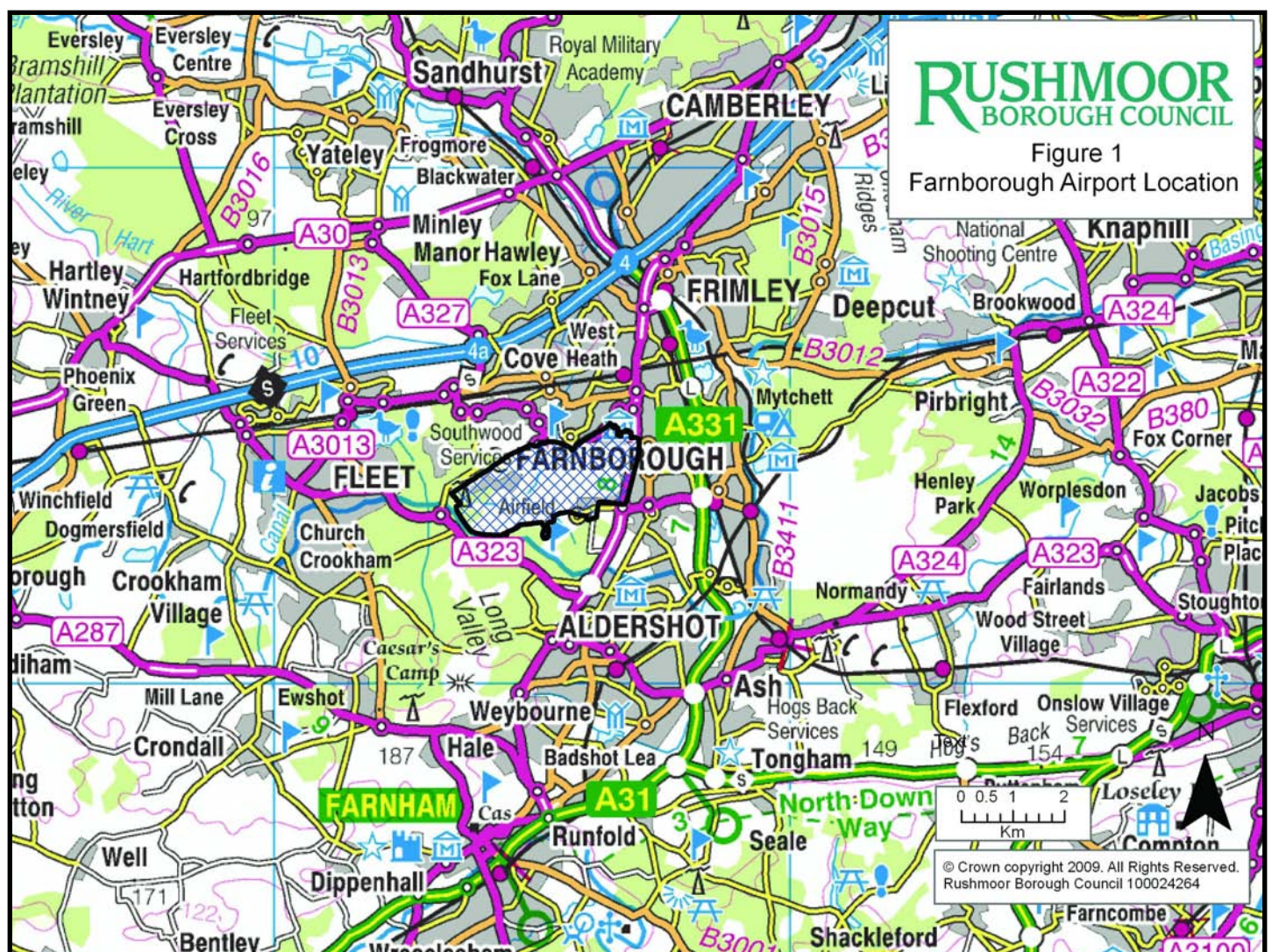
SECTION B: FARNBOROUGH AIRPORT

Farnborough was one of the country's first operational airfields, dating from 1905. It has an impressive aviation history, notably Samuel Cody's first powered flight in 1908. The Ministry of Defence (MoD) used the airfield for aviation and research development until the 1990s, when it declared it surplus to requirements. Following the marketing of the site for business aviation use, TAG was confirmed as the future operator of the site in 1998. It remains home to the Farnborough International Airshow, which has been held there since 1948.

In 2000, the Council granted planning consent for the use of the site for business aviation, for works needed to bring the site up to Civil Aviation Authority (CAA) standards and, in principle, for a new air traffic control tower, hangars and terminal building.

The total number of aircraft movements permitted is 28,000 a year, of which 5,000 can be at weekends and Bank Holidays. An aircraft movement is a take-off or a landing.

Figure 1 shows the location of Farnborough Airport in the Borough.



6. The contribution to the economy

The Government considers aviation to have an important role to play in developing the UK economy, in supporting leisure, and in improving our economic links with other countries. It therefore sees improving and modernising the UK's existing airports as a priority.

Farnborough Airport is recognised as Europe's premier business aviation airport, and as such is home to a number of the UK's largest business jet companies¹. The transport 'gateways' of Southampton and Farnborough airports and the ports of Southampton and Portsmouth are said to be at the heart of Hampshire's growth potential. The airport also serves the local business market for companies in the Thames Valley.



It is understood that Farnborough Airport's clients include business leaders, senior decision makers, investors and politicians. Key business users include, for example, BAE, QinetiQ and Segro¹.

In terms of its economic impact, the airport has direct and indirect effects on the local, regional and national economies¹. While various assessments have been made of these effects, most recently, the Inspector at the Weekend Movement Appeal noted that, "...*Farnborough Airport is of very substantial economic benefit to the Farnborough area and to Rushmoor.*"² Internationally, a recent study of the economic impact of business aviation in Europe³ found that:

- *France, Germany and the UK are the countries where the business aviation industry has the greatest impact. The total impact of business aviation in these three countries is 12.6bn euros, which represents 64% of the total industry Gross Value Added (GVA) in Europe. Their share of employment and of wages and salaries in this industry are 75% and 73% respectively.*
- *These three countries are leaders in the sector because they combine extensive business aviation aircraft assembly and component manufacturing operations with high numbers of business aviation aircraft movements and registered fleets.*

¹ *Economic Study of Farnborough Airport, Mott MacDonald November 2005*

² *Inspector's Decision notice, 13 March 2008, Department for Communities and Local Government*

³ *Economic Impact of Business Aviation in Europe, 2008, Pricewaterhouse Coopers LLP, on behalf of European Business Aviation Association*

1. Comparing Farnborough Airport with other local businesses, how much do you agree or disagree that it is of significant economic benefit to Farnborough, the Rushmoor area and to the region and beyond?

	Agree strongly	Agree	Disagree	Disagree strongly	Don't know
To Farnborough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To the Rushmoor area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To the region and beyond?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Farnborough Airport is recognised as Europe's premier business airport. How much do you agree or disagree that this is a good thing for the local area in economic terms?

	Agree strongly	Agree	Disagree	Disagree strongly	Don't know
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. A number of companies have said that the airport was a key factor in locating to Rushmoor. How much do you agree or disagree that the success of the airport is important to maintaining Rushmoor as an attractive business location?

	Agree strongly	Agree	Disagree	Disagree strongly	Don't know
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. What type of airport should Farnborough be?

Business aviation at Farnborough Airport involves executive jets and other aeroplanes and helicopters operated as corporate aircraft or air taxis. Under the current planning permissions, only business aircraft can use the airport, and scheduled holiday, charter and bulk freight flights are not allowed.

Other small airports similar to Farnborough have additional types of flying activities, such as scheduled and charter holiday flights, freight flights, flying clubs, pilot training and aircraft maintenance. The Government says it is important to consider the role of small airports and airfields in serving business, recreational, training and emergency services' needs.

4. Thinking about the period between now and 2026, how important is it to you that Farnborough Airport remains strictly a business airport?

	Very important	Important	Not important	Not at all important	Don't know
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Farnborough International Airshow

Farnborough Airport plays an important role in hosting the biennial Farnborough International Airshow, including a trade show and aircraft display. The show is organised by Farnborough International Ltd., a subsidiary company of the UK's aerospace trade association, the Society of British Aerospace Companies (SBAC).

There are currently no planning controls over Airshow activities because of their occasional nature.

5. How important do you think it is to maintain the Farnborough Airshow (including flying display and trade show) locally?

Very important	Important	Not important	Not at all important	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Do you think the economic benefits of having the Airshow in Farnborough outweigh the additional aircraft noise and traffic disruptions experienced in some parts of the Borough?

Yes No Don't know

8. Aircraft movements

The current limit for business flights at Farnborough Airport is based on what are known as flight movements. A movement is a take-off or a landing by an aircraft or helicopter. For Farnborough Airport this is currently 28,000 movements a year.

The original planning consent for the airport restricted the number of weekend and bank holiday flights to 2,500. The Government recently allowed the annual limit for weekend and bank holiday movements to increase from 2,500 to 5,000, although the overall limit remains at 28,000 movements. By the end of September 2008, the operators had reached 20,144 total movements of which nearly 3,000 were weekend movements.

According to TAG, Farnborough Airport has a comprehensive infrastructure in place that could accommodate future growth, and in this context, there is scope for increasing the number of flights to meet future business needs in the form of unmet demand.

