



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Wednesday 25 March 2009

### Place

The Council Chamber, South Street, Farnham

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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 **WEDNESDAY 25 MARCH, 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

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### Time and date

7.00pm on Wednesday 25 March 2009

### Place

The Council Chamber, South Street, Farnham

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#### 1 Apologies

Apologies for absence received from Cllr J Maines.

#### 2 Minutes

To sign as correct record the minutes of the Farnham Town Council meeting held on 19 February 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 Tuesday 24 March 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 **Vision, Aims and Objectives**

To consolidate the Aims and Objectives of the Town Council into a more focused strategic document - report attached at **Appendix B**

## 7 **Local Development Framework Consultation**

To approve the answers suggested by the Members Workshop held on Tuesday 10 March 2009 to the consultation on the Local Development Framework – Core Strategy Consultation - report attached at **Appendix C**.

## 8 **Cemetery Matters**

### Review of Fees

To consider changes to Cemetery Fees for 2009/2010 – report attached at **Appendix D**.

### Update to Cemetery Regulations

To consider the amendment and update of the Cemetery Regulations to accommodate the introduction of BRAMM from 1<sup>st</sup> April 2009 – report attached at **Appendix E**.

## 9 **Financial Reports**

To receive Financial Reports on the following:

1. Corporate Risk Assessment – to be tabled.

To approve the Corporate Risk Assessment prior to the Year End.

2. Review of Internal Audit – attached at **Appendix F**.

To review the effectiveness of the Internal Auditor.

3. To Waiver Financial Regulations

To waiver Financial Regulation Financial Regulation 11.1 (b) which requires three quotes to be obtained for and item costing over £5,000.

As per Financial Regulation 11.1 (c) that Council are requested to consider approving the waivering of Financial Regulations to allow the purchase of a Remembrance Memorial Book at a cost of £6,000 as there is only one supplier in the United Kingdom.

4. To consider the quotes for the provision of a sit-on mower – report attached at **Appendix G**.

## 10 **Working Group Structure and Terms of Reference**

To consider the review of the Working Group Structure - report attached at **Appendix H**.

**11 Calendar of meeting dates**

To approve the Municipal Calendar for 2009/2010 - calendar of dates attached at **Appendix I.**

**Part 2 – Items to Note**

**12 Planning Applications**

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

26 February 2009 attached at **Appendix J**

12 March 2009 attached at **Appendix K**

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 L**

**14 Working Group reports**

To receive and update reports and notes from Working Groups which have met since Council on 19 February 2009

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

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

**15 Outside Bodies**

To receive the Minutes of the Community Task Force held on 27 January 2009 attached at **Appendix O.**

**16 Exclusion of the Press and Public**

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 17, of the agenda to consider a confidential update report from the Transfer of Assets Working Group.

**Part 3 – Confidential Items**

**17 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.

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16 March 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 Attfield, 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

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### Time and date

7.00pm on Thursday 19 February 2009

### Place

The Council Chamber, South Street, Farnham

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### Members Present

- \* Cllr G M Beel (Town Mayor) Chairman
- \* Cllr L Fleming (Deputy Town Mayor) Vice Chairman
- o Cllr D Attfield
- o 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
- \* Cllr A Lovell
- \* Cllr J Maines (left at 8.15 pm and returned at 8.25 pm)
- \* Cllr S O'Grady
- \* Cllr R Steel
- \* Cllr C Storey
- \* Cllr A Thorp (arrived 7.17pm)
- \* 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)

C 116/08

### QUESTIONS BY THE PUBLIC

There were no questions by the public.

C 117/08 APOLOGIES FOR ABSENCE

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

C 118/08 MINUTES

The Minutes of the Farnham Town Council meeting held on 8 January 2009 were signed by the Town Mayor as a correct record.

C 119/08 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/ Minute No	Subject	Type of Interest	Reason
G Beel	18	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
V Duckett	18	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
L Fleming	18	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
B Frost	18	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
G Hargreaves	18	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
S Hill	18	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
D Le Gal	18	Purchase of Council Offices, South Street, Farnham	Personal	Portfolio Holder for Property for Waverley Borough Council
A Lovell	18	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
S O'Grady	18	Purchase of Council Offices, South Street, Farnham Grants - Hoppa	Personal	Waverley Borough Councillor
R Steel	18	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
A Thorp	18	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
P. Frost	18	Purchase of Council Offices, South Street, Farnham Grants - Hoppa and transport	Personal	Waverley Borough Councillor
J Ward	18	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor+

C 120 /08 STATEMENTS BY THE PUBLIC

Mr Skingle asked why there was a need for piling in such a minor structure as the bandstand.

The Town Clerk replied that Council had to meet Health and Safety standards and recommendations from the Council's insurers.

C 121/08 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor said that for the remainder of her term of office she would like Members to stand when speaking, speak for 3 minutes and only once on each item.

The Town Mayor also requested Members to let the Mayors Secretary know their availability for the Rachel Morris reception on 6 March 2009. The Mayor also brought to Members' attention two Council meetings scheduled for Wednesday evenings on 25 March and 29 April 2009.

## Part 1 – Items for Decision

### C 122/08 NOTICE OF MOTION

Cllr Hargreaves gave a brief overview of the letter she had received and taken to the Police. She explained she had brought the Motion to the attention of the Members to demonstrate that Farnham Town Council had a zero tolerance policy and does not support racism in any way at all.

Cllr L Fleming seconded the motion.

Members discussed the motion and fully supported it in principle, deploring any form of racism. However, Cllr P Frost suggested that some form of words be put on the website that Farnham Town Council is a Council of equality and diversity and that the Council supports anyone in business in this town provided that it is carried out legally.

Members agreed that Cllr P Frost's suggestion of placing a statement on the website was the right course of action.

**Resolved: That a statement be placed on the Council website outlining the Council's policy supporting local businesses in the town.**

### C 123/08 REVIEW OF STANDING ORDERS

Members received a report on proposed amendments to the Standing orders. The Report explained that the Corporate Development and Audit Working Group had considered amendments to Standing Orders and the proposed changes were put before Members.

Cllr Steel clarified several points in the report and suggested that there be more formality in the Chamber:

- He agreed meetings should be extended if necessary to close at 10.30 pm
- He thanked the Corporate Development Task Group and the Town Clerk for all their hard work
- He clarified the rules of debate and explained how a debate should be conducted and how Members should ask formal questions.

He finished by recommending the changes to the Standing Orders.

The Mayor thanked all the Members and Officers who had been involved in the review.

Cllr Maines suggested that Members should suspend Standing Orders to debate the review.

Cllr Le Gal commented that in the revised Standing Orders it said that six members for Council to be quorate.

The Town Clerk confirmed that by law the quorum for Council was six members. However the Town Council had agreed that in the interests of good practice they had locally adopted the principle that the quorum would be ten.

Cllr Lovell commented that urgent business can only be placed by law where required and felt this was 'tying Council's hands'. He asked for a definition of a point of order.

The Town Clerk clarified that urgent business could only be placed on the agenda when it is business required by law or to comply with the law. This would be placed on the agenda by the Town Clerk in consultation with the Town Mayor. The Town Clerk further clarified that an example of this practice would include the Council's legal duty under Health and Safety.



The Town Clerk clarified that a Point of Order is where an elected member wishes to check that Standing Orders are being applied correctly.

Cllr Duckett commented that it is useful to know which Point of Order is being broken.

The Town Clerk responded that clarity could be given by a note of explanation

It was proposed by Cllr Thorp and seconded by Cllr Le Gal and

**Resolved: That the amended Standing Orders be agreed – Standing Orders attached to record minutes.**

C 124 /08

#### APPOINTMENT OF TOWN PLANNING TASK GROUP

Members received a report recommending that a Task Group should be established to gather information and coordinate a Town Plan for approved by Full Council.

Cllr P Frost commented this was an very important issue and a good way of publicising how Farnham Town Council viewed future development in the town. There was limited time and the group should get on as quickly as possible. Cllr P Frost proposed that Cllr B Frost, Cllr R Steel and Cllr C Genziani should be in the Task Group and it should be made clear to the Planning Authority what was required in Farnham.

Further discussion took place and Cllr J Maines suggested a wider remit than just housing and building. She also suggested that Cllr A Lovell be included in the Task Group in view of his wide experience in transport.

Cllr R Steel commented that the Council should become more pro-active in planning. Farnham had some beautiful buildings well worth preserving and professional advice would be needed from a Town Planner.

Cllr V Duckett agreed with Cllr P Frost and that Cllr A Lovell should be included in the Task Group. He also commented that there was room for other Councillors and suggested that Cllr D Attfield be included.

Further debate concluded that timing was crucial and the group needed to be very focused

Cllr A Lovell suggested the Terms of Reference be amended to purpose, scope and content.

It was proposed by Cllr P Frost and seconded by Cllr D Le Gal that a Task Group be established.

**Resolved: That a Town Plan Task Group to include Cllr C Genziani, Cllr R Steel, Cllr B Frost, Cllr D Attfield be formed and the Terms of Reference agreed – attached to record minutes.**

C 125/08

#### CHRISTMAS LIGHTS

Members received a report on proposed arrangements for the tendering of a new, 5 year, Christmas Decorations Contract.

Members were also requested to approve actions to be taken to resolve the associated power infrastructure requirement for Christmas Lights.

Members discussed the report and Cllr P Frost expressed a wish to be a member of the Task Group

The Mayor suggested 3 members were needed and Cllr Hargreaves, Cllr P Frost and Cllr S Hill volunteered.

**Resolved:**

- 1. To establish a Task Group of three members comprising of Cllr G Hargreaves, Cllr P Frost and Cllr S Hill be appointed to assist with the overall Christmas Light Project.**
- 2. That the Terms of Reference be agreed – attached to record minutes.**
- 3. That the timetable of the project be noted.**
- 4. To waive financial regulations to use the Surrey County Council approved Lighting Contractor for the installation of and improved power supply infrastructure**
- 5. That the installation of an improved power supply be approved.**
- 6. That the implementation of a tendering process for the supply, installation and storage of Christmas Light Decorations for a maximum period of five years be approved.**

C 126/08

**BANDSTAND FOUNDATIONS**

Members were asked to consider the quotes for the installation of foundations for a bandstand in Gostrey Meadow, Farnham.

The Town Clerk reported 2 quotes had been obtained and Members were asked to consider waiving financial regulations to receive two quotes and to identify which quote to select.

Members debated the quotes and the Town Clerk explained that piling was used because the land was 'made-up' soil.

Cllr Lovell suggested obtaining a second opinion with regard to the piling before work commenced as the structure was not of a great weight.

Cllr Thorp commented that the project was long standing and he could see no reason for seeking further advice than the quotes proposed. Cllr Thorp proposed going for the cheaper quote and agreed with recommendations.

Cllr Genziani commented that he did not feel that the bandstand warranted piling, but accepted it was needed to comply with insurance requirements and agreed the lower quote was the obvious choice. He had one concern, trying to obtain a quote for finishing the job might prove difficult to find a contractor who would finish the stonework as soon as possible.

The Town Clerk agreed that quotes would be obtained for this section of the work.

**Resolved:**

- 1. To waive Financial Regulations to accept two quotes for the works due to the specialist nature of the works be approved.**
- 2. That Supplier A be approved to carry out the piling work for the bandstand.**

C 127/08

**FARNBOROUGH AERODROME CONSULTATION**

Members received copies of two consultations about the Farnborough Aerodrome.

Cllr Duckett suggested that the Farnborough Aerodrome Group needed their form completed and returned by the following day. He felt as some parts of Farnham would be affected it was important the form be returned on time.

Cllr Le Gal was disappointed to see the deadline was for the next day, but Members needed to express their concerns for Farnham.

Cllr Lovell commented there had been a marked increase in flights with the prospect of further increases to come in the future. The Council ought to oppose any increase in flights and should be concerned about the environmental impact this would have with regard to air quality and pollution.

There was further debate amongst the Members as to whether Rushmoor would extend the deadline and whether Members could complete the forms individually to be handed to the Town Clerk who would then forward them on to Rushmoor Borough Council

Cllr Fleming asked whether Cllr Duckett and Cllr Attfield could deliver the forms to the next meeting of the Group to be held on the 5 March.

Cllr Thorp commented this was a weighty issue and felt that a Task Group should be set up.

The Town Clerk encouraged Members to respond individually sending their responses to him and the Mayor suggested they could all be collated in one meeting and asked for 3 volunteers for a meeting the next afternoon, Friday.

The Town Clerk Suggested that Members meet at 2.00 pm on Friday 20 February 2009 in the Town Clerk's office to collate

**Agreed: That a small Task Group consisting of Cllr A Lovell, Cllr S Hill and Cllr D Attfield be set up to assist the Town Clerk to collate Members responses to the Farnborough Aerodrome Consultation.**

C 128/08

#### PROJECT UPDATES

Cllr Fleming thanked officers for all their hard work.

Members noted the list of Project Updates.

C 129/08

#### WORKING GROUP UPDATES

##### Farnham in Bloom Working Group

Cllr Hargreaves commented on the new FIB initiative 'Going For Gold 2009'. To make things more exciting sealed bids had been introduced this year. She reported it would be hard to beat last year's efforts.

Members noted the Farnham in Bloom Working Group notes.

##### Cemeteries Working and Appeals Group

Cllr Ward reported what a splendid event the Mike Hawthorn Memorial had been, which was very good for Farnham, well organised thanks to the staff and Police.

The Outside Workforce are working hard and thanks must go to them. The cemeteries are looking very much better since the trees and hedges have all been cut back.

The grass cutting has not started yet and is not likely to in February.

Members noted the Cemeteries Working and Appeals Group notes.

##### Corporate Development and Audit Working Group

Cllr Steel commented that most of the work was covered in individual items in the Agenda. It is important that Farnham Town Council comments on matters that affect us, as they affect our residents. This also applies to the Weydon School Foundation.

Members noted the Corporate Development and Audit Working Group notes.

#### Bandstand Task Group

Members noted the Bandstand Task Group notes.

#### C 130/08 FINANCIAL REPORTS

Members received financial reports tabled at the meeting.

#### C 131/08 EXCLUSION OF THE PUBLIC AND PRESS

**RESOLVED: That in view of the confidential nature of the business to be transacted at Agenda item 18 receiving a confidential report from Transfer of Assets Working Group, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at item 18.**

### Part 2 – Items Noted

#### C 132/08 PLANNING APPLICATIONS

Members received the minutes of the meeting of the Planning Consultative Group held on: 15 January 2009 and 29 January 2009.

**RESOLVED: That the observations made by the Planning Consultative Group held on 15 January 2009 and 29 January 2009 and dealt with in accordance with delegated authority, be noted.**

#### C 133/08 REPORTS OF OUTSIDE BODIES

Members received and noted reports from Outside Bodies.

#### C 134/08 ITEMS TABLED

None

### Part 3 – Confidential Items

#### C 135/08 REPORT OF TRANSFER OF ASSETS WORKING GROUP

Members received a confidential report on Transfer of Assets.

The Town Mayor closed the meeting at 9.00pm.

Date

Chairman

## FARNHAM TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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 interest<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE: FULL COUNCIL**

**DATE: 25 MARCH 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

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

<sup>2</sup> 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.

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

<sup>4</sup> State item under consideration.



# FARNHAM TOWN COUNCIL

# B

## Public Report

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### **Report to**

Full Council 25 March 2009

### **Report of**

Roland Potter (Town Clerk)

### **Title**

To approve the Aims and Objectives of the Town Council

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## **1 Purpose of the Report**

To consolidate the Aims and Objectives of the Town Council into a more focused strategic document.

## **2 Background**

On 28 June 2007 at the meeting of the Full Council the Town Council adopted a series of 6 Corporate Objectives (**Annex A**) including:

- Community Leadership
- Community Governance
- Economic Development
- The Local Environment
- Service Delivery
- Quality of Life.

In January the Asset Transfer Task Group adopted the core areas within these objectives to develop its project plan.

On 1 March 2009 the Corporate Development and Audit Working Group reviewed the Aims and Objectives and requested that the report be considered by Full Council.

## **3 Supporting Information**

The Council are requested to consider the amendments to the Strategic Aims and Objectives set out in this report.

The consolidation of the aim and objectives will provide the Council and its Officers with a simple template by which Council's projects and actions can ensure that they contribute to their delivery.

## **Strategic Aim**

Improving the quality of life at the heart of our community, by doing what we do well.

- **Local** Services
- Delivered **Locally**
- Accountable **Locally**

## **Strategic Objectives**

1. To maintain and improve the quality of life of Farnham.
2. To maintain and improve the image of Farnham.
3. To respond to the wishes of local residents on local issues.
4. To be appoint of information for our community.
5. To respond proactively to opportunities to deliver new services.
6. To ensure a financially sustainable base for the delivery of services.
7. To collaborate efficiently and effectively with our partners.

## **Recommendations**

- **To adopt the Strategic Aims and Objectives as set out in the report.**

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**19 March 2009**

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

Distribution: To all Councillors (by post)

## Farnham Town Council

### Aims and Objectives

*Doing what we do well at the heart of the local community*

*Local Services, Delivered locally, Accountable locally*

#### **Community Leadership**

- To be at the heart of the local community.
- Leading the Community of Farnham and achieving beneficial change.
- To represent the views and wishes of the local residents of Farnham.
- To actively engage with the local community to identify and address issues local concerns.
- To foster social cohesion within the local community in order to improve the quality of life for all local residents.
- To develop an effective partnership with local residents and organisations to address local concerns.
- To sustain the civic and ceremonial traditions of the town.

#### **Corporate Governance**

- To maintain the highest standards and principles of corporate governance through openness, inclusiveness, integrity and accountability in the administration and performance and conduct of the council.
- To ensure that the Council's decision making process is simple, open and clear.
- To maximise the return on council assets.
- To produce and manage a 4 year financial strategy to be efficient and effective and providing value for money.
- To encourage the Town Council's public sector partners to selectively devolve the provision of local services, with associated support funding to the most appropriate level.
- To promote the work and services of the Town Council.

#### **Economic Development**

- To work with local organisations and businesses to attract investment from both public and private sectors, in order to ensure economic well being of residents.
- To promote the historic market town of Farnham and its rural hinterland as a centre for tourism and the creative arts.
- To promote the vitality, viability and sustainability of the town centre as the heart of creative Farnham.
- To encourage local people to use local services and suppliers.

#### **The Local Environment**

- To preserve and enhance the culture and traditions of the town.
- To work to preserve and improve the town's environment and traffic issues and to contribute to addressing environmental issues in the widest sense.
- To work towards the sensitive and sympathetic development of brown field sites.
- To consider the impact of infilling and back land development when considering planning applications in the town and its surrounding villages.
- To ensure that development is consistent with the above aims, whilst addressing the social and economic needs of the local community.



## **Service Delivery**

- To provide local services to the highest possible standard
- To provide a responsive local service, capable of addressing issues of local concern in a prompt and effective manner.
- To enhance the local services provided by other organisations to improve the quality of life for the people of Farnham.
- To work in partnership with other statutory and local voluntary bodies, groups and agencies and individuals to ensure an improving standard of service to meet the needs of the residents of Farnham.
- To manage and support the delivery of amenities and services both economically and effectively within a proper framework of approved policies and budgets.
- To ensure the Town Council's services are subject to regular review to ensure that they are fit for purpose and to promote a culture of continuous improvement.
- To provide a Town Council office which is accessible to the public on each working day?

## **Quality of Life**

- To preserve Farnham's historic built and natural environment for the benefit of residents and visitors.
- To campaign and work in partnership with other public bodies, residents and businesses to preserve and improve the town's environment and to contribute to addressing environmental issues in the widest sense.
- To work in partnership with Surrey Police, local residents and businesses to improve the safety and security in the town.
- To improve the appearance of the Town and its surrounding areas.
- To promote and enable the local community to be part of the solution in improving the quality of life for local residents, business and visitors.
- To work with all appropriate bodies to ensure that the quality and scope of provision for youth of all ages is appropriate and reflects the changing need of the community.
- To promote and encourage adopting healthy lifestyles.



# FARNHAM TOWN COUNCIL

# C

## Public Report

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### **Report to**

Full Council 25 March 2009

### **Report of**

Wendy Coulter – Committee and Members Services Coordinator

### **Title**

Waverley Borough Council Consultation on Local Development Framework – Core Strategy

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## **1 Purpose of the Report**

The purpose of this report is for Council to approve the answers suggested by the Members Workshop held on Tuesday 10 March 2009 to the consultation on the Local Development Framework – Core Strategy Consultation.

## **2 Summary of Key Issues**

The Local Development Framework should be in place by 2011. It is intended to replace the Local Plan of 2002. It will be a loose leaved document to allow for change and upgrading. The LDF will be about specific areas of Waverley.

The Core Strategy is a document that will cover the whole of Waverley and will be designed to give an overview of what Waverley might be like in 2026.

There will be individual planning documents, Supplementary Planning Documents (SPD's) for specific areas such as affordable housing, business, employment opportunities etc.

As part of the Core Strategy Development Plan Document (DPD) and the Waverley Local Development Framework (LDF) Waverley Borough Council has published 5 documents which it has sent out for consultation.

A Members Workshop was held on Tuesday 11 March 2009 to discuss the answers posed by the consultation documents.

Listed below are the questions and answers in the order of the documents that the Members Workshop addressed.

### 3 Consultation Documents

#### 1. Draft Settlement Hierarchy Core Strategy Issues and Options Consultation

##### Question 1 – Farnham’s Facilities

Is there anything more about Farnham’s community facilities, retail facilities or employment opportunities that should be included here?

##### Members Workshop Answer to Question 1

Visitor accommodation should be considered.  
The University as a business should be included. The University has an implication on the Town and its areas.  
It should be considered that Farnham is NOT a transport hub.

##### Question 7 – Badshot Lea’s facilities

Is there anything more about Badshot Lea’s community facilities, retail facilities or employment opportunities that should be included here?

##### Members Workshop Answer to Question 7

To await results of the audit.  
There is no mention of the community centre ‘The Kiln’.

#### 2. Draft Spatial Portrait, issues, Objectives and Spatial Vision Core Strategy Issues and Options Consultation

##### Question 1

Do you agree with the issues covered by the Spatial Portrait, Vision, Objectives and Strategy Issues?

##### Members Workshop Answer to Question 1

Yes we do agree however, although Waverley is the 7<sup>th</sup> least deprived area in the whole of Britain it still has pockets of high deprivation which do not get the services that other deprived areas such as in inner cities might get. If you are deprived in Farnham you are worse off due to poor public transport and services.  
Not only does infrastructure need to be adequate for new development, it also needs to be adequate for the existing development.  
The transport infrastructure is not currently adequate for current development.  
There are local designations that are protecting the edges of Farnham. These should not be lost in the new LDF.  
There are various cross boarder issues that may affect Farnham and its villages in the future. For instance not only a possible Bordon Eco Town but also the Blackwater Valley, the Connaught area in Aldershot and Church Crookham. Also the possible expansion of Farnborough Airport.  
Sustainable lifestyles should also be considered, i.e. to reduce the dependency on the car but also to ensure that public transport networks are good enough that the car is not needed. Schools, health and access to shopping places should also be considered.

3. **Topic Paper: Town and Country  
Core Strategy Issues and Options Consultation**

**Question TC1**

Out of Options A and B, what approach should the Council take in relation to the number of new homes that it should plan for?

Option A – Plan to deliver the 5,000 new homes required by the Draft South East Plan between 2006 and 2026.

Option B – Actively plan to deliver more than 5,000 new homes in the same period.

**Members Workshop Answer to TC1**

Option A

**Question TC2**

Out of Options TC2A, B, C, or D, what approach should the Council take in relation to the broad location of new housing in Waverley?

Option TC2A – Development within towns and villages.

Option TC2B – Development within towns and villages (as Option A) together with some of the required new housing being provided on identified sites on the edge of the towns and larger villages.

Option TC2C – Development within in towns and villages (as Option A) together with some of the required new housing being provided on the edge of towns and villages generally, irrespective of their size.

Options TC2D – Development within towns and villages (as Option A) together with some of the required new housing being provided in a new settlement or a single major urban extension.