In its draft master plan dated December 2008, TAG has indicated that it would like to increase the number of flight movements over time to approximately 50,000 a year.

Given the existing planning consent and Government guidance, the Council does not consider it would be realistic to reduce the number of flight movements at Farnborough Airport. We would, however, like your views on the extent to which you feel that the economic benefits that the airport and associated businesses bring to the area would justify any increase in flights between now and 2026.

7. **If the Council were to consider an increase in the number of flights, in priority order what would be your major concerns?** Please rank your top 4 concerns, starting with your highest priority (number 1):

	1	2	3	4
Noise - during the week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise - weekend and Bank Holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise - at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact on air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact on wildlife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased road traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the moment, aircraft flights using Farnborough Airport are controlled by the number of movements and by the noise and weight limits of aircraft. Noise is discussed in more detail in Section 10 below. The maximum permitted take-off weight of aircraft is 50,000 Kg. There is an exception allowing up to 1,500 movements a year to be up to 80,000 Kg allowing for some of the larger business jets to use the airport.

8. **At the moment, aircraft flights using Farnborough Airport are controlled by the number of movements and by the noise and weight limits of aircraft.**

An alternative way of controlling flights would be to control activity in other ways, such as by setting an overall annual aircraft noise limit (a noise budget), rather than through an overall limit of flight movement numbers. Which approach would you prefer?

- Current controls - focusing on numbers Alternative controls - focusing on noise
 An alternative approach - please explain

9. **If noise, safety and other controls and limits remained the same, what level of flight movements would you think acceptable?**

- 28,000 (i.e. no change) 60,000+
 35,000 Don't know
 50,000

10. **Part of the business aviation at Farnborough Airport involves helicopters. Do you think that the number of helicopter movements should be included as part of the overall number of movements or given a separate limit?**

- Included as part of the overall number of movements (as at present)
 Given a separate limit

11. How should exceptional events such as the Olympics be treated?

- Additional flights for events like the Olympics should be included in the annual flight limits
- Additional flights for events like the Olympics could be in addition to the annual flight limits
- I would have no preference

9. Airport controls and public safety

The Civil Aviation Authority (CAA) is responsible for aviation safety and sets and monitors aircraft safety standards at Farnborough Airport.

At the airport, there are Public Safety Zones at either end of the runways. In these areas, new development is controlled to restrict the number of people who may be exposed to risk if there is an aircraft accident on take-off or landing. This means there should be no increase in the number of people living, working or gathering in Public Safety Zones.

Our current planning policies control new development within Farnborough Airport's Public Safety Zones based on estimates of the numbers and types of aircraft movements there will be in 2015. Any future increase in the number of flights at the airport would have to comply with the Public Safety Zones and Third Party Risk Contour regulations. Third Party Risk Contour areas relate to areas at both ends of the airport runways.

12. Given the current controls in place, how safe do you feel with the current level of aircraft movements at Farnborough Airport?

Very safe	Safe	Not very safe	Not at all safe	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Would you feel as safe or less safe if the number of aircraft movements was increased at Farnborough Airport?

- I'd feel as safe
- I'd feel less safe
- I don't know

10. Airport controls and aircraft noise

Improved technology means that aircraft are quieter than ten years ago and aircraft routeing and procedures can help to reduce noise disturbance.

However, the Government recognises that some people are more sensitive to noise than others and that people can find noise levels from aircraft at smaller airports and airfields more disturbing than similar noise levels around major airports.

When the Council granted planning permission in 2000, it included a requirement to phase out noisier aircraft before the operator, TAG, could exceed 20,000 movements a year. This was so that aircraft noise would stay within an annual 'noise budget' set for the airport in 2000. Since then, the noise budget has remained at the same level, but because of improved technology and the phasing out of these noisier aircraft, noise levels have actually decreased.

14. If you had to balance the benefits of Farnborough Airport with the noise impact of flying, which of the following statements would reflect your views?

- The benefits of the airport would be *significantly more important* than the noise impact
- The benefits of the airport would be *more important* than the noise impact
- I think both would be *equally important*
- The noise impact would be *more important* than the benefits of the airport
- The noise impact would be *significantly more important* than the benefits of the airport

15. How much do you agree or disagree that controls should be stricter at weekend and bank holidays than on weekdays?

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Agree
strongly | Agree | Disagree | Disagree
strongly | Don't
know |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

11. Protecting the local environment and air quality

The Government says it recognises that the economic benefits of air travel need to be balanced against the impact on the environment. This includes the effects of aircraft emissions on climate change and of airports on those living nearby.

Aircraft and road vehicles produce a number of pollutants that can affect air quality, including nitrogen oxide (NOx), Carbon monoxide (CO), volatile organic compounds (VOC), and fine particles (PM10).

Air quality at Farnborough Airport is monitored regularly and operating procedures have been introduced to reduce the impact of the airport's operation on local conditions. The airport operator currently complies with all regulatory requirements.

16. How concerned are you about the impact of Farnborough Airport on air quality locally?

Scale 1-10 where 10 = very concerned. (Please circle one)

- 1 2 3 4 5 6 7 8 9 10 Don't know

A vast body of research exists into the impact of human activity on climate change. While there are varying conclusions to this research, the Government expects local authorities to develop planning policies which contribute to reducing emissions and stabilising the impact of emissions on climate change¹. The issue of climate change and how we deal with the impacts of aviation in this respect, is therefore relevant to the future planning for Farnborough Airport.

17. How concerned are you about the impact of Farnborough Airport on climate change?

Scale 1-10 where 10 = very concerned. (Please circle one)

- 1 2 3 4 5 6 7 8 9 10 Don't know

¹Supplement to Planning Policy Statement 1: Planning and Climate Change, Department for Communities and Local Government, 2007

12. Heritage and design

There has been an airfield at Farnborough for 100 years and it is often regarded as the cradle of British aviation.

Much of the development that has taken place recently has been on what was formerly Royal Aircraft Establishment (RAE) land and still has a strong tie with the airfield's aeronautical heritage. There are two listed buildings (Trenchard House and 'The Black Sheds') on the northern part of airfield site.

The developers of Farnborough Business Park (SEGRO) are renovating the outside of the four buildings that contain the historic wind tunnels as part of the park's Historic Quarter. SEGRO and the Farnborough Air Sciences Trust (FAST) are investigating possible commercial re-use of three of the five historic wind tunnels on the site. The remaining tunnels are not thought to have any commercial viability. Within The Hub building, there is a Secret Factory exhibition, which explains the history of the factory site and the wind tunnel buildings.

18. Looking towards 2026, how important do you think it is for us to protect Farnborough's unique aviation heritage and ensure the appropriate use of historic buildings on the airport and surrounding sites?

Very important	Important	Not important	Not at all important	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. In our future planning policies, how important do you think it is for us to set certain standards for the design and sustainability of buildings at the airport and the sites around it?

Very important	Important	Not important	Not at all important	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Protecting landscapes, habitats and wildlife

The airport and surrounding area are close to protected nature conservation areas and the effect of any development there would need to be considered carefully. The Basingstoke Canal Site of Special Scientific Interest (SSSI) for example runs along the western boundary of the airfield and provides an important habitat for a range of species including rare plants and dragonflies.

Cove Brook and its banks provide another important green corridor and source for wildlife. The brook also runs through the airport site and part of Cody Technology Park. In recent years improvements have been made to the aquatic environment on the airport by realigning and landscaping Cove Brook, and providing large areas of flood storage and pollution protection for surface water drainage.

20. How important is it for us to include in our policies a requirement for landowners in and around the airport to take agreed action to conserve and improve habitats and wildlife?

Very important	Important	Not important	Not at all important	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The lowland landscape of the airport and a number of surrounding areas help to maintain an important strategic gap and we will need to consider this carefully when looking at future development of the site.

The extensive open landscape of the airport area has been recognised, with its low, flat horizon and important mature woodland on its edge. We believe the extensive views across the airport area, from the western part of Elles Road and from parts of Farnborough Road, are particularly important.

21. How important do you think it is for us to protect the open landscape of the airport area and views across the area in our future policies?

Very important	Important	Not important	Not at all important	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C: SITES SURROUNDING FARNBOROUGH AIRPORT

13. Proposed Area Action Plan Boundary

The area immediately around the airport has been subject to significant development over recent years. We have identified a number of key sites which border the airport which we believe are important to consider when we look at the future development of that area and which we would therefore like to include in our Airport Area Action Plan.