**Members Workshop Answer to TC2**

Option TC2C

**Question TC3**

Out of options TC3A or TC3B, what approach should the Council take in relation to windfall sites?

Option TC3A – Include some allowance for windfall sites in the first 10 years of the housing strategy.

Option TC3B – No allowance for windfall sites in the first 10 years of the housing strategy.

**Members Workshop Answer to TC3**

Option TC3A

**Question TC4**

Out of Options TC4A or TC4B, what approach should the Council take in relation to unplanned windfall developments that are not required to deliver the overall amount of new

housing in Waverley?

Option TC4A – Do not have a policy that controls the release of unplanned windfall sites.

Option TC4B – Introduce a policy that controls the release of “windfall sites” in specific circumstances, where it can clearly be demonstrated that the required amount of new housing can be delivered without reliance on these sites.

#### **Members Workshop Answer to TC4**

Option TC4B.

#### **Question TC5**

If you have chosen Option B, what other types of windfall developments should the Council seek to control and why?

#### **Members Workshop Answer to TC5**

Windfall sites in residential areas that have special character and the proposed development is for large numbers of housing or flats that would materially change the character of the area.

The existing infrastructure network would need to be considered as to whether windfall sites could be accommodated.

#### **Question TC6**

Are there any other matters relating to the provision of infrastructure and services that we should consider in the Core Strategy?

#### **Members Workshop Answer to TC6**

Any 106 monies from developments should go towards a comprehensive infrastructure for the area relevant to the development.

#### **Question TC7**

Are there any other matters relating to access to services that we should consider in the Core Strategy?

#### **Members Workshop Answer to TC7**

The planned or unplanned windfall sites should only be considered where there are transport links.

A comprehensive infrastructure strategy should be considered.

There should be no threshold on the 106 monies from new sites.

#### **4. Topic Paper: Environment, Biodiversity and Climate Change Core Strategy Issues and Options Consultation**

##### **Question ENV1A**

Out of Options ENV1A or ENV1B, what approach should the Council take in relation to the AGLV?

Option ENV1A – Retain the AGLV until the boundary of the AONB is reviewed

Option ENV1B – Allow those parts of the AGLV that are currently not within the AONB to

disappear and replace them with the policies based on character assessment

### **Members Workshop Answer to ENV1A**

Option ENV1B

#### **Question ENV1B**

Out of Options ENV1C or ENV1D, what approach should the Council take in relation to the Farnham/Aldershot Strategic Gap and the Areas of Strategic Visual Importance?

Option ENV1C – Retain the Farnham/Aldershot Strategic Gap and the Area of Strategic Visual Importance.

Option ENV1D – Carry out a landscape assessment and use policies to safeguard these landscapes

### **Members Workshop Answer to ENV1B**

Option ENV1B

#### **Question ENV2A**

Out of Options ENV2A or ENV2B, what approach should the Council take in relation to the density of new housing development?

Option ENV2A – Do not set any specific density requirements, but rely on the national indicative density of 30dph and the related guidance in PPS3.

### **Members Workshop Answer to ENV2A**

Option ENV2A

#### **Question ENV2B**

Out of Options ENV2C, ENV2D or ENV2E, what approach should the Council take in relation to safeguarding local character?

Option ENV2C – Continue current policies, including retaining the existing “character areas” and having general policies on design, density and layout that would apply to all areas

Option ENV2D – Review existing character areas and identify new character areas, with other general policies on design and layout applying to all these

Option ENV2E – Prepare new policies on design, density and layout, to manage change in all areas, based on a wider analysis of local character

### **Members Workshop Answer to ENV2B**

Option ENV2E

#### **Question ENV3**

Are there any other matters relating to heritage that we should consider in the Core Strategy?

### **Members Workshop Answer to ENV3**

Encouragement should be given to all settlements to produce their own plans  
Protect historic towns in Waverley  
Protect the countryside in Waverley

#### **Question CC1A**

Out of Options CC1A, CC1B or CC1C, what approach should the Council take in relation to energy efficiency in new developments?

Option CC1A – Building Regulations used to control minimum building energy efficiencies

Option CC1B – Bring forward the Building Greener Future requirements (and similar standards for non-domestic buildings)

Option CC1C – Require that all buildings (both residential and non-residential) meet a specific Code for Sustainable Homes level or BREEAM rating

### **Members Workshop Answer to CC1A**

Option CC1B

#### **Question CC1B**

Out of Options CC1D, CC1E or CC1F, what approach should the Council take in relation to water minimisation?

Option CC1D – Building Regulations to control minimum building water efficiencies

Option CC1E – Bring forward requirements of “Water efficiency in new buildings”

Option CC1F – Require that all new buildings (both residential and non-residential) meet a specific Code for Sustainable Homes level of BREEAM rating

### **Members Workshop Answer to CC1B**

Option CC1E

#### **Question CC2A**

Out of Options CC2A, CC2B or CC2C, what approach should the Council take in relation to the use of renewable energy and low carbon technologies in new developments?

Option CC2A – Revert to the proposed SE Plan policy NRM11 (i.e. threshold of 1 dwellings or 1000 sq m for non-residential developments).

Option CC2B – Continue to implement a 10% renewable energy technology or low carbon technology requirement on developments with a lower threshold than the SE plan.

Option CC2C – Staged approach with an increasing % and/or thresholds to reflect the move towards zero carbon homes in 2016 and non-residential buildings in 2019.

### **Members Workshop Answer to CC2A**

Option CC2C

## **Question CC2B**

Out of Options CC2D or CC2E, what approach should the Council take in relation to the way in which energy savings are calculated?

Option CC2D – Calculations are made based on energy

Option CC2E – Calculations are made based on CO2 emissions.

### **Members Workshop Answer to CC2B**

Option CC2E

## **Question CC3**

Are there any other matters relating to biodiversity and climate change that we should consider in the Core Strategy?

### **Members Workshop Answer to CC3**

Air quality  
Protect the SPA and other special areas.

## **5 Topic Paper: Living and Working Core Strategy Issues and Options Consultation**

### **Question H1**

Out of Option H1A, Option H1B or Option H1C, what approach should the Council take on site size thresholds for affordable housing?

Option H1A – Keep the existing site size thresholds as set out in the adopted Waverley Borough Local Plan 2002

Option H1B – Lowering the size thresholds set out in the adopted Waverley Borough Local Plan 2002

Option H1C – Remove the site size threshold completely and require an affordable housing contribution on all new housing developments

### **Members Workshop Answer to H1**

Option H1A

### **Question H2**

Out of Options H2A or H2B, what approach should the Council take on the amount of affordable housing required on development sites?

Option H2A – Keep the existing percentage set out in the adopted Waverley Borough Local Plan 2002 required on sites

Option H2B – Increase the percentage required on sites from that set out in the adopted Waverley Borough Local Plan 2002 required on sites

### **Members Workshop Answer to H2**

Option H2A



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### **Question H3**

Out of Options H3A or Option H3B, what approach should the Council take in relation to the split between social rented and intermediate affordable housing?

Option H3A – Negotiate the mix between social renting and intermediate housing on a site by site basis

Option H3B – Specify in the policy the mix between social rented and intermediate housing that will be expected.

#### **Members Workshop Answer to H3**

Option H3A

### **Question H4**

Out of Options H4A or H4B, what approach should the Council take on the question of whether or not to try to allocate rural exceptions sites in advance?

Option H4A – Maintain the current approach set out in the adopted Waverley Borough Local Plan 2002 of just having a criteria based policy for dealing with rural exception sites

Option H4B – In addition to a criteria based policy like the one in the adopted Waverley Borough Local Plan 2002, identify and allocate rural exception sites solely for affordable housing

#### **Members Workshop Answer to H4**

Option H4B

### **Question H5**

Out of Option H5A or Option H5B, what approach should the Council take on the question of whether or not to extend the rural exception sites policy to apply to all rural settlements in Waverley?

Option H5A – Maintain the existing approach of allowing rural exception sites only for those villages with a settlement boundary that are defined under Policy RD1 of the adopted Waverley Borough Local Plan 2002

Option H5B – Extend the “rural exception sites” policy to all the rural settlements in Waverley

#### **Members Workshop Answer to H5**

Option H5B

### **Question H6**

Out of Options H6A or Option H6B, what approach should the Council take in relation to the type and mix of new housing?

Option H6A – Specify the mix of market housing required based on either Policy H4 of the adopted Waverley Borough Local Plan 2002 or any different mix that is identified though the Strategic Housing Market Assessment

Option H6B – Negotiate different size and types of houses on a site by site basis

**Members Workshop Answer to H6**

Option H6B

**Question H7A**

Out of Options H7A and Option H7B, what approach should the Council take in relation to the provision of housing for groups with special needs?

Option H7A – Specify targets and allocate sites for providing different types of housing for groups who have special housing needs

Option H7B – Keep the existing approach to proving special housing needs set out in the adopted Waverley Borough Local Plan 2002 where it is encouraged in suitable locations but not set out as a target

**Members Workshop Answer to H7A**

Option H7A

**Question H7B**

Are there any groups, in addition to those identified in Box 1 above, that have special housing needs that the Council should be identifying? What specific concerns do these groups have?

**Members Workshop Answer to H7B**

No

**Question H7C**

Do you agree with Option H7C? Yes or No?

Option H7C – The Council should require a proportion of private market dwellings in new housing developments to be built to “Lifetime Homes Standards” to ensure that the housing stock adapts to different groups’ needs over time.

**Members Workshop Answer**

Yes

**Question H8A**

Which of the factors to assess where new sites for Gypsy, Traveller and Travelling Showpeople should go, as set out in Box 2, are the right ones?

Box 2

Suggested factors to consider when assessing where new sites for Gypsies, Travellers and Travelling Showpeople should be located

- ◆ It is within an existing built up area
- ◆ It is adjacent to an existing built up area

- ◆ It is on Previously Developed Land
- ◆ It is in a location that is accessible to local services and facilities using an alternative to the car
- ◆ It is within or adjacent to an existing Gypsy, Traveller and Travelling Showpeople site
- ◆ It is within the Green Belt
- ◆ It would have an impact on an area which has nationally recognised designation (i.e. AONB, SSSIs, NNRs, AONBs, Scheduled Monuments, Registered Parks and Gardens)?
- ◆ It would have a detrimental visual impact on the appearance of the area?

#### **Members Workshop Answer to H8A**

- ◆ It is on Previously Developed Land
- ◆ It is within or adjacent to an existing Gypsy, Traveller and Travelling Showpeople site
- ◆ It would have a detrimental visual impact on the appearance of the area?

#### **Question 8B**

Which other factors to assess where new sites for Gypsy, Traveller and Travelling Showpeople should go need to be taken into account?

#### **Members Workshop Answer 8B**

That normal planning standards are retained and exceptions not easily made.

#### **Question E**

Are there any other employment issues, in addition to those set out in Box 3, that you think should be considered in the Core Strategy? Please explain your reasons?

Box 3

Emerging Employment Issues

- ◆ The approach the Council should take in relation to the retention of suitable existing employment land
- ◆ The approach the Council should take in relation to the provision of additional industrial and commercial land
- ◆ The approach the Council should take in relation to rural employment and rural diversification

#### **Members Workshop Answer to E**

Greater flexibility in releasing sites if employment opportunities should arise.

#### **Question E1A**

Which of the criteria for determining the suitability of existing industrial and commercial land set out in Box 4 are the right ones?

Box 4

Criteria for determining suitability of industrial and commercial sites under Policy IC2 and IC3 of the adopted Waverley borough Local Plan 2002.

- ◆ The site does not have a material impact on the local environment or nearby residents
- ◆ It lies within or close to a housing area which can provide a source of labour
- ◆ It is conveniently located to customers/markets and other firms
- ◆ It is located where the highway network can satisfactorily absorb the traffic generated
- ◆ It is conveniently located served by public transport and/or accessible from nearby residential areas by foot/bicycle.

#### **Members Workshop Answer to E1A**

All of the above criteria.

#### **Question E1B**

Are there any other criteria for determining the suitability of existing industrial and commercial land that should be taken into account?

#### **Members Workshop Answer to E1B**

No there are no other criteria.

#### **Question E2A**

Which of the options in Box 5 for deciding the broad locations for new industrial and commercial land should the Core Strategy consider?

Box 5

Possible Options for locating Industrial and Commercial Development

1. On previously developed land
2. Within or adjoining the main settlements of Cranleigh, Farnham, Godalming and Haslemere
3. The expansion and redevelopment of existing employment sites
4. New Identified and allocated sites
5. Within or adjoining rural settlements
6. Accessibility to residential areas and other services and facilities
7. Accessible by public transport

#### **Members Workshop Answer to E2A**

All of the above criteria

#### **Question E2B**

Are there any other options for the location of new industrial and commercial land that we have not considered?

#### **Members Workshop Answer to E2A**

Consideration of the adequacy of the transport network and infrastructure including road and rail.

#### **Question E3**

Out of Options E3A and Option E3B, what approach should the Council take in relation to

the reuse of rural buildings?

Option E3A – Continue with the existing policy on the re-use of buildings in the countryside which allows for a range of uses, not just employment use, as set out in the adopted Waverley Borough Local Plan 2002.

Option E3B – Place a clear requirement that the re-use of buildings in the countryside for employment purposes is a priority

#### **Members Workshop Answer to E3**

Option E3A.

#### **Question E4A**

Which of the criteria for considering the location and scale of any new industrial and commercial development in rural areas, set out in Box 6, should be considered in the Core Strategy?

Box 6

Suggested Criteria for considering on the location and scale of any new Industrial and Commercial Development for Rural Areas

- ◆ Priority to sites within settlements or on other previously developed land
- ◆ Closeness of the employment site to the built up area of an existing settlement
- ◆ The size of the settlement
- ◆ The amount of traffic and parking generated
- ◆ The storage of plant/materials and machinery
- ◆ Height of surrounding buildings
- ◆ Potential impact on residential amenity
- ◆ Potential impact on the character and appearance of the countryside

#### **Members Workshop Answer to Question E4A**

All of the above criteria should be considered

#### **Question E4B**

Are there any other criteria for the location and scale of new industrial and commercial development in rural areas that we have not considered?

#### **Members Workshop Answer to E4B**

Consideration should be given to access of sites  
Consideration should be given to transport infrastructure including road and rail

#### **Question TCR1**

Out of Options TCR1A, TCR1B, TCR1C and TCR1D, what approach should the Council take in relation to maintaining and enhancing the vitality and viability of Farnham, Godalming, Haslemere and Cranleigh? (you may select more than one option)

Option TCR1A – Maintain the current approach to enhance and maintain vitality and viability as and when opportunities arise, without making specific provision to accommodate or encourage further growth.

Option TCR1B – Actively promote the identification of sites in the main towns, based on the principles of the sequential approach (i.e. Town centre sites, followed by edge of centre, then out of centre)

Option TCR1C – Review the current town centre and / or Central Retail area boundaries in the Local Plan with a view to identifying more areas where there may be opportunities to meet future needs for retail floorspace.

Option TCR1D – Continue to protect existing shops in the core shopping areas from changing to non-retail uses

#### **Members Workshop Answer to TCR1**

Options TCR1C and TCR1D

#### **Question TCR2**

Are there any other matters relating to local and village shops that we should consider in the Core Strategy?

#### **Members Workshop Answer to TCR2**

To enable development – to enable multiple use of shops  
To consider parking issues

#### **Question LRT1**

Are there any other matters relating to leisure, recreation and tourism that we should consider in the Core Strategy?

#### **Members Workshop Answer to LRT1**

Visitor accommodation – Bed and Breakfasts and Campsites  
Public Transport – more bus routes to recreation destinations such as the North Downs Way  
Coach parking on outskirts of town such as Industrial Sites  
Innovative Public Transport – sharing services

### **Recommendations**

**To approve or amend the suggested answers to the Consultation on Local Development Framework – Core Strategy.**

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**12 March 2009**

Note: The person to contact about this report is Committee and Members Services Coordinator, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL

# D

## Public Report

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### Report to

Full Council 25 March 2009

### Report of

Wendy Coulter (Cemeteries Management Team)

### Title

Review of Cemetery Fees

#### 1 Purpose of the Report

To review the Cemetery Fees for 2009/2010

#### 2 Supporting Information

The Town Council annually reviews its fees and in line with recommended practice and compares its cemetery fees in line with those of neighbouring burial authorities. This is to ensure as far as possible continuity between authorities and to ensure that Farnham's cemeteries provide value for money for Farnham residents.

Farnham Town Council's Cemetery Fees were increased two years ago to bring the Council in line with other authorities and to try to ensure that the Council regained some costs towards care and maintenance of the cemeteries. The Council's have been increased each year thereafter to keep them in line with adjoining burial authority fees.

#### 3 Suggested increases to Cemetery Fees

Having compared Farnham Town Council's cemetery charges to those of neighbouring burial authorities it was found that Farnham still charges less than other authorities.

Attached at **Annex A** is a schedule of neighbouring authorities fees compared to Farnham Town Council's current fees and the suggested increase of Farnham Town Council's cemetery fees by 3%.

Members are requested to note that officers have been verbally informed that the fees quoted for Rushmoor Borough Council are their current fees and Farnham Town Council has been told that these fees will increase by 10% + the rate of inflation.

#### 4 Recommendations

- **That the amended cemetery fees as in Annex A be adopted for implementation on 1 April 2009**

09 March 2009

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

Distribution: To all Councillors (by post)



Review of Cemetery Fees for 2009/2010

Annex A

Service	Ash Town Council Fees	Rushmoor Borough Council Fees	Guildford Borough Council Fees	FTC current Fees	FTC Current Fees + undertaker increase	Suggested increase of 3%
Double depth grave: First interment, Exclusive Rights of Burial and right to erect memorial	£2,151	£2,082	£1,990	£1,925	£1,945	£1,985
Single depth grave: First interment, Exclusive Rights of Burial and right to erect a memorial	£1,782	£1,784	£1,935	£1,870	£1,886	£1,925
Re-opening of grave				£670	£686	£690
Purchase of grave				£1,050		£1,080
Purchase of ashes grave				£500		£515
Ashes: First interment, Exclusive Rights of Burial and right to erect a memorial	£762	£870	£275	£800	£803	£825
Re-opening for Ashes interment	£220	£240	£1,000	£300	£303	£310
Children under 12 years	£105	£81		£340	£348	£350
Purchase of additional 5 years of Exclusive Rights of Burial				£200		£205
Additional inscription for graves purchased prior to 01.03.2008				£100		£105
Memorial permit for graves purchased prior to 01.03.2008				£150		£155
Transfer of Ownership				£65		£50
Reservation of Grave Space				£200		£200
Administration Charges				£50		£50



# FARNHAM TOWN COUNCIL

# E

## Report

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### **Report to**

Full Council

### **Report of**

Wendy Coulter (Cemeteries Management Team)

### **Title**

Amendment and Updates to the Council Cemetery Regulations

#### **1 Purpose of the Report**

To amend and update the Cemetery Regulations for the introduction of (British Register of Accredited Memorial Masons) BRAMM on 1<sup>st</sup> April 2009 and to consider amendments in line with other burial authorities.

#### **2 Supporting Information**

##### **Background**

As of 1<sup>st</sup> April 2009 the Council will only be allowing monumental stonemasons who are registered with BRAMM to work in its cemeteries. The Council's regulations for its cemeteries are required to reflect this new approach. Under NAMM different types of memorials are permitted and Members are requested to consider whether the Council should also allow different types of memorials under the BRAMM scheme.

The Council's Officers have compared the Town Council's regulations to several other local burial authorities' regulations and minor amendments have been made accordingly.

The Cemetery Working and Appeals Group have considered the below updates and have requested that these be considered by Full Council for adoption.

##### **Summary of Updates**

Outlined below is a summary of the reasons for the amendments and updates.

Attached at Annex A are the amended and updated regulations which are highlighted in yellow.

Regulations 1.0 to 1.4 for clarification

Regulation 3.4 the definition of resident and non-resident made clearer

Regulations 4.0 and 4.1 clarified in respect of operational needs

Regulation 4.6 reduction of working days from 3 to 2 due to improvement of cemeteries service

Regulation 5.0 introduced for Council's introduction of BRAMM on 1 April 2009  
Regulation 5.4 amended to clarify the management of memorials and the introduction of a greater choice of memorials under BRAMM and NAMM.  
Regulations 5.9 to 5.12 amendment to allow management of neglected graves.

### **Recommendation**

- **To approve the updates and amendments to the Farnham Town Council Cemetery Regulations.**

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9 March 2009

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

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**FARNHAM TOWN COUNCIL**

**REGULATIONS FOR THE MANAGEMENT OF FARNHAM TOWN COUNCIL CEMETERIES**

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## FARNHAM TOWN COUNCIL

### REGULATIONS FOR THE MANAGEMENT OF FARNHAM TOWN COUNCIL CEMETERIES

#### **Introduction**

1.0 The Council owns and manages four cemeteries:

Badshot Lea Cemetery, Badshot Lea Road, Farnham  
Green Lane Cemetery, Green Lane, Farnham  
Hale Cemetery, Alma Lane, Farnham  
West Street Cemetery, West Street, Farnham

1.1 All queries or comments regarding the cemeteries should be sent to:

The Bereavement Services Manager  
Farnham Town Council  
South Street  
Farnham  
Surrey  
GU9 7RN  
01252 712667  
[office.administrator@farnham.gov.uk](mailto:office.administrator@farnham.gov.uk)

The Council's Bereavement Service office is open at the above address:

- Monday to Thursday 9.00 am to 4.30 pm
- Friday 9.00 am to 4.00 pm

In addition an online and mobile phone booking service is available to registered funeral directors 24 hours per day, 365 days per year

1.2 It is your right to use the Town Council's complaints procedure if you are dissatisfied about any service provided by the Town Council.

1.3 These regulations are in addition to the Local Cemeteries Order 1977

1.4 Farnham cemeteries have a lawn style layout – this is where the grave space around the memorial is kept turfed and mown.

You are only allowed lawn type memorials and one vase as per regulation 5.3.

Kerbs or surrounds of any material (including loose chippings) are not permitted. Such items can pose a danger, restrict access and make maintenance difficult. The Council reserves the right to move them.

1.5 Anyone who fails to comply with these Regulations may be refused access to the Council's cemeteries, or where there is a breach of legislation, legal action may be taken.

## Definitions

- 1.6 In these Regulations,  
“Council” means Farnham Town Council acting as the Burial Authority  
“cemeteries” means the cemeteries provided and managed by Farnham Town Council  
“Bereavement Services Manager and Grounds and Services Manager means a Council Officer authorised by Farnham Town Council,  
“grave space” means any burial plot  
“NAMM” means National Association of Memorial Masons  
“BRAMM” means British Register of Accredited Memorial Masons

## Admission to cemeteries

2.0 The cemeteries will be open to visitors every day of the year from sunrise to sunset.

- 2.1. Any person creating a disturbance or nuisance by
- Interfering with a burial
  - Interfering with any grave, headstone, memorial or flowers
  - Interfering with the operation of the Council’s cemeteries by its staff or contractors
  - Behaving in a disorderly manner

will be required to leave the cemetery immediately and may be the subject of subsequent legal action.

- 2.2. No dogs or animals, with the exception of trained and approved guide and assistance dogs, will be allowed in the cemeteries without the permission of the Council.
- 2.3. No recreational activities are allowed in the cemeteries.
- 2.4. No bicycles or motor vehicles (with the exception of hearses) are allowed in the cemeteries.

The Council will consider other exceptions to this in cases of illness or mobility difficulties, upon request.

The Council reserves the right to refuse admission to any vehicle (including hearses) at any time even if on authorised business use.

Vehicles permitted to access the cemeteries must only use the tarmac roads provided.

- 2.5 A notice board displaying the general layout of each cemetery and other information will be provided at each entrance of the cemetery, together with contact details of the Council.

A detailed plan showing the position and allocation of grave spaces at each cemetery may be seen by appointment with the relevant authorised Council officer.

## Burial Rights and Fees

- 3.0 The current fees for all matters relating to burials and memorials are available on request. These are subject to annual review and may be changed without notice by resolution of the Council.
- 3.1 Exclusive Rights of Burial (ownership) for graves can be purchased for a thirty year period. After

the first five years this period is extendable by five year periods to the maximum of thirty years.