The proposed boundary for the Area Action Plan is shown on Figure 2 and as well as the airport (Area 11), it includes the following sites:

- 1 Farnborough Business Park (also known as IQ Farnborough)
- 2 Land south of RAE Road
- 3 Society of British Aerospace Companies (SBAC)/Farnborough International Venue and Events (FIVE)
- 4 Queen's Gate
- 5 Farnborough Aerospace Centre
- 6 Civil Enclave
- 7 The 'T' Area
- 8 Air Accidents Investigation Branch
- 9 Cody Technology Park (also known as QinetiQ)
- 10 Flight Safety International
- 11 TAG, flying area and associated infrastructure

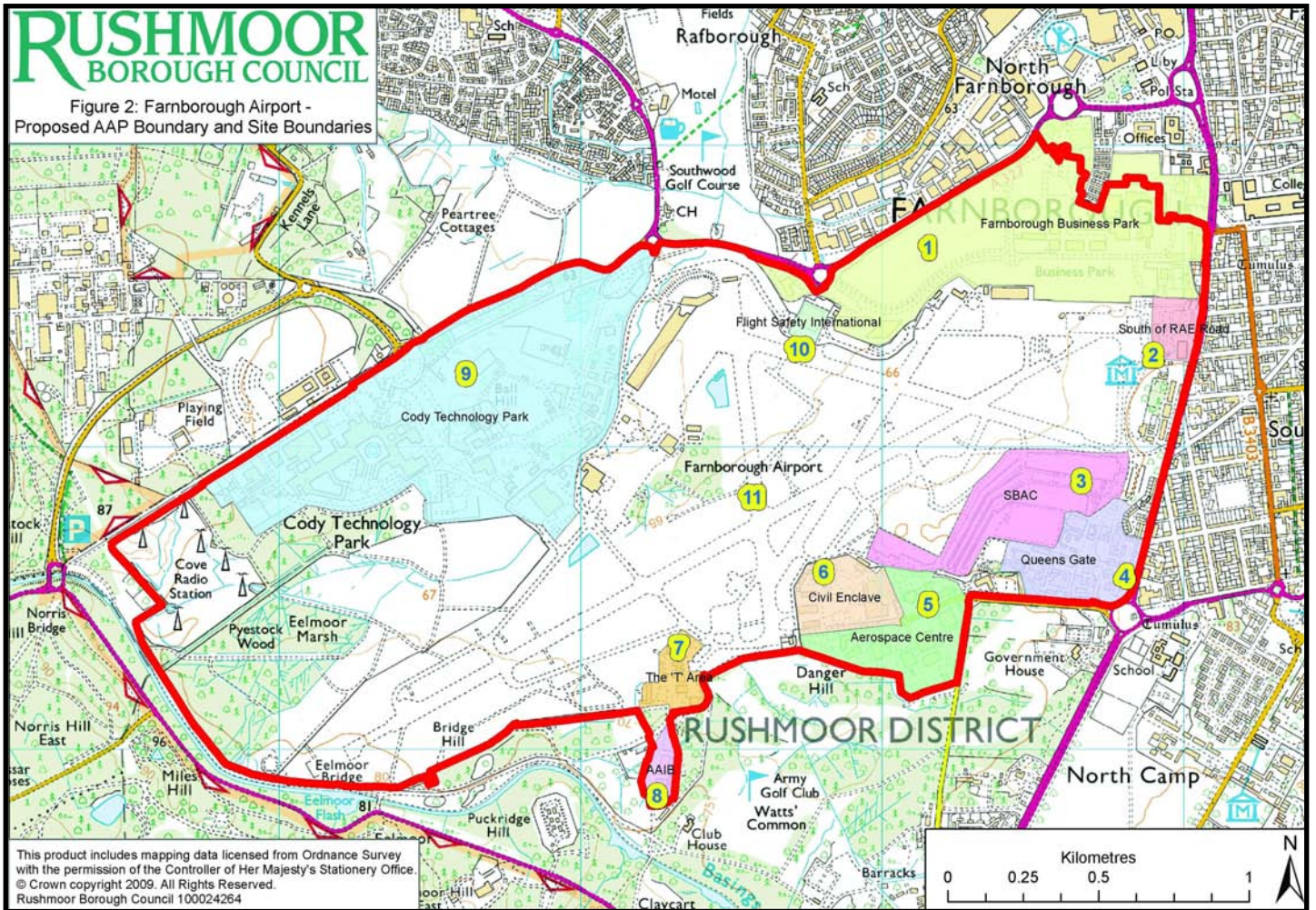


Figure 2 shows the proposed Area Action Plan boundary.

22. Do you agree with the proposed boundary for the Farnborough Airport Area Action Plan?

- Yes
 No
 Don't know

If no, please explain your answer.

One of the benefits of Farnborough Airport and the surrounding area is its good transport links, particularly to the M3, M25 and A3. This means that the airport and the surrounding area could have a significant impact on the local transport network. We therefore need to understand the effects of any changes on this network in the future.

We have already identified some opportunities to improve transport links, including pedestrian links, to some of the surrounding sites. This includes potentially improving access to Farnborough Industrial Estate and Farnborough Business Park.

23. How concerned are you that there could be more road traffic if the sites around the airport were developed further over time?

Very concerned	Concerned	Not very concerned	Not at all concerned	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Site specific issues

We now have some questions about individual sites around the airport.

Site 1 - Farnborough Business Park (IQ Farnborough)

Farnborough Business Park ('IQ Farnborough') occupies the former Royal Aircraft Establishment (RAE) factory site. Slough Estates Group (SEGRO) and Redrow Homes Ltd. are currently redeveloping the site to provide a mix of commercial and residential uses.

The area is allocated for employment development (offices, research & development and light industry). The rate of employment development has been slower than originally anticipated because of the downturn in the market for office floor space.

24. How much do you agree or disagree that Farnborough Business Park (IQ Farnborough) could be used for other large site uses, (such as retail, leisure, residential) in future?

Agree strongly	Agree	Disagree	Disagree strongly	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site 3 - Society of British Aerospace Companies (SBAC)/ Farnborough International Venue and Events (FIVE)

When it is not being used for the Farnborough Airshow, the exhibition site is increasingly being used for events, such as exhibitions, conferences and corporate functions. These are centred on the new FIVE exhibition and venue centre.

25. How much do you agree or disagree that the Council should support the provision of additional permanent exhibition and conference facilities on the Airshow site?

Agree strongly	Agree	Disagree	Disagree strongly	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site 6 - Civil Enclave

The civil enclave site is a small courtyard of office and hi-tech industrial business units that is an extension of the Farnborough Aerospace Centre (occupied by BAE Systems). As it is close to the airfield and its runways, it is important that future development does not conflict with the operation of the airfield or air show.

26. How much do you agree or disagree that there is scope to use the civil enclave site for other uses, such as hotel development?

Agree strongly	Agree	Disagree	Disagree strongly	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site 8 Air Accidents Investigation Branch

27. The Air Accidents Investigation Branch (AAIB) is in an area currently designated as Strategic Gap, within relatively open countryside. How much do you agree or disagree that that further development on the site should be restricted?

Agree strongly	Agree	Disagree	Disagree strongly	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site 9 Cody Technology Park

The Cody Technology Park is occupied by QinetiQ and has also been identified as a site that could be redeveloped in the future. QinetiQ is one of the largest defence research organisations in the world. The site features offices, storage and hi-tech industrial units.

The park is in an area currently designated as Strategic Gap within relatively open countryside and although considerably developed, there are areas of soft landscaping throughout and the Eelmoor Marsh Site of Special Scientific Interest (SSSI) is next to the south-southwest boundary.

28. How much do you agree or disagree that further development should be allowed on the Cody Technology Park site?

Agree strongly	Agree	Disagree	Disagree strongly	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

29. How much do you agree or disagree that the Cody Technology Park should remain a secure Research & Development site in future?

Agree strongly	Agree	Disagree	Disagree strongly	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. Additional comments

30. Thinking about the sites shown in Figure 2, are there any other comments about future uses on these sites that you would like to make?

31. Are there any other comments that you would like to make about issues that we should take into account when considering the future of the airport?

16. About you

Gender Male Female

Title _____ Name _____

Organisation _____

Name of client if acting on behalf of someone else _____

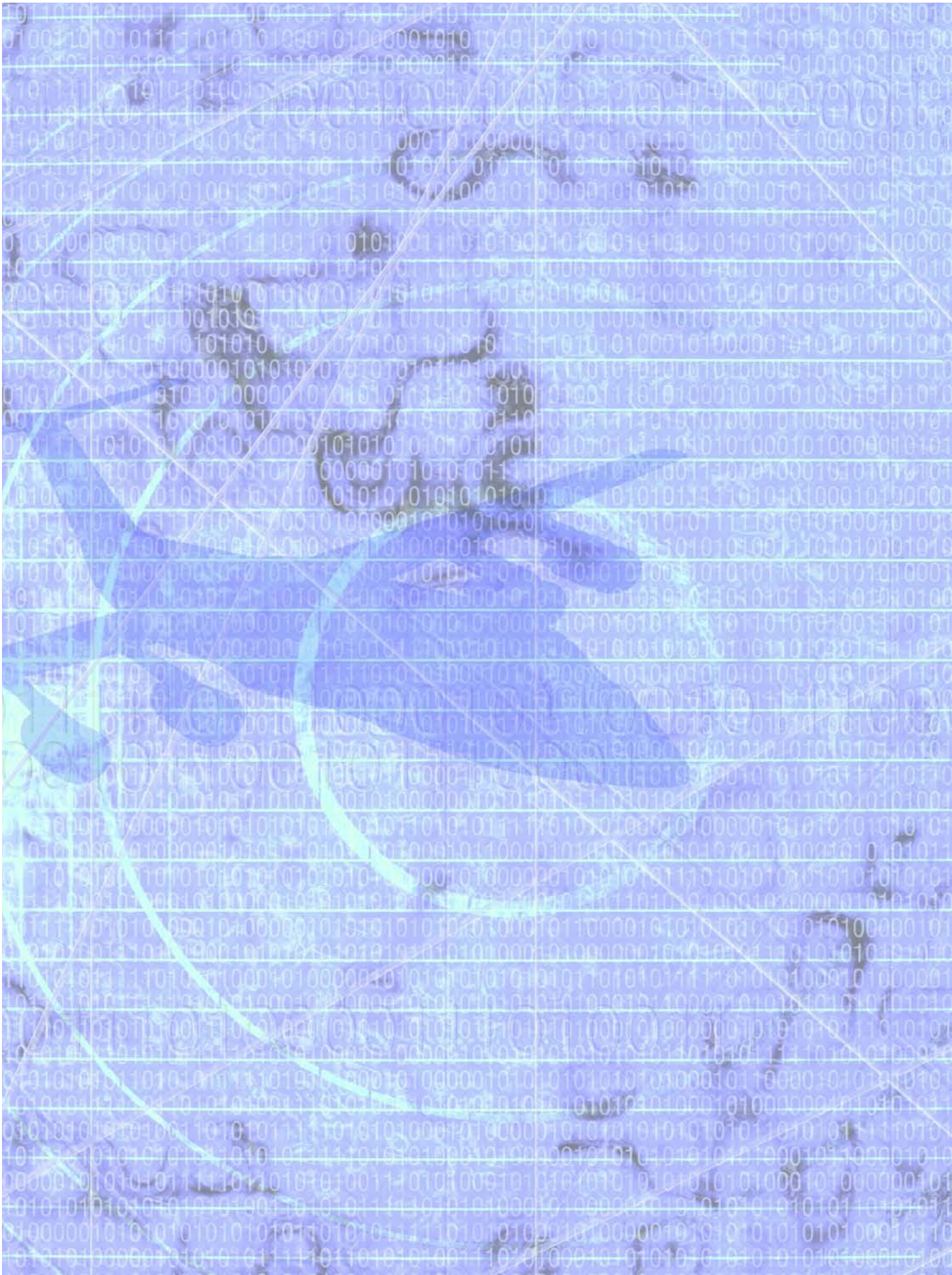
Address _____

Email _____ Telephone _____

If you would like to be kept informed about the Airport Area Action Plan or the Rushmoor Plan please tick the box.

GLOSSARY OF TERMS

Area Action Plan	A development plan document containing detailed policies and proposals for a specific area of change
Core Strategy	A development plan document that provides a vision, objectives and broad policies and proposals to guide future development
Flight Movement	A movement is a take-off or a landing, so each flight is two movements
IQ Farnborough	Employment and residential development occupying the site of the former Royal Aircraft Establishment
Noise budget	An overall limit for the amount of aircraft noise that can be made during one year
QinetiQ	The largest single employer in the Farnborough area, focusing on aerospace testing, training and research
Rushmoor Plan	The Local Development Framework for Rushmoor (Aldershot and Farnborough). The Local Development Framework sets out the planning framework within which planning decisions are made. It is made up of a number of documents which replace the previous system of Local Plans
Site of Special Scientific Interest (SSSI)	A site of nature conservation importance notified under the Wildlife and Countryside Act 1981
TAG	TAG is an acronym of Techniques d'Avant Garde. TAG Farnborough Airport Ltd. became the freehold owner of the Airport in 2007. TAG Farnborough Airport Ltd. is a subsidiary of TAG Aviation
Third Party Risk Contour regulations	Third Party Risk Contour areas relate to areas at both ends of airport runways. These areas are subject to the strict control of land use, preventing development in order to safeguard the public



Council Offices, Farnborough Road, Farnborough, Hants, GU14 7JU
Tel: 01252 398 398 ■ email: customerservices@rushmoor.gov.uk ■ www.rushmoor.gov.uk

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FARNHAM TOWN COUNCIL



Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 15 January 2009

Place

Town Clerks Office, South Street, Farnham

- * Cllr C G Genziani (Chairman)
- * Cllr D J Atfield (Vice Chairman)
- * Cllr L Fleming
- o Cllr R D Frost
- * Cllr G Hargreaves
- * Cllr J E Maines
- o Cllr R Steel
- * Cllr C Storey

- * Present
- o Apologies for absence.

PP 114/08

PLANNING APPLICATIONS - CONSIDERATIONS

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.

Name of Councillor	Application No	Subject	Type of Interest	Reason
D. Atfield	WA08/2134	33 Glorney Mead, Badshot Lea	Personal	Know property owner
J. Maines	WA08/2133	130 Upper Hale Road, Farnham	Prejudicial	Governor of local school

WA 08/2117

Erection of single storey extension following demolition of conservatory
37 Edward Road, Farnham

Concerned about the impact on the residential amenities of the neighbouring properties

WA 08/2124

Erection of single storey, two storey and first floor extensions
31a Grove End Road, Farnham

Object to the over development of the site and adverse effect on the neighbouring properties

WA 08/2133

Erection of a community building following demolition of existing building
130 Upper Hale Road, Farnham

In principle no objection

CLlr Maines stayed and spoke and left for the voting

WA 08/2134

Erection of a single storey extension
33 Glorney Mead, Badshot Lea

No objection

WA 08/2135

Erection of flue and vents and change of use from industrial/warehouse to Class B2 general industry
Unit 5 Monkton Park, Farnham

No objection

WA 08/2137

Erection of two storey and single storey extensions
9 Hollis Wood Drive, Farnham

Concerned about the impact on the residential amenities of neighbouring properties and over development of the site. Also concerned at the use of Guildford Borough Council paperwork

WA 08/2141

Erection of single storey and two storey extensions
23 Sheephouse, Farnham

Concerned about the over development of the site and impact on the residential amenities of the neighbouring properties.

WA 08/2143

Install external staircase for maintenance purposes
33 The Borough, Farnham

No objection subject to the approval of the Listed Buildings Officer

WA 08/2144

Application for Listed Building Consent to install external staircase for maintenance purposes
33 The Borough, Farnham

No objection subject to the approval of the Listed Buildings Officer

WA 08/2145

Erection of part two storey part single storey extension
21 Shortheath Road, Farnham

No objection

WA 08/2146

Conversion of garage to habitable accommodation and construction of pitch roof to existing flat roofs to front elevation
4 Derwent Close, Farnham

Concerned about the loss of garage space and parking

WA 08/2147

Retention of garden store
9 Gorse Lane, Farnham

**Farnham Town Council abhors retrospective planning applications.
Concerned that the property should be conditioned for non-business/domestic use only.**

WA 08/2149

Consultation under Regulation 3 for erection of a single storey extension to provide multi-purpose teaching space with ancillary accommodation and basement level equipment store
Heath End School, Hale Reeds, Farnham

No objection

WA 08/2153

Erection of part single storey and part two storey extensions, demolition of existing extension and alterations
10 Fox Yard, Farnham

Objection out of character with the street scene and conservation area.

WA 08/2154

Erection of a two storey extension; construction of dormer windows and alterations following demolition of existing garage.
2 High Street, Rowledge, Farnham

Concerned about the impact on the residential amenities of neighbouring properties

WA 08/2160

Application for a certificate of lawfulness under Section 192 for a loft conversion with rear dormer

33 St Georges Road, Farnham

**Farnham Town council abhors retrospective planning applications.
Concerned about the impact on the residential amenities of the neighbouring
properties**

WA 08/2161

Erection of garage following demolition of existing garage
26 Vale Close, Farnham

No objection

WA 08/2162

Erection of detached garage and store
Forest House, The Long Road, Rowledge

**No objection, but the application should be conditioned for domestic
garaging and store only**

WA 08/2170

Extensions and alterations to existing detached garage to form study/guest
bedroom
23 Vicarage Lane, Farnham

**Concerned about the creation of ancillary accommodation on a small site
and the store being converted to a kitchen in the future.**

WA 08/2171

Erection of outbuilding following demolition of existing garage; erection of two
storey extension and conversion of loft area including provision of dormer window.
14 Upper Bourne Lane, Wrecclesham, Farnham

Concerned about the loss of parking and over development of the site

WA 08/2174

Erection of entrance hall and alterations to elevations including cladding
Lamont, Lodge Hill Close, Farnham

No objection

WA 08/2182

Change existing timber windows to pvcu
Priory Court, 1 Frensham Road, Farnham

No objection

WA 08/2185

Erection of single storey, part two storey and part first floor extensions to dwelling
Merlewood, 63 Lodge Hill Road, Lower Bourne, Farnham

No objection

WA 08/2193

Erection of a single storey extension following demolition of existing porch

Gorsedene Lodge, The Long Road, Farnham

No objection

WA 08/2195

Erection of single storey and two storey extensions following demolition of single storey extension
9 Morley Road, Farnham

No objection

WA 08/2203

Erection of a two storey side extension
16 Stockwood Way, Farnham

No objection

WA 08/2207

Erection of two new dwellings following demolition of existing dwelling
66 Middle Bourne Lane, Farnham

Objection to infill development

WA 08/2214

Erection of dwelling and garage following demolition of existing (variation of WA/2008/1268)
Minadhu, Manley Bridge Road, Rowledge

Previous comments of the Planning consultative Group held on 24 July 2008 were as follows: Objection concerned about the impact on the street scene and the proposal is out of keeping and character with neighbouring residential buildings.

Concerned about the impact on the residential amenities of the neighbouring properties

WA 08/2215

Erection of dwelling and garage following demolition of existing (variation of WA/2008/1268)
Minadhu, Manley Bridge Road, Rowledge

Previous comments of the Planning consultative Group held on 24 July 2008 were as follows: Objection concerned about the impact on the street scene and the proposal is out of keeping and character with neighbouring residential buildings.