Burials can be arranged without the need to purchase a grave. However, no second interment or any memorial will be permitted in any grave until the Exclusive Right of Burial has been purchased.

The Exclusive Rights of Burial may be purchased at a later date.

- 3.2. The ownership of an Exclusive Right of Burial may only be transferred on the death of the purchaser to the next of kin or executor by deed or probate.

The next of kin/executor must complete in full and sign a Transfer of Ownership form available from the Council's offices. Until this form has been completed in full, no transfer of ownership shall take place.

A fee is payable on all transfers of ownership.

- 3.3 The Burial Records relating to Farnham Town Council cemeteries are kept at the Council's offices, South Street, Farnham and may be inspected only by prior arrangement and certified extracts may be obtained upon request; copies of certified extracts may be subject to a charge.

- 3.4 A non-resident is a person who did not live in Farnham at the time of their death.

An exemption to non-resident fees will only be given in the following circumstances:

1. The Exclusive Rights of Burial are owned by the surviving spouse who is a resident of Farnham (relationship of father, mother, daughter or son no longer applies);
2. The deceased was originally a Farnham resident and died in a nursing / carer home outside the town will only be permitted at the discretion of the Town Council.

## **Burials**

### **Opening and Closing times**

- 4.0 Burials are permitted Monday to Friday (excluding Good Friday, Easter Monday, Bank Holidays or any other public holiday and for the period between Christmas Day and New Year's Day).

In addition, the Council may restrict burials due to operational needs.

- 4.1 All burials must take place between:

9.30am and 3.00pm April to October

9.30am and 2.30pm November to March

### **Special Circumstances**

- 4.2 Unless a certificate is produced to the Bereavement Services Manager that immediate burial is necessary on the grounds of public health, or by special arrangement and at the discretion of the Council's Bereavement Services Manager, any burial or interments outside the above hours will be subject to an additional fee.
- 4.3 Burials may not be carried out without the permission of the Bereavement Services Manager.

- 44 Coffins and caskets must be of a biodegradable material; all coffins shall have a securely fixed non-corroding plate bearing the name of the deceased.
- 4.5 A provisional booking **must** be made through the Town Council offices (Tel No. 01252 712667) prior to any burial taking place.

### **Booking a burial**

- 4.6 The Council has adopted the practice identified by the Department of Constitutional Affairs Guide for Burial Ground Managers
- Before a burial is arranged, confirmation of the availability, location and number of a grave space or cremation plot in the cemetery **must be agreed** with the Town Council.
  - If the family of the bereaved wishes to select a grave then an allowance for extra time to select the grave must be allowed before confirming a booking.
  - **No burial shall be confirmed or take place** until the person or funeral director arranging the burial has submitted **all** the following documents to the Council
    1. A completed Notice of Burial form;  
**It is imperative that the size of the coffin is recorded on the form and a scale drawing of the coffin with dimensions is provided.**
    2. A Transfer of Ownership form (if applicable);
    3. A cheque made payable to Farnham Town Council for the appropriate fee.
    4. The Registrar's Certificate of Disposal (Green or White as appropriate) and in the case of a stillborn child, a Certificate from the Registrar confirming that he or she has either registered the stillbirth or received official notice of it or received the Coroner's Order of Burial.
- **On receipt of all the documentation, the Council requires two clear working days to arrange for the excavation of the grave by the Council's contractor.**

Failure to comply fully with the above administration procedures and deadlines may result in a burial being delayed.

The Council accepts no responsibility for persons or funeral directors not complying with the above procedures and any subsequent delay in a burial or interment.

- 4.7 It is the responsibility of the funeral director, or the person arranging the burial, to arrange a minister to officiate, if required.
- 4.8 Funeral directors are required to report to the Grounds and Services Manager/Sexton at the time of arrival to enable the funeral party to be escorted to the designated grave space.
- 4.9 The Council reserves the right to remove adjacent memorials in the interests of health and safety; prior to a grave being excavated. The Town Council will take all reasonable steps to give prior notification to the owner(s) of the memorial(s) in question.
- 4.10 The Council reserves the right to designate areas of the cemeteries for certain denominations, including Church of England, Roman Catholic and Non-Conformist.

The Council reserves the right to designate areas of the cemeteries for the burial of children and cremated remains, and to declare that all burial areas become "lawned areas" (this will not affect existing memorials) where the type of memorial that may subsequently be installed, is restricted.



The maintenance of the Grave Plot associated with the Exclusive Rights of Burial, is the responsibility of the Owner of the Rights.

4.11 The selection of the sites of all graves is subject to the approval of the Council's Bereavement Services Manager. Graves can be selected by the family of the bereaved but only with the agreement of the Council's Bereavement Services Manager. Graves for cremated remains cannot be chosen, these are allocated in numerical order by the Council's Bereavement Services Manager.

4.12 All graves are to be excavated only by grave diggers appointed by the Council and under the direction of the Council's Bereavement Services Manager.

No walled graves or vaults will be permitted.

4.13 The purchaser of the grave must choose the depth of the first interment for the deceased in accordance with the following applicable depths and subject to the ground conditions:

- Double depth grave – 8' (this will allow for a second interment at a later date)
- Single depth grave – 6'
- Ashes – 2'

A grave space shall be 9' x 4' (adult). All grave spaces must maintain a 7" perimeter of open space around the grave to allow access to adjoining spaces.

### **Second Interments**

4.14 In the case of second interments, no disturbance of remains shall be permitted without an Exhumation Order. A minimum 6 inch depth between interments must be maintained. The top coffin must be laid at least 3 feet below the ground surface of the grave.

4.15 The purchaser/undertaker must inform the Council's Bereavement Services Manager of the depth of the grave at the time of completion of the Notice of Burial form.

4.16 Ashes may be scattered on a family's existing grave (purchased or unpurchased). However, the Council is not required to, and does not record, the scattering of cremated remains. Therefore, the Council does not require any documentation (or certificate) and there will be no representative of the Council in attendance.

It should be noted that following the scattering of ashes, if the family of the deceased wishes to install a memorial to commemorate the deceased, any such memorial will have to include an inscription indicating that cremated remains of the deceased have been scattered elsewhere.

In cases where the family of the deceased wishes to divide cremated remains, the normal booking procedures will apply and the Council will require an original copy or certified copy of the White Certificate of Disposal in order to comply with statutory Burial Regulations.

4.17 The Council shall arrange to rectify sinkage during the first year after burial on a non-chargeable basis. After the first year, responsibility for rectifying sinkage of soil will lie with the purchaser of the grave; however, the purchaser can request this service to be provided by the Council on a chargeable basis and subject to staff availability.

4.18 Floral tributes may be placed on the grave space but the Council reserves the right to move these, with care, to allow for grass cutting to be carried out.

## Memorials

**5.0** All memorials and inscriptions (and the installation thereof) are subject to the prior approval of the Council's Bereavement Services Manager and payment of the required fees. All memorials must be installed in accordance with the current NAMM specifications by a stone mason who is a registered member of the BRAMM.

5.1 The placing of a memorial on an unpurchased grave is not permitted.

5.2. A completed Application for a permit to erect a monument or add an inscription, must be submitted to the Council's Bereavement Services Manager.

**The form must be signed by the purchaser to confirm their permission; the only exception is when a copy of a Power of Attorney is provided.**

This form must include a diagram/drawing showing the size and dimensions of the memorial and the copy of any proposed inscription in English or accompanied by a certified English translation.

A copy of any photograph to be included on the memorial must be provided to the Council for approval prior to the issuing of a Memorial Permit.

The Council reserves the right to refuse permission for a memorial to be placed in the cemetery when the inscription is deemed to be unsuitable.

All applications will be considered on their merit.

**No memorial may be installed or inscription added without a permit from the Council.**

**Installations of memorials will only be permitted on a grave after a period of 8 months has passed from the date of the burial.**

Applications for the installation of memorials will only be considered 7 months after the date of burial. Any applications received before this date will be not registered and will returned and to the applicant.

The Council will allow the installation of a memorial on the same day as an ashes burial providing this has been authorised by the Council's Bereavement Services Manager.

Memorials cannot be installed until the burial has taken place.

A permit must be obtained from the Council before any additional inscriptions or repairs are carried out to any memorial.

A fee will be charged for any additional inscriptions.

5.3 The cemeteries are "lawned cemeteries" (this will not affect existing memorials) and with the exception of a headstone or cross and adjoining plinth (for the placing of floral tributes) no other memorial, railings or enclosures of wood, iron or other metal or kerbstones shall be allowed to be placed on the lawned or seeded area with the exception of a temporary cross which shall be allowed for eight months after a burial until a permanent memorial can be installed.

5.4 Memorials shall conform to the following:

- Memorials shall only be placed at the head of the grave

- Memorials shall be built of a durable natural stone or granite
- The Council's Bereavement Services Manager reserves the right to exclude any memorial not installed in a satisfactory way, in breach of any health and safety regulations or that would in the opinion of the Council, disfigure the cemetery or cause concern, offend, or is not sensitive to other bereaved families.
- Applicants are reminded that the cemeteries are shared public areas where other users must be considered.
- Headstones must not exceed the following maximum dimensions shown below:

Height 3 feet 6 inches  
Width 2 feet 10 inches  
Depth of base 12 inches  
Depth of headstone 6 inches

- A plinth (for the placing of floral tributes) forming part of the base of headstone will be permitted, to place one vase only. Vases are placed at the owners' risk and must comply with the design and specification in the NAMM memorial specification guide. Vases must not be made of glass, plastic or compound materials

- Plaques and tablets will only be allowed on cremation 'only' plots

Cremation Headstones size 26" x 18".

- Plaques and tablet memorials for cremated remains should not exceed:  
  
18" in width x 17" in depth x 2" in thickness
- All Inscriptions as approved by the Bereavement Services Manager are made on the front of the memorial only
- The grave number **must** be engraved on the rear of the headstone (near bottom) on the base of the headstone. No other engraving or mark shall be permitted on the rear of the headstone

Note:

NAMM Specification Guide

The following designs of Memorials, as identified in the guide will be considered.

**Standard Headstone Shapes**

H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14, H15, H16, H17, H18, H19, H20, H21, H22, H23, H24, H25, H26, H27, H28, H29, H30, H31, H31, H33, H35, H36, H37, H38, H39, H40, H42. (all headstones must not exceed the maximum dimensions outlined above).

**Lawn Type Bases**

B1, B2, B3, B4, B5, B6, B7, B8, B9, B10. (all bases must not exceed maximum dimensions outlined above)

**Crosses**

C1, C2, C3, C4, C5, C6, C7 (all crosses must not exceed maximum dimensions outlined above)

**Die and Step Bases for Crosses**

DS1, DS2 (all bases for crosses must not exceed maximum dimensions for bases outlined above)

**Books and Supports**

BK1, BK2, BK3, BK4, BK5, BK6 (all supports and books must not exceed the maximum dimensions for headstones and bases as outlined above)

**Vases**

V1, V2, V3, V8, V9, V10, V5, V6, V4 (all vases must not exceed to maximum dimensions to fit on the base of the headstone, as outlined above)

**Certificate of compliance**

- 5.5 Memorial Masons are required to provide the Town Council with a certificate of compliance within 5 working days of the installation of any memorial.
- 5.6 The maintenance of memorials is the responsibility of the owner and all memorials must be kept safe and in good repair. In the event of any memorial becoming unsafe due to lack of maintenance by the owner, the Council reserves the right to make safe and charge the owner for any costs which are so incurred.
- 5.7 Every 5 years the Council will undertake regular Health and Safety inspections of memorials.  
  
Where a memorial fails the inspection, the Council will charge in advance an administration fee for the re-inspection of the repairs.
- 5.8 The Council will not be responsible for any damage to memorials or headstones by storm, wind, lightening, subsidence, acts of third parties or any other cause other than as a direct result of negligence of their employees.
- 5.9 The Council reserves the right to remove, cut down or prune any plant or shrub if it becomes neglected, unsightly or overgrown or when it is necessary to enable the grave or surrounding graves to be used again.
- 5.10. The Council reserves the right to remove any neglected, damaged or decayed memorials.
- 5.11 The Council reserves the right to remove any neglected, damaged or decayed tributes.
- 5.12 Glass vases will not be permitted on graves and the Council reserves the right to remove these items.