No objection

WA 08/2223

Extension to existing car park by construction of 18 parking spaces
Phyllis Tuckwell Hospice, Waverley Lane, Farnham

Farnham Town Council is concerned about the removal of trees on the basis of aesthetics. However, the Council would be guided by the recommendations of the Arboriculture Officer.

WA 08/2224

Application for a Certificate of Lawfulness under Section 192 for the erection of an extension and loft conversion
6 Winton Road, Farnham

Farnham Town Council deplores retrospective planning applications and objects to the impact velux windows have on the street scene.

The meeting closed at 7.32 pm

Date

Chairman



FARNHAM TOWN COUNCIL



Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 29 January 2009

Place

Town Clerks Office, South Street, Farnham

- * Cllr C G Genziani (Chairman)
- * Cllr D J Atfield (Vice Chairman)
- * Cllr L Fleming
- o Cllr R D Frost
- o Cllr G Hargreaves
- o Cllr J E Maines
- o Cllr R Steel
- o Cllr C Storey

- * Present
- o Apologies for absence.

PP 115/08

PLANNING APPLICATIONS - CONSIDERATIONS

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.

Name of Councillor	Application No	Subject	Type of Interest	Reason
L. Fleming	WA09/0011	26 Lion and Lamb Yard, Farnham	Prejudicial	Knows the architect

WA 08/2225

Alterations and creation of additional flat unit
Flats 7-8 Great Austins House, Tilford Road, Farnham

Previous comments of Planning Consultative Group held on 27 March 2008 were

as follows: Farnham Town Council expresses reservations with regard to the historical value/nature of the original house and this development lies within a conservation area. Farnham Town Council suggests a site visit.

Farnham Town Council are still concerned about adequate parking.

WA 08/2230

Erection of extensions and alterations
6 Parkland Grove, Farnham

Concerned about the effect on the neighbours and detrimental impact on the street scene

WA 08/2235

Variation of condition of WA/2006/0836 to allow use of garage building for purposes of ancillary accommodation/storage/games room
Vale Wood House, Vale Wood Drive, Farnham

Object, condition remains the same.

WA 08/2236

Conversion of loft storage space of garage building for ancillary accommodation/storage/games room
Vale Wood House, Vale Wood Drive, Farnham

Object, condition remains the same.

WA 08/2237

Erection of two dwellings following demolition of existing dwelling (revision of WA/2008/0597)
2 Frensham Vale, Farnham
Previous comments of the Planning Consultative Group held on 17 April 2008 were as follows: No objection

No objection

WA 09/0002

Erection of extensions and alterations
7 Chapel Road, Farnham

No objection provided the materials match existing

WA 09/0005

Application for a Certificate of Lawfulness under Section 192 for a proposed use as (B1) office use.
Suites F1 & F2, Lion and Lamb Yard Shopping Centre, Farnham

Farnham Town Council abhors retrospective planning applications, however, in principle no objection to proposal

WA 09/0006

Erection of stable block and ancillary staff restroom/kitchen, w/c accommodation, grooms room and office
Land at Northbrook Estate, Alton Road, Farnham

Object, inappropriate development in green belt area and if mindful to grant the application, Farnham Town Council would suggest it be conditioned for non-residential or commercial use other than specified in the planning application.

WA 09/0009

Erection of a two storey extension to provide annexe
19 Echo Barn lane, Farnham

No objection

WA 09/0011

Erection of a two storey extension to be used for retail/restaurant and café purposes (Class A1 and A3) following demolition of part of unit 26, two sheds, a wall and fence
26 Lion and Lamb Yard, Farnham

**Object, concerned about the loss of retail space.
The meeting became inquorate and Councillor Fleming made no comment due to prejudicial interest and the comment was not considered by The Planning Consultative Group.**

WA 09/0012

Conservation Area Consent for the demolition of part of Unit 26
26 Lion and Lamb Yard, Farnham

**Object, concerned this is within the Conservation Area.
The meeting became inquorate and Councillor Fleming made no comment due to prejudicial interest and the comment was not considered by The Planning Consultative Group.**

WA 09/0019

Erection of a building to provide 15 apartments following demolition of existing dwelling (variation to permission granted under WA/2007/0512)
Land at Waverley House, 54 Waverley Lane, Farnham

Previous comments of the Planning Consultative Group held on 17 April 2008 were as follows: Object, this proposal will cause additional traffic movements in a school area and will be detrimental to the street scene as it will be out of keeping with the neighbouring properties.

Object, Farnham Town Council still believes this proposal will cause additional traffic movements in a school area and will be detrimental to the street scene as it will be out of keeping with the neighbouring properties.

WA 09/0020

Retention of boundary retaining wall and fence

Manor House Cottage, Nutshell Lane, Farnham

**Objection, out of keeping with the street scene and Farnham Town Council
abhors retrospective planning applications.**

WA 09/0022

Erection of two storey side extension and single storey rear extension
Beech Hollow, Aveley Lane, Farnham

No objection

WA 09/0023

Application for advertisement consent for retention of two non-illuminated
freestanding display units (revision of WA/2008/1793)
Six Bells Service Station, Hale Road, Farnham

No objection

The meeting closed at 6.50 pm

Date

Chairman



FARNHAM TOWN COUNCIL

K

Notes

Farnham in Bloom Working Group

Time and date

10.30am on Wednesday 14 January 2009

Place

Town Clerks Office, South Street, Farnham

Attendees: David Attfield (DA) Catherine Cooper (CC), Victor Duckett (VD), Jill Hargreaves (JH), Roland Potter (RP), (Sheila Rayner (SR), Kevin Taitt (KT) and John Ward (JW)

1. Apologies

There were no apologies for the meeting.

2. Farnham in Bloom Entry 2009

POINTS	ACTION
<p><u>Schools Interest</u> – KT said there has been interest from Badshot Lea & Folly Hill infant schools.</p> <ul style="list-style-type: none">- The group agreed it is best to only have a couple of entries so we can focus on helping them.- RP asked if there was a fee for schools. If there is the group agreed the council would pay their entry fee.- The closing date for the schools to register is 20th February 2009.	
<p><u>Neighbourhoods Category</u> – KT said that Noel Moss from The Bourne Group wasn't keen on entering the project.</p> <ul style="list-style-type: none">- SR added that in an e-mail, Noel believes the wildlife garden is untidy and he maybe worried that it will affect the overall result.- SR stated the neighbourhoods will not affect the town centre entry.- JH said it would be worth meeting with Noel and discussing the situation.- SR stated that she had written to Christine Baxter at	<p>KT to arrange a meeting with Noel Moss.</p> <p>SR to send letter to VD. VD to discuss with Christine Baxter.</p> <p>JH & VD to make a date to visit Hale Place.</p>

Hale Place on 5 th November but has not had a response. - VD will contact Christine Baxter to discuss.	
<u>Residential Gardens</u> – SR has drafted a letter to be distributed to the owners of the gardens. - SR & KT have identified possible entries but this will depend on the chosen route.	SR to identify areas and contact the owners to get them involved.
<u>Category</u> - The group discussed which category to enter; the town centre or population category. - KT stated the population category is open to towns with a population of over 35,000, however this would require more input from Waverley Borough Council and Surrey County Council. - RP stated the judges advised the council to develop smaller projects, build on last year and to stick to smaller projects. The success of entering the population category would be more dependant on third parties. - The group agreed and have decided to enter the town centre category.	
<u>Route</u> – SR said it would be good to change the route but will need to keep Gostrey Meadow & Borelli Walk for examples of biodiversity. - RP said it would be good if Peter Holman, chairman of South & South East in Bloom (SSEIB) would visit again and walk the route. - KT informed the group of the SSEIB seminar taking place on either 6 th or 12 th March. The marking sheet will be revealed at the seminar. - RP informed the group that there is a training budget if members would like to attend.	KT/SR to contact Peter Holman. Members to contact KT if they would like to go on the seminar.
<u>Judging</u> – KT stated this year judging will take place between 6 th – 17 th July. The council will be informed of the exact date in May. - KT stated only 1 judge from last year will visit, the rest will be new.	

3. Secret Gardens

POINTS	ACTION
<ul style="list-style-type: none"> - KT distributed last year's entry form to the group. - KT said he will be reducing the categories from 9 to 7 and therefore combining Best Courtyard Private and Best Courtyard Commercial together and Best Hanging Basket and Best Container together. - KT said there was a lack of response last year. - SR stated a bigger leaflet drop is needed and the chance to speak to people face to face. - JW asked if the council devises the categories or SSEIB. - KT confirmed the council decides. 	

- KT said the judging date will be moved forward to 1st, 2nd and 3rd July this year and on Sunday 5th July the open gardens day will take place. This will be open to charities too.
- JH asked if Secret Gardens could be part of FIB.
- KT confirmed we would need to enter a bigger category to do this.

4. Sponsorship

POINTS	ACTION
<ul style="list-style-type: none"> - KT stated Burns & Webber have pulled out as main sponsor. - KT said Squires have in the past sponsored the schools hanging baskets competition by providing garden centre vouchers to winners of Gold, Silver and Bronze awards. - RP suggested if Squires cannot provide the garden vouchers this year, FTC should pick up the cost. - VD suggested picking up half the costs as the vouchers will be spent in the garden centre. - DA suggested setting up a meeting with Sarah Squire. - SR distributed a letter and contact list aimed at gaining corporate sponsorship of £3000. Split into 1 sponsor of £3000, 2 sponsors of £1500 and 3 sponsors of £1000. - The group discussed the sponsorship packages and it was agreed a smaller amount package was needed. - SR said the more sponsors there are, the more logos which need to be displayed over the town, which dilutes the image and the businesses overall benefits. - The group agreed to add 4 sponsors donating £750 to the package. - RP suggested using the Herald to look for sponsorship. - DA said to add the big firms on the trading estate to the contact list. - RP said to add the large businesses in the town centre to the list too. - JH suggested Jan Lowen in Castle Street. - CC suggested Surrey Life magazine. - CC suggested designing a leaflet aimed at the possible sponsors to attract their attention and show a professional image. - The group agreed to design a leaflet. 	<p>KT/DA to contact Sarah Squire to set up a meeting.</p> <p>CC/SR to obtain quotes from printers and design leaflet.</p>

5. Stub Bins, Replacement Bins & Biodiversity Boards

POINTS	ACTION
<p><u>Stub & Replacemnet Bins</u>– SR has obtained a quote of £4000 for a mixture of ground, wall bins and stub bins.</p> <ul style="list-style-type: none"> - SR spoke to WBC who advised they would need to black. - KT spoke to Rob Anderton at WBC who said if FTC contributes, we can have our logo on them. 	

- SR stated WBC have placed extra bins in new locations, including Central car park.
- RP said it would be good to add stub bins to the bins already in place around the town.
- VD added 40 Degreez would be a good place to start.
- JH said we should concentrate on problem areas such as outside the Marlborough Head and Lloyds TSB.
- SR said the Chamber of Commerce are more enthusiastic about sponsoring the bins than FIB planting.
- VD said Sir Ray Tindle was happy to sponsor the bins a few years ago but would need to have a chat again.

VD to speak to Sir Ray Tindle about sponsorship of bins.

6. Bourne Conservation Group

POINTS	ACTION
<p>Following the report from the Bourne Conservation (BCG) Group, the group discussed the proposed support & funding requested.</p> <ul style="list-style-type: none"> - The group agreed to offer £250 requested to cover costs of plants which have died in phases 1 & 2. - The group agreed that FTC cannot offer assistance on the felling of sycamore trees between A287 and Vicarage Hill as this is private land. - The group agreed to fund & support the maintenance of Middle Bourne Gardens but cannot provide funding or support for private land or Ridgeway School. - DA suggested the BCG asks Surrey CC for funding. 	<p>KT to write a letter to BCG. Inform them FTC has a budget to distribute to all gateways into the town. FTC to supply funds & support for Middle Bourne Gardens only.</p>

7. Carpet bedding in Lion & Lamb Yard.

POINTS	ACTION
<ul style="list-style-type: none"> - KT contacted the landlord of Lion & Lamb Yard and asked if they would like FTC to plant the carpet bedding in the Yard this year. - Landlord confirmed. - KT suggested planting to form the shape of a racing car to commemorate Mike Hawthorn's 50th anniversary. - The group agreed this was a great idea. - RP said this would be a good point to highlight in a press release. 	<p>CC to write press release and forward to members for quotes.</p>

8. Signage

POINTS	ACTION
<ul style="list-style-type: none"> - SR told the group that we are awaiting further quotes for the green FIB signs/ Farnham winners. - SR said one quote has stated approximately £4000 to refurbish all the signs. 	

9. Litter Pick

POINTS	ACTION
<ul style="list-style-type: none"> - VD stated he is happy to help but feels FTC is doing other peoples work and said we should nag Waverley more. - JH agreed WBC should be doing more but equally FTC should be involved as it is good PR for FIB and the town council. - RP suggested doing an audit to see how bad it is and forwarding it to WBC for action. Then FTC could look at doing a litter pick afterwards to see if WBC has listened. - The group agreed this is a good idea. - The Town Centre Environmental Audit will take place on Monday 26th January at 11am. - The litter pick will take place on Tuesday 17th February at 10am. 	<p>CC to e-mail members about audit with date of litter pick.</p>

10. Date of Next Meeting

POINTS	ACTION
<p>The date of the next Farnham in Bloom Working Group meeting is Wednesday 18th March at 10am.</p>	<p>CC to e-mail members with the agenda nearer the date.</p>



FARNHAM TOWN COUNCIL



Notes

Cemetery Appeals and Working Group

Time and date

10.30am on Thursday 22 January 2009

Place

Town Clerks Office, South Street, Farnham

Attendees: Cllr J Ward, Cllr Cockburn, Cllr V Duckett, Cllr L Fleming, Cllr G Hargreaves, Mr R Potter (Town Clerk), Mr K Taitt (Grounds and Services Manager) and Miss W Coulter (Committee and Members Services Coordinator)

1. Apologies

There were no apologies for the meeting.

2. Appeal regarding unauthorised memorial in West Street Cemetery

POINTS	ACTION
Members considered a draft letter to be sent outlining the Working Group's decision which had been supported by Full Council. The content of the letter was confirmed and it was also confirmed that the letter would be signed by officers of the Council rather than the Lead Member of the Group.	WRC to amend letter, sign and send.

3. Health and Safety Project Update

POINTS	ACTION
Members received an update on the Health and Safety Project and the Memorial testing being undertaken in the Farnham Cemeteries. Memorial Testing had been completed in Badshot Lea Cemetery and Green Lane Cemetery and C Section in West Street Cemetery. The administration for the follow up and tracing of	

Memorial owners had almost been completed. All contacts that could be traced had been traced and the Council had a number of replies to letters that had been sent out.	
<p>Memorial Testing in Badshot Lea - Of the 75 memorials found to be unsafe at Badshot Lea that were purchased and the Council had contact details, 46 were now being repaired.</p> <p>37 unsafe memorials were purchased but the owners were deceased, 3 of these are being repaired by relatives.</p> <p>57 unsafe memorials were un-purchased but 1 is being repaired by relatives of the deceased.</p>	AO is continuing to search for contacts
<p>Memorial Testing in Green Lane - Of the 80 memorials found to be unsafe at Green Lane Cemetery that were purchased and the Council had contact details, 30 are now being repaired.</p> <p>32 unsafe memorials were purchased but the owners were deceased, 1 of these is being repaired by relatives.</p> <p>115 unsafe memorials were not purchased and no relatives have been traced to date.</p>	AO is continuing to search for contacts.
West Street Section C - There were 12 memorials that were found to be unsafe in C Section West Street, however, this is a very old section and the Council as yet, have been unable to trace any relatives.	AO is continuing to search for contacts.

4. Cemetery Maintenance – Footpaths

POINTS	ACTION
<p>Members received a current update of the work to take place on the repair and maintenance of footpaths in Hale, Badshot Lea and Green Lane Cemeteries.</p> <p>Following approval by Council for the work to be undertaken the contractor had been contacted and the work is due to start on Monday 26 January 2009.</p>	KT to report back to working group once works are completed.

5. Online Booking

POINTS	ACTION
Members were informed that the online booking system	

<p>was operational and that Undertakers could now provisionally book burials 24 hours a day, 7 days a week.</p> <p>Letters had been sent out to all undertakers informing them that they could sign up to this new system and the Council had received two replies from undertakers who wished to use the service.</p>	<p>WRC to arrange training with undertakers to use new booking system.</p>
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6. Project Plan for Garden of Reflection

POINTS	ACTION
<p>Members received a draft outline plan for the Garden of Reflection to be installed in West Street Cemetery.</p> <p>Members discussed the type of surfacing for the footpaths and other aspects of the design of the garden and it was agreed that a draft design, with notes for information, would be presented to Full Council for discussion.</p>	<p>KT to draw up plans for a Garden of Reflection for West Street Cemetery to be presented to Council for discussion.</p>

7. Progress Report on Mike Hawthorn Event

POINTS	ACTION
<p>Members were updated on the plans for the Mike Hawthorn event to take place on Sunday 25th January.</p> <p>Staff members of Farnham Town Council would be stationed in West Street Cemetery to ensure the safety of the visitors and to ensure no cars entered the cemetery between 2pm and 4pm.</p>	<p>KT organising Outside Workforce.</p>

8. Progress on Work in Town Council Cemeteries

POINTS	ACTION
<p>It was reported that extensive work had been undertaken in West Street and Green Lane cemeteries to clear away unwanted tree growth, ivy and to tidy old neglected grave plots.</p>	

9. Grass cutting

POINTS	ACTION
<p>Grass cutting was scheduled to begin in February, dependant on the weather conditions.</p>	

10. Cemetery of the Year Award

POINTS	ACTION

<p>Members were asked whether it would be appropriate to enter one of the Farnham Cemeteries into the National Competition for Cemetery of the Year.</p> <p>Members received a copy of the criteria for the competition and discussed what would need to be achieved to enter the competition.</p> <p>It was recommended by Members that the criteria for the competition should be worked towards in 2009 and that one of cemeteries, perhaps Badshot Lea could be entered for Cemetery of the Year in 2010.</p>	<p>KT/WRC to work towards administration and management of cemeteries to qualify for awards in 2010.</p>
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11. Cemetery Performance Management