## **Working in the cemetery**

- 6.0 No work shall be carried out in the cemeteries without the prior permission of the Grounds and Service Manager.

Any stone mason authorised to work in the Council's cemeteries shall be required to notify the Grounds and Service Manager in advance. Upon completion of any work undertaken in the cemeteries, a completed Permit reply form must be passed to the Grounds and Service Manager or left at the Town Council's offices on the day the work is completed.

Permission for a burial or installation or alteration of a memorial includes permission for all necessary work.

- 6.1 Anyone working in the cemeteries must comply with all relevant provisions of the Local Authorities' Cemeteries Order 1977, the Health and Safety at Work Act 1974, and all reasonable directions of the Grounds and Service Manager and must make good at their own expense any damage they have so caused.
- 6.2. Following completion of any works, all spoil and rubbish must be removed and the site left in a clean and tidy condition.
- 6.3 The Council does not accept any responsibility for, or liability in respect of, any damage or injury to any person or thing arising from work done in the cemetery, except that arising from work done by its own employees.

THE NATIONAL ASSOCIATION OF MEMORIAL MASONS

# MEMORIAL SPECIFICATION GUIDE



Materials  
Finishes  
Shapes  
Lettering  
Ornament

This guide, which should be read in conjunction with the NAMM booklet *The Recommended Code of Working Practice*, is intended to help avoid ambiguity and misunderstanding in the British memorial industry. Its aim is to improve communication between manufacturers, wholesalers and retailers, cemetery and church authorities, and their customers.

When producing a new memorial, consideration must be given to the customer's requirements, location and cemetery and churchyard regulations. A durable, naturally quarried material should be selected which will accommodate the required design and lettering.

## Materials

All materials used in the production of memorials have variations within the slab. Colour names can be misleading and are only given as a general guide.

### "GRANITES"

These are the hardest materials and cover all igneous stones. Colours range from black to light grey, pink to red, blue and green. Some have a pearl effect when polished showing the mica within the rock.

**Finishes:** All types

### "MARBLE"

Carrara, sometimes called Sicilian is the usual marble used for memorials. Marble is generally white and has a blue grey vein. As it weathers it turns grey and becomes sugary, due to surface erosion.

**Finishes:** All types except polishing

### "LIMESTONE"

The material is formed under water and contains shells, as in Portland stone. The colour ranges from cream to beige. Nabresina from Trieste in Italy is denser and finer grained than many British Stones.

**Finishes:** All types except polishing

### "SANDSTONE"

Silica stones, such as York, can be harder and more durable than Limestone. The colours vary from sandy to grey.

**Finishes:** Fine rubbed, tooled or pitched.

### "SLATE"

Chemically similar to clay, this material is compressed into laminated form and is very strong. It can be split or sawn into thin slabs. It is usually blue/black or green.

**Finishes:** Fine honed or Riven - split through the lamination

## Finishes

### RUSTIC

Natural rock-like appearance achieved with a minimum of work to split away unwanted stone.

### PITCHED

Natural rock finish left by splitting the material by hand or machine.

### PUNCHED

As rustic but highest spots reduced by tooling.

### FINE PUNCHED

As punched but material is worked to give a reasonably uniform surface.

### FINE AXED

A rustic finish finely tooled to give an even surface, used on rough granite for inscription panels.

### FLAME TEXTURED

Surface is spalled or exfoliated by the application of heat, giving a uniform appearance similar to riven.

### RIVEN

Naturally split giving a smooth undulating surface, only applies to slate.

### TOOLED

Various textures achieved by masoning, normally a dressed finish showing tool marks.

### SPARROW PECK

A tooled even texture achieved with a finely pointed chisel.

### SANDED

Fine rubbed or sandblasted to remove the irregular markings, giving a uniform surface.

### EGGSHELL

Non-reflective smooth matt finish.

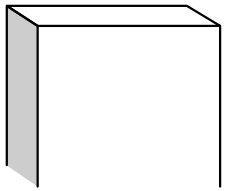
### HONED

Finish between eggshell and polished.

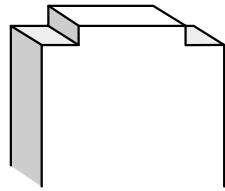
### POLISHED

A gloss polished finish giving a glass-like smooth reflective surface.

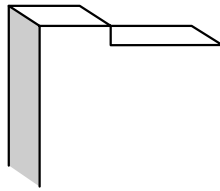
# Standard Headstone Shapes



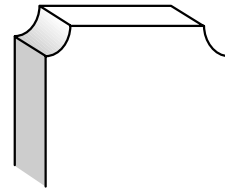
**H1**  
Square Top



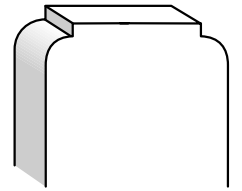
**H2**  
Checked Top



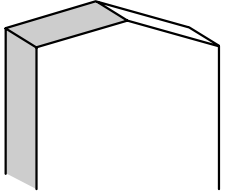
**H3**  
Raised Shoulder



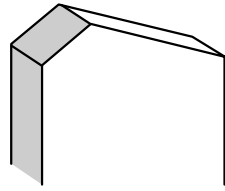
**H4**  
Square Top and  
Scotia Corners



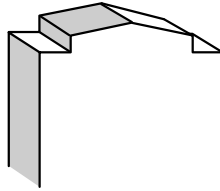
**H5**  
Square Top Checked and  
Rounded Shoulders



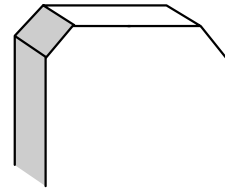
**H6**  
Peon Top



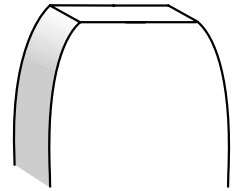
**H7**  
Offset Peon Top



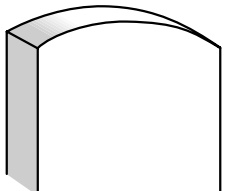
**H8**  
Peon with Checks



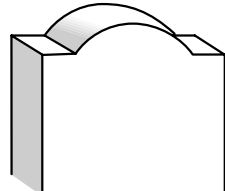
**H9**  
Square Top and  
Splayed Corners



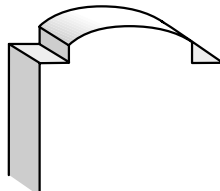
**H10**  
Square Top  
Gothic Shoulders



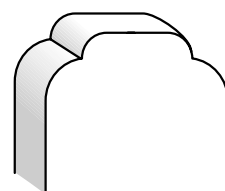
**H11**  
Oval, Arc or Cambered



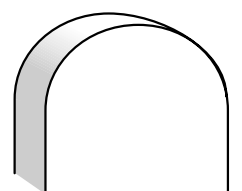
**H12**  
Oval with Shoulders



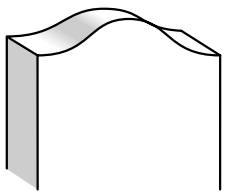
**H13**  
Oval with Checks



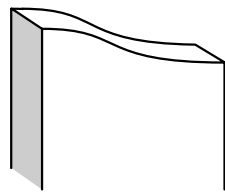
**H14**  
Square Top  
Double Rounded Shoulders



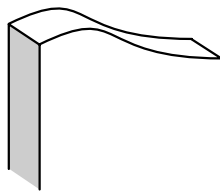
**H15**  
Half Round



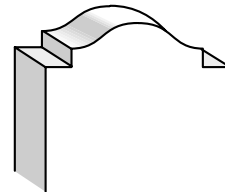
**H16**  
Ogee Top



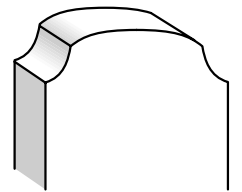
**H17**  
Half Ogee Top



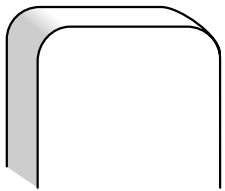
**H18**  
Serpentine Top



**H19**  
Ogee with Checks



**H20**  
Oval Top  
Scotia Shoulders



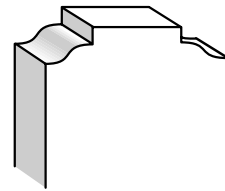
**H21**  
Square Top  
Rounded Shoulders



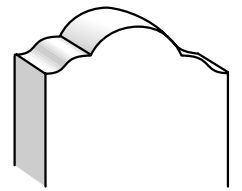
**H22**  
Round Top  
Rounded Shoulders



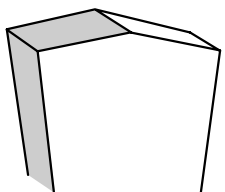
**H23**  
Checked Oval Top  
Checked Rounded Shoulders



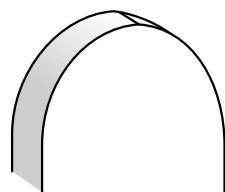
**H24**  
Square Top  
Ogee Shoulders



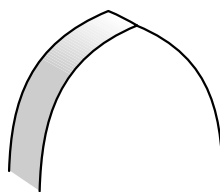
**H25**  
Oval Top  
Ogee Shoulders



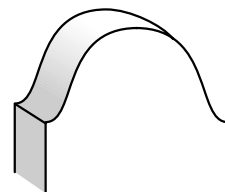
**H26**  
Peon Top with Tapered  
Sides



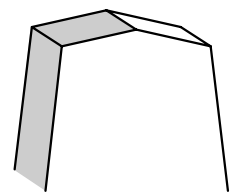
**H27**  
Norman



**H28**  
Gothic



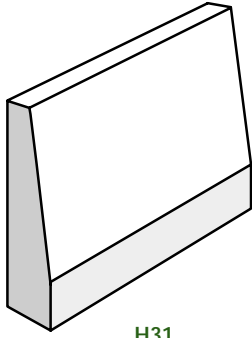
**H29**  
Deep Ogee



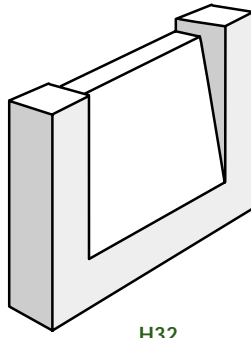
**H30**  
Peon Top with  
Splay Sides



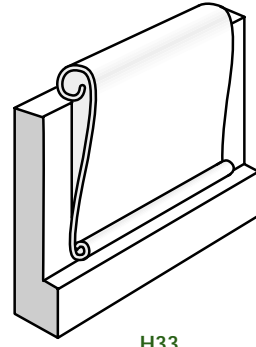
# Standard Headstone Shapes (continued)