POINTS	ACTION
<p>Members were asked to consider what performance management targets they wished to put in place for the Cemeteries Service.</p>	<p>CC to e-mail members with the agenda nearer the date.</p>
<p><u>Grass Cutting</u> - Performance management for grass cutting included in the Farnham Town Council's Charter. However, due to the changing weather patterns the grass grew at a greater rate than the cuts were allowing for. The Council were now carrying out more cuts per year and had arranged that different levels of cut would be carried out in the cemeteries depending of the usage of different parts of the cemetery.</p>	
<p><u>Administration</u> - Performance Management Targets had been set up for the administration of the cemeteries service. Some of the Performance Management Targets were included in the Town Council's Charter, for example, that normal memorial applications would be returned within five days and health and safety memorial applications would be returned within ten days.</p>	
<p>The performance management statistics would be reported to Full Council.</p>	<p>WRC to report performance management statistics to Council.</p>
<p>Members discussed whether there were any other aspects of the cemeteries service that required Performance Management Targets. It was agreed that as the service was continuing to be reviewed, any issues that arose in the</p>	<p>RP/KT/WRC to continue review of</p>

future would be brought to the Group for further discussion.	cemeteries.
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12. Consideration of Rotation of Plots

POINTS	ACTION
<p>Members were asked to consider whether the Council should charge a premium for non rotational plots and to consider a recommendation to Full Council.</p> <p>Members asked officers to clarify the difference between rotational and non rotational plots.</p> <p>Officers explained that rotational plots were allocated to those who did not wish to choose a plot. The non-rotational plots were allocated to those who wished to choose a plot.</p> <p>Concern had been raised by previous grave diggers that allowing non-rotational plots was causing problems getting mechanical diggers into areas where grave plots were already used.</p> <p>Members discussed the possibility of charging a premium for non-rotational plots and agreed that as the cemeteries were now lawned cemeteries the issue of difficult access would be reduced. Therefore it was suggested that the Council continue to allow non-rotational plots and not charge a premium.</p>	<p>ST/WRC to continue to allow public to choose plots.</p>

13. Fees for Cemeteries

POINTS	ACTION
<p>Members considered the possible increase of cemetery fees for 2009/2010.</p> <p>It was suggested that the fees be increased by the same percentage as the precept between 3% and 5% and that a recommendation be presented to Full Council.</p>	<p>WRC/RP to report to full Council with recommendation that fees be increased by 3% - 5% in line with the Council's Precept increase.</p>

14. Date of next meeting

POINTS	ACTION
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It was agreed that the date of the next meeting would be Thursday 12 March 2009 at 10.30am.

WRC to send reminder email to Members nearer the date with an Agenda.



FARNHAM TOWN COUNCIL

M

Notes

Corporate Development and Audit Working Group

Time and date

10.30am on Wednesday 28 January 2009

Place

Town Clerks Office, South Street, Farnham

Attendees: Cllr C Cockburn – left the meeting at 12 noon, Cllr P Frost, Cllr J Maines, Cllr R Steel and Mr R Potter (Town Clerk) (RP)

Other Attendees: Cllr L Fleming and Cllr J Ward.

1. Apologies

Apologies were received from Cllr D Le Gal.

2. Council Administration

POINTS	ACTION
<p>Council Meeting dates 2009/2010 and to develop guidance of reporting and operation of Working Groups – the Group received the provisional timetable of dates for 2009/2010.</p> <p>PF – requested that additional dates should also be provided for Working and Task Group Meetings.</p> <p>JM – referred Members to an earlier working paper which had included a more detailed timetable prepared by the officers listing a minimum of four regular meetings for each Task Group.</p> <p>RP – informed the meeting that the earlier timetable had included the creation of a number of new working groups and the reallocation of some areas of responsibility. The group discussed options and the roles of new Working/Task Groups and the role of one committee.</p> <p>The group requested that consideration be given to not circulating the minutes of Council with the agenda and that these should be available for Councillors to inspect for up to 30 minutes prior to a meeting.</p>	<p>RP – 1. to review and produce Terms of Reference for all Working Groups including a Tourism/Major Projects Working Group for consideration by the next meeting of the CDAWG.</p> <p>2. To prepare a schedule of Council and Working Group Meetings for the next meeting.</p> <p>3. CDAWG to submit a report to Council in March 2009.</p>

<p>Formation of a Town Plan Working Group – the group discussed the need to progress the Town Plan within a short time frame and suggested that this may be best progress by a Members Task Group which would then provide a draft Town plan for consideration by full Council.</p>	<p>RP – to submit a report to the next Council meeting together with the Terms of reference for the formation of a Town Plan Task Group consisting of a minimum of three Members.</p>
<p>Review of Standing Orders – RP presented some initially amended Standing Orders which were considered by the group. The following issues were identified for amendment on the basis of clarity and consistency.</p> <ol style="list-style-type: none"> 1. That the wording throughout the Standing Orders should say Town Mayor/Chairman and Deputy Mayor/Vice Chairman. 2. After every reference to Committee should be added the words Working/Task Group 3. That the Standing orders should be reviewed for grammar, spelling and capitalisation <p>In addition Members requested that Waverley Borough Council should be contacted with regard to adapting some of their Standing Orders to allow the Council to continue a meeting after 10pm.</p> <p>RP- explained to Members the legal implications of Standing orders and how some items could not be changed.</p>	<p>RP – 1. to review Standing Orders for consistency. 2. to contact Waverley borough Council re amendments to extend meeting. 3. review Standing Orders for clarity. 4. to submit amended Standing Orders to Council at the next meeting.</p>

3. Consultations

POINTS	ACTION
<p>Surrey Rural Strategy – RP reported that comments had only been received from Cllr A Lovell. JM – provided some comments on specific areas.</p>	<p>RP – to coordinate responses and submit a reply.</p>
<p>Other consultations received – RP reported that there had been 2 further consultations received for Admission Arrangements for Weydon School and two for the Farnborough Airport.</p>	<p>RP – to arrange for the Farnborough Airport consultations to be considered at the next Council meeting.</p>

4. Presentations to Full Council

POINTS	ACTION
<p>RP – reported having received a request for a presentation on the Eco Town in Bordon from Cllr Maines, Transition Town Farnham from Mr Jackson of Transition Town Farnham and Pedestrianisation from Mr J Hunt M.P. RP- explained that the demand for presentations are increasing and they place pressure on time available for</p>	<p>RP – to arrange for the development of a Form which will be sent to all people requesting to make a presentation.</p>

<p>Council meeting time. The group discussed methods of controlling access to presenters to Council meetings and it was suggested that presenters should be required to apply to the Council to make a presentation, stating what the presentation was, what the benefits would be to the Council and what the presenter hoped to achieve.</p>	
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5. Consultation and Input into Waverley Borough Council's Policies

POINTS	ACTION
<p>RS – suggested that the Town Council should become more involved in making observations and comments on Waverley borough Council policies. In particular with reference to the Leisure Centre in Farnham. The Members considered the role and responsibility of the Town council in these matters and concluded that if it was not a formal consultation to which the Town Council was not formally invited to respond, no further action would be considered.</p>	<p>Noted</p>

6. Press and Media Relations

POINTS	ACTION
<p>The group noted the meeting between some Members and the Management of the Herald Newspaper and that spokespersons had been identified from within Working Groups to speak on issues relevant to that Working Group. The Group noted that it was the Officers intention to develop further contacts with other media organisations, develop the Town Council website, particularly 'Live in Farnham' and to develop a Policy of Proactive Media Actions.</p>	<p>Noted</p>

7. Annual Meeting of Electors

POINTS	ACTION
<p>RP – advised Members that the Annual Town Meeting of Electors was to be held on 5 March 2009 at 7pm. RP – asked the group for guidance on the format of the Annual Town Meeting. The Members considered the format for the meeting and whether the format adopted in the previous year, which was a more casual presentation presented by Councillors should be repeated. The group agreed to repeat the format used in 2008 and to hold the meeting once again in the Council Chamber, South Street.</p>	<p>RP – to liaise with Lead Spokespersons to create a presentation for the public at the Annual Town Meeting.</p>

8. Personnel Issues

POINTS	ACTION
<p>RP – presented a report advising Members of the current status with staff employment and the current training programme for staff.</p> <p>RP – identified that the Job Evaluation procedure was being undertaken by South East Employers and any assessment of the structure of the organisation should be considered after this process and the organisation has had the opportunity to operate at full capacity.</p> <p>RP – informed the group that a intranet system would be available for Council staff to access information and it was intended to roll this intranet access out to Members three months later.</p>	<p>Noted</p>

9. Town Clerk Matters

POINTS	ACTION
<ol style="list-style-type: none"> 1. The Town Council is working with Community Safety Task Force and Waverley Borough Council to develop a Community Event in Gostrey Meadow on 18 April 2009 called 'Street Safe'. 2. The Town Clerk is working with the new Finance and Asset Coordinator, Mr S Bott, to collate a Capital Programme/Projects and the impact on Council Reserves. 	<p>RP – to bring a report on Projects and Reserves to a later meeting of CDAWG.</p>



FARNHAM TOWN COUNCIL

N

Notes

Band Stand Task Group

Time and date

11.00am on Monday 26 January 2009

Place

Town Clerks Office, South Street, Farnham

Attendees: Cllr D Atfield, Cllr P Frost and C Genziani and Mr R Potter (Town Clerk) RP.

1. Apologies

There were no apologies for the meeting.

2. Current position with Bandstand Project

POINTS	ACTION
<p>RP – informed the meeting the currently he was awaiting quotes for the piling and base for the bandstand. Quotes were being obtained from two companies and these quotes were expected to be received within the next two weeks. The Group discussed the surface of the base, its design and who would be doing the work. It was suggested that the current companies that were quoting for the work for the mini piling and the base should also be asked to quote for the surfacing of the base.</p> <p>The additional quote should include:</p> <ol style="list-style-type: none">1. Flooring in a circular format constructed in York Stone2. Flooring a regular square format constructed in York Stone3. Flooring in a circular format in Indian Sandstone in a colour similar to York Stone4. Flooring in a regular square format in Indian Sandstone in a colour similar to York Stone.	<p>RP – to contact contracting companies with a variation to terms of quote.</p>
<p>PF – requested that the quotes for the base should be submitted to Council for consideration.</p>	<p>RP – to present quotes to next meeting of the</p>

<p>It was agreed that the group would meet again in two weeks to consider the quotes received from the contactors.</p> <p>The Group discussed what motif/heraldic symbols would be included in the surrounding framework of the Bandstand and it was agreed that the Council's Heraldic Symbol should be included in at least one place on each side of the bandstand.</p>	<p>Council.</p> <p>RP – to contact bandstand providers regarding placing heraldic motifs on bandstand.</p>
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3. Other Projects associated with the Bandstand

POINTS	ACTION
<p>RP – informed the group</p> <ol style="list-style-type: none"> 1. that planning applications would be submitted for the installation of the CCTV camera in Gostrey Meadow. 2. that the contract work to lay electricity supply to the bandstand and other locations in the park would be undertaken by the CCTV contractors 3. a license for the bandstand has already been agreed with Waverley Borough Council 4. the lighting for the War memorial would also be installed at this time 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

4. Project Timetable and Opening

POINTS	ACTION
<p>The group reviewed the time available to implement the project and agreed that the inauguration should take place on 9 May 2009 at the same time as the Spring Festival.</p> <p>Who and the type of entertainment and PF would provide RP with contacts for Surrey Youth Entertainment.</p>	<p>RP – to update and provide a Project Path for the Project.</p> <p>PF – to provide information on Surrey Youth Entertainment.</p>

5. Date of next meeting

POINTS	ACTION
<p>Monday 9 February 2009</p>	<p>RP – to send out quotes once received.</p>

Farnham Community Task Force

Chairman: Councillor Victor Duckett

Secretary: Mrs Vivienne Miller
2 Old Park Lane
Farnham
Surrey GU9 0AH

Telephone: 01252 712663
Fax: 0870 138 5803
Email: vim.miller@btinternet.com

Minutes of the Meeting held at Farnham Town Council Offices on Tuesday, 25 November 2008, at 4.00 pm

Present: Cllr V Duckett (Chairman)
Cllr Mrs C Cockburn
Mr J King
Cllr Mrs J Maines Present for items 4.3 - 9
Mrs P Marriott
Mrs S Rayner
Mr R Terry

In Attendance: Mrs V Miller (Secretary)

**Action
by**

1. Attendance

Apologies for absence from the meeting were noted from Mr R Potter, Mr D Quick, PCSO T Matthews, PC C Skillicorn-Aston and Mr I Grist. It was noted that Mr Grist is job-sharing with Mrs Eve Bartlett and will not be available to attend meetings in the first half of the week. It was hoped that Mrs Bartlett would be able to attend Tuesday meetings in future.

EB

Mrs Cockburn reported that she had spoken to Cllr John Ward who had confirmed that he was happy to become a Town Council representative on the Task Force, and the Secretary reported that Miss Maria Pryor continued to be the appropriate Students' Union representative from UCA. Both had been sent notification of the meeting together with the relevant papers and Task Force members expressed the hope that they would be able to attend future meetings.

JW
MP

2. Minutes of the last meeting

The minutes of the last meeting, held on 4 September 2008, were agreed and signed by the Chairman.

3. Matters Arising

3.1 Website

The Secretary reported that there had been no "real" messages sent to the Task Force via the website since the last meeting, only spam.

3.2 Brackets for Mobile Cameras

"To identify and address community concerns regarding crime and disorder; and to provide solutions".

There being nothing further to report on this matter, it was agreed to remove it from the agenda for the time being.

3.3 Publicity

Mr Duckett reported that he was in touch with the editor of the Herald but that he had not yet invited him to attend a Task Force meeting.

VD

3.4 Chantry's Neighbourhood Panel

Mr Duckett reported that he had attended two Neighbourhood Panel meetings as an observer and that it was going well. The major concern at present was fly tipping.

3.5 Safer Waverley Partnership

Mrs Cockburn reported that it is hoped that there may be opportunities for closer liaison with the Community Safety Team in the future.

3.6 Task Force Membership

Mr Duckett reported that he had spoken to the Commanding Officer at Farnham Fire Station who will be happy to come along to Task Force meetings occasionally when invited. He was unfortunately unable to attend the present meeting.

VD

4. Future Development of Community Safety Role

4.1 Crime Prevention Panel (CPP)

Mr King will take copies of the recent CPP leaflets (relating to Home Security, Garden Sheds and Car Crime) to the Farnham Town Council offices so they can be scanned onto the Council's website.

JK
RP

4.2 Mini Survey of Crime and Safety Issues

This survey is being undertaken by PC Skillicorn-Aston and Mr Potter. It was hoped that a report would be available at the next meeting.

CSA
RP

4.3 Public Meetings

Task Force members noted that no progress had been made with developing a programme for a "Community Safety Awareness Day". Mrs Cockburn agreed to take this forward and will discuss the matter with the Community Safety Team at her forthcoming meeting. Previous suggestions had included involving the Safer Waverley Partnership, providing opportunities for people to learn more about the Crime Prevention Panel & Neighbourhood Watch and to volunteer to join, running a session for UCA students etc. Mr King will provide Mrs Cockburn with further information about CPP activities.

CC

JK

5. Current Projects

5.1 Graffiti

Mrs Maines reported that PC Skillicorn-Aston would be meeting the Farnham area Youth Worker in a few days time and would be discussing the possibility of a graffiti wall in the Woolmead underpass. Both the lighting and the drainage in the tunnel still need to be improved. Mr Duckett will pursue this with Surrey County Council and draw the problems to the attention of the local SCC councillors.

VD

5.2 Litter Pick & Bins

Mrs Cockburn reported that, during the last litter pick, volunteers had noted the shortage of litter bins between the Library and the lights at the Borough, and also the difficulty of disposing of lighted cigarette butts. Areas near shops were particularly bad with clusters of butts in alleys close by. Mrs Rayner took note of these points and reported that the problem of dealing with butts was currently being worked on. Mrs Cockburn stated that although the Town Council had asked for volunteers to help with the litter pick, there had not been an easy way of indicating one's willingness to join in and she thought that it should be made easy for people to leave their names, for example via the website. Mrs Rayner promised to look into this. The Town Council will be repeating the litter picks regularly as part of "Pride in Farnham". Task Force members agreed that they provide a good opportunity to collect comments as well as litter.

SR

5.3 Anti-Litter Poster Competition

It was agreed to repeat the competition with another school during next summer term so that the presentation could be made at the end of the term. Mrs Cockburn will approach the Head Teacher at Pilgrim's Way. Mr Duckett will find out if Sir Ray Tindle would be willing to sponsor the competition again.

CC
VD

5.4 Street Cleaning

Mrs Maines reported that she had asked for an update on street cleaning to be put on the agenda for the next meeting of the Town and Parishes with Waverley Borough Council.

5.5 Fly Posting

Mr King expressed his concern about the number of banners festooning the fences around the water company site at the top of Firgrove Hill, which are a dangerous distraction for motorists approaching the crossroads. It was not clear whether this was a Highways or a Planning issue (or both) but Mr Duckett will investigate and speak to the appropriate Waverley Enforcement Team official. Mrs Rayner will arrange for someone to contact the water company on behalf of Farnham Town Council. Mr Duckett will also investigate whether the Town Council is empowered to remove fly posted material generally.

VD

SR

VD

Mrs Cockburn stated that someone from UCA had reported having difficulty finding the appropriate official to speak to about legitimate signage for the University and it was suggested that he should be told to liaise with Waverley Borough Council rather than Surrey.

CC

6. Funding

The Chairman reported that the bank balance at 24 August 2008 amounted to £1170.46. This sum includes the contribution of £400 from the PCPG which is ring-fenced for the provision of CCTV equipment. After meeting the secretarial expenses and administration costs already incurred this year, there is an uncommitted balance remaining of £299.19 available to cover further costs arising in 2008/09 and subsequently. The Town Council has indicated that it would provide funding for the administrative costs of the Task Force as and when required, and it seems possible that this will need to be called on around the end of the current financial year.

RP to
note

7. Neighbourhood Watch & Crime Statistics

Mr Terry reported that four new Neighbourhood Watches are in course of being set

up. Recent crimes have included thefts of York stone and items from garden sheds, and there has been an increase in the number of house burglaries. Task Force members thanked Mr Terry for the information that he regularly circulates and agreed that it is very clear and informative.

8. Any Other Business

8.1 Venues for Public Meetings

Mr Terry reported that he was still looking for a venue for a Neighbourhood Watch meeting. Mrs Maines suggested that 40 Degreez might be suitable as the building can accommodate a seated group of 50 or 60 people.

9. Date of Next Meeting

Tuesday, 27 January, 2009 } at 4.00 pm in the Town Council offices.
Tuesday, 28 April, 2009 }

Mrs Rayner agreed to make the necessary bookings

SR

Signed

Date.....