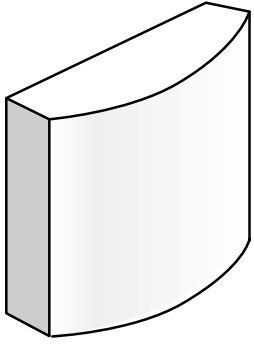
**H31**  
Desk



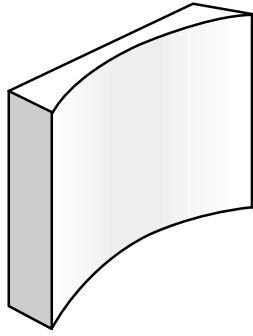
**H32**  
Desk with Pilasters



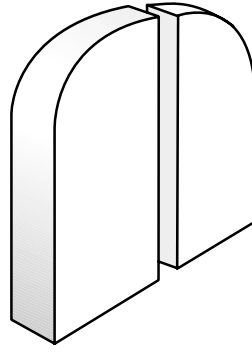
**H33**  
Scroll with Side Panels



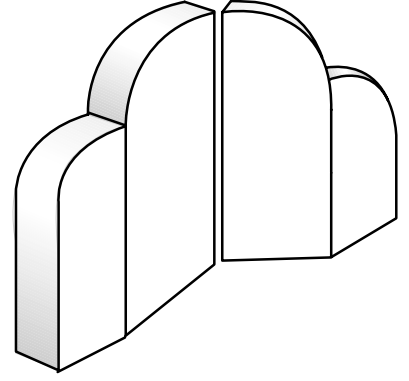
**H35**  
Convex Face



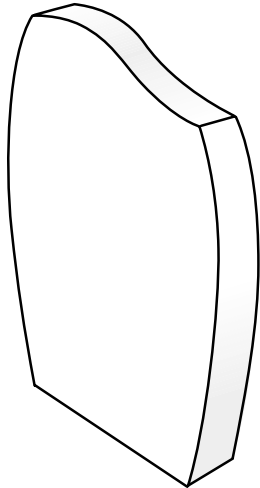
**H36**  
Concave Face



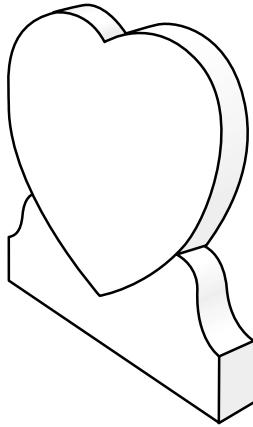
**H37**  
Split Headstone



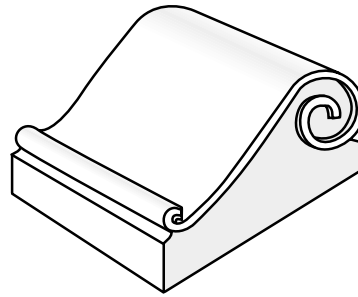
**H38**  
Split with Wings



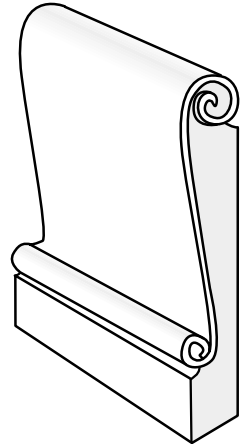
**H39**  
Serpentine Top  
Curved or Barrel Sides



**H40**  
Heart  
With ogee shoulders

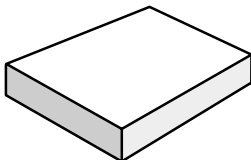


**H41**  
Recumbent Scroll

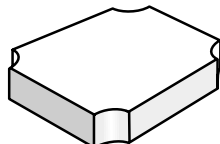


**H42**  
Upright Scroll

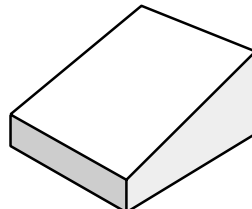
# Plaques and Tablets



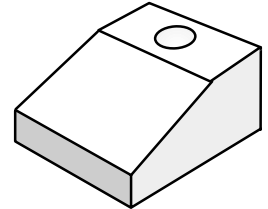
**P1**  
Plain



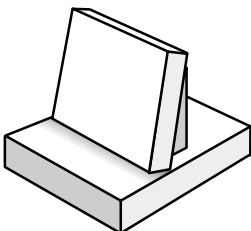
**P2**  
Scotia



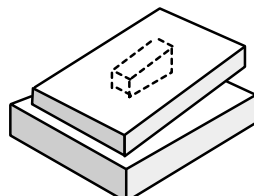
**P3**  
Desk



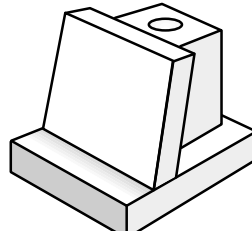
**P4**  
Desk with Container Hole



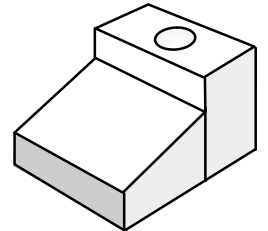
**P5**  
Plain Plaque, Rest & Base



**P6**  
Plain Plaque, Riser & Base



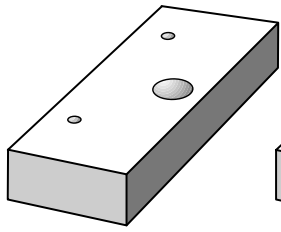
**P7**  
Plain Plaque, Vase & Base



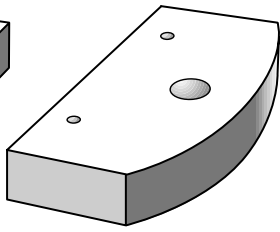
**P8**  
Desk & Vase

# Lawn Type Bases

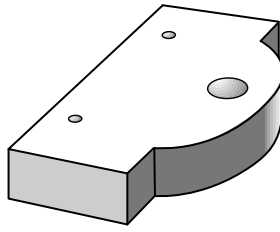
*shown with typical dowel and container holes*



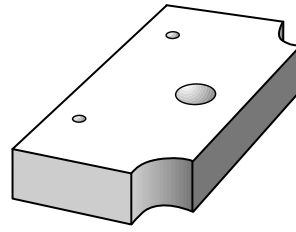
**B1**  
Square



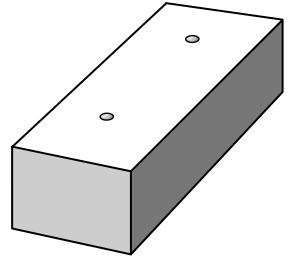
**B2**  
Oval



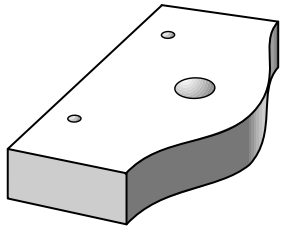
**B3**  
Bow Front



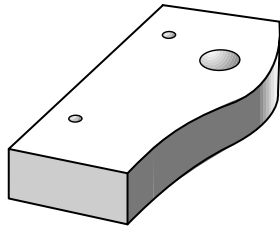
**B4**  
Scotia Corners



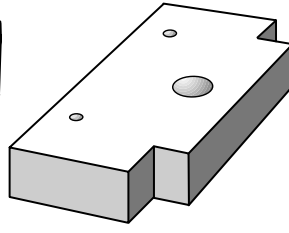
**B5**  
Block



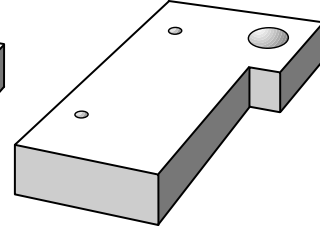
**B6**  
Ogee



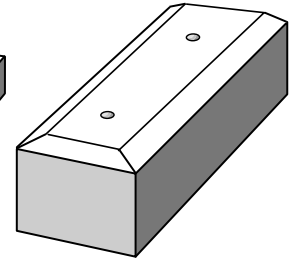
**B7**  
Serpentine



**B8**  
Checked Corners

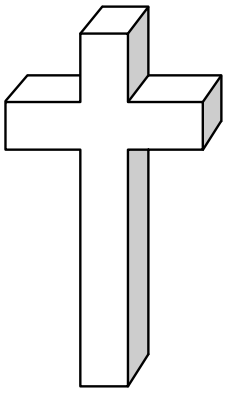


**B9**  
Offset

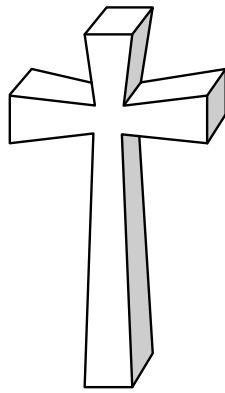


**B10**  
Weathered Block

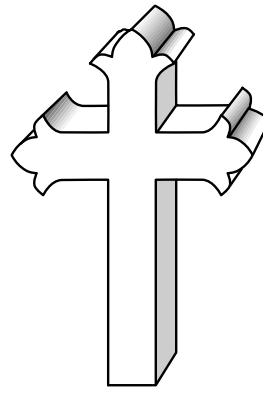
# Crosses



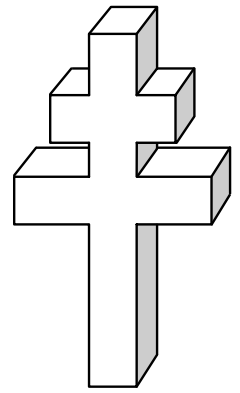
**C1**  
Latin



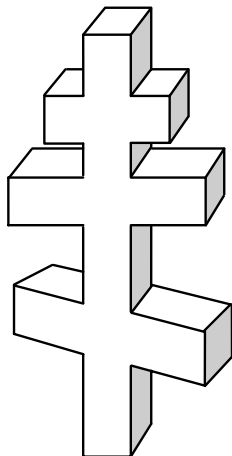
**C2**  
Maltese



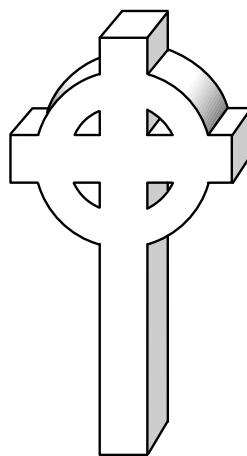
**C3**  
Trefoil



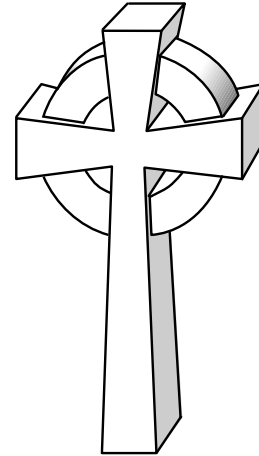
**C4**  
Cross of Lorraine



**C5**  
Russian Orthodox

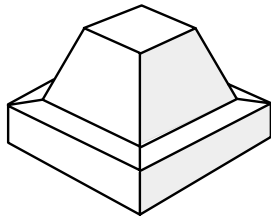


**C6**  
Wheel

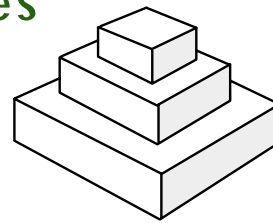


**C7**  
Celtic

# Die and Step Bases for Crosses

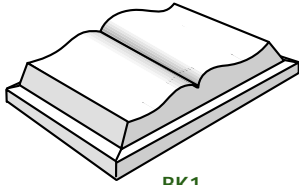


**DS1**  
Die and Weathered Plinth

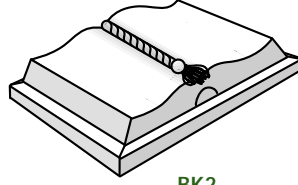


**DS2**  
Three Tier Stepped Base

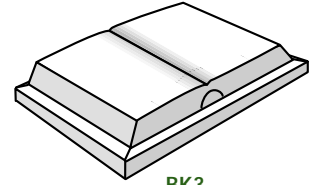
# Books and Supports



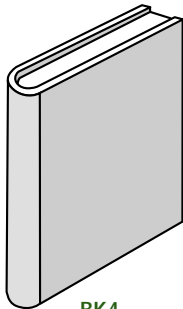
**BK1**  
Open Book with Curved Pages



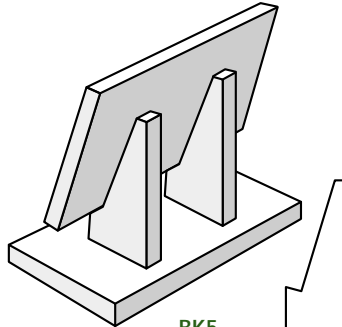
**BK2**  
Open book with Curved Pages and Tassel



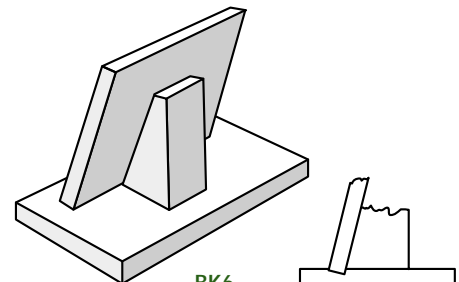
**BK3**  
Open Book with Flat Pages



**BK4**  
Closed Book

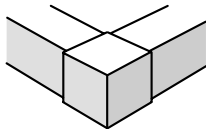


**BK5**  
Tick Rest

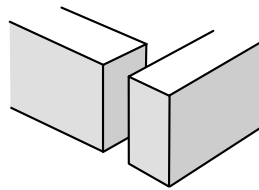


**BK6**  
Plain Rest

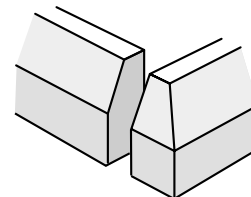
# Closures



**CL1**  
Post with Kerbs

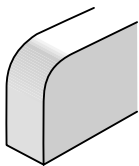


**CL2**  
Square Return

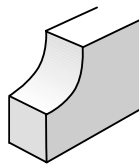


**CL3**  
Mitred Return

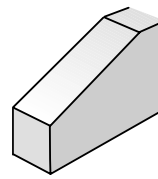
# Kerb Ends



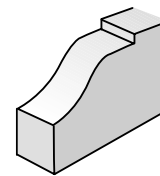
**K1**  
Half Bullnose



**K2**  
Scotia



**K3**  
Splay



**K4**  
Check & Ogee

# Kerb Sections



**K5**  
Square



**K6**  
Deep Chamfer or Splay



**K7**  
Check or Rebate



**K8**  
Scotia



**K9**  
Chamfer



**K10**  
Half Bullnose

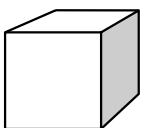


**K11**  
Roll Top

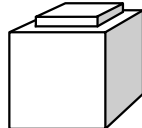


**K12**  
Flat

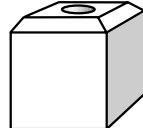
# Posts



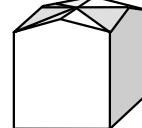
**P1**  
Plain



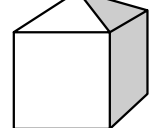
**P2**  
Check



**P3**  
Chamfer with Container Hole

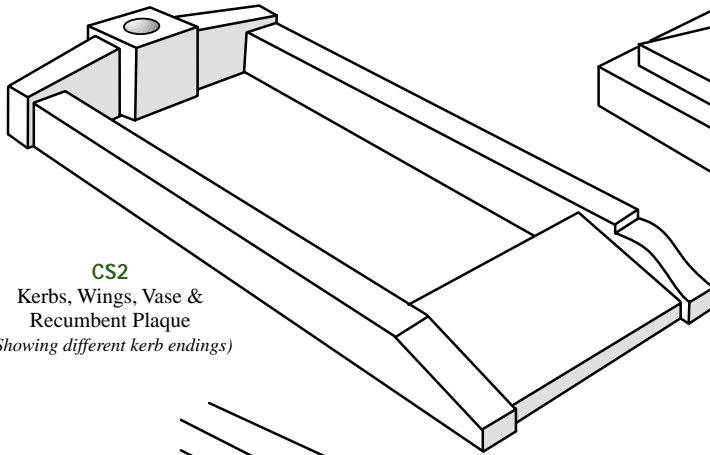


**P4**  
Mitre

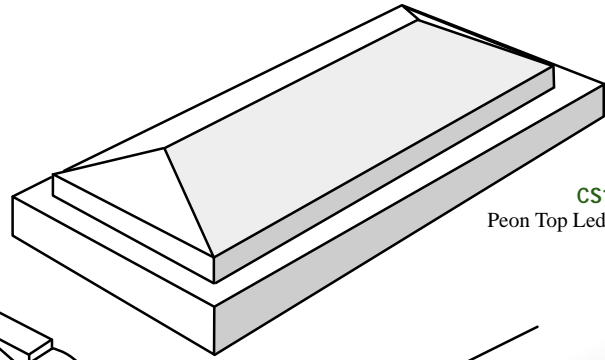


**P5**  
Peon

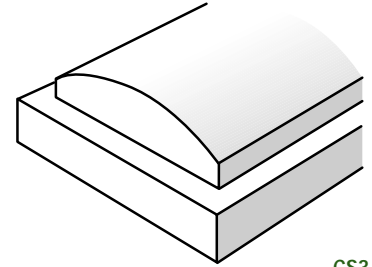
# Kerb Surrounds Ledgers and Cover Slabs



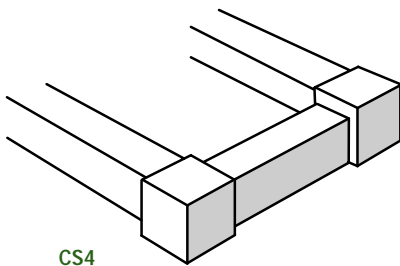
**CS2**  
Kerbs, Wings, Vase &  
Recumbent Plaque  
*(Showing different kerb endings)*



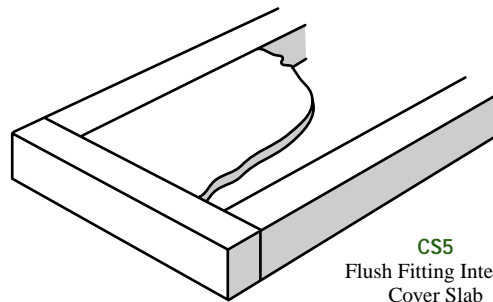
**CS1**  
Peon Top Ledger on Slab



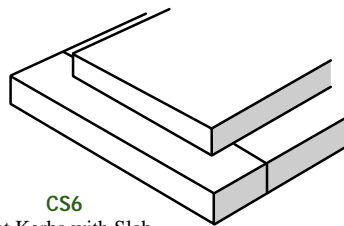
**CS3**  
Oval Ledger on Slab



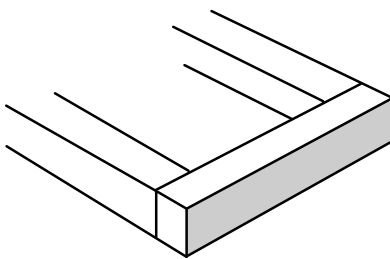
**CS4**  
Posts and Kerbs



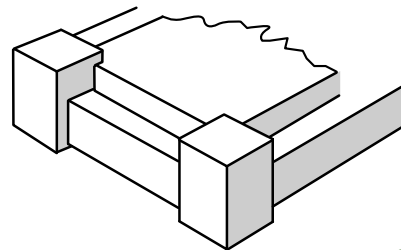
**CS5**  
Flush Fitting Internal  
Cover Slab



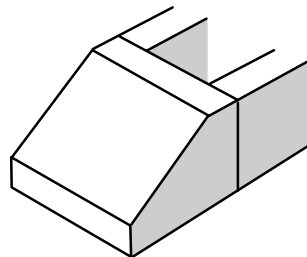
**CS6**  
Flat Kerbs with Slab



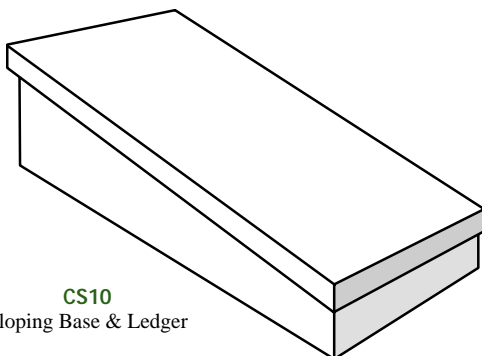
**CS8**  
Quoin Ends



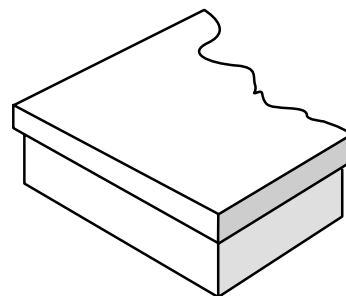
**CS7**  
Top Fitting Cover Slab



**CS9**  
Full Width Foot Plaque

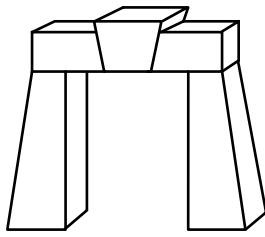


**CS10**  
Sloping Base & Ledger

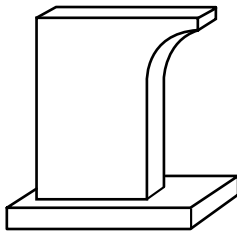


**CS11**  
Over Fitting Cover Slab

## Examples of Canopies

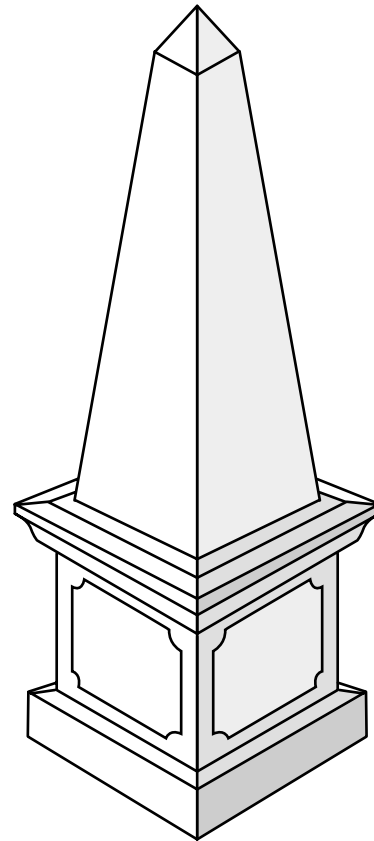


CA1  
Canopy with Keystone



CA2  
Side Canopy

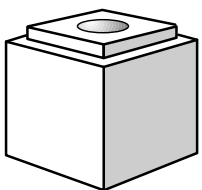
## Obelisk



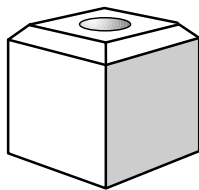
Obelisk

## Vases

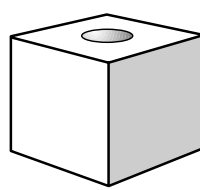
Vases should be in keeping with the general design of the rest of the memorial and, if possible, provide room for an inscription.



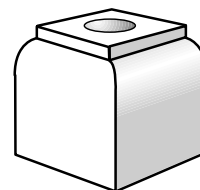
V1  
Check Top



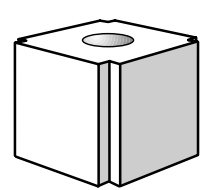
V2  
Chamfer Top



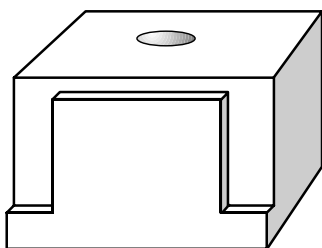
V3  
Plain



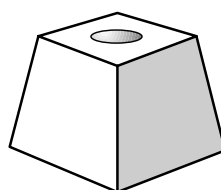
V8  
Ovolo



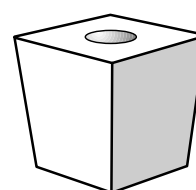
V9  
Check Sides



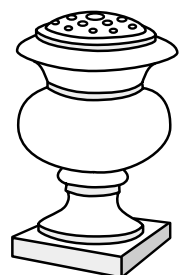
V10  
Panelled



V5  
Splay Sides

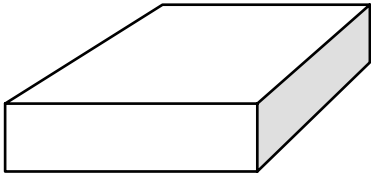


V6  
Tapered Sides

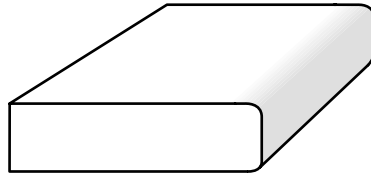


V4  
Round with Container

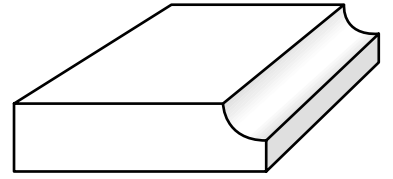
# Mouldings & Shapes



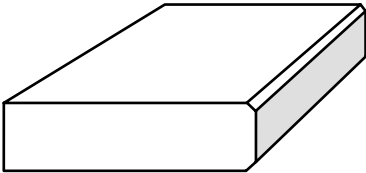
Square



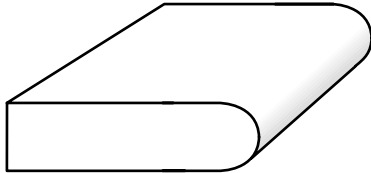
Pencil Round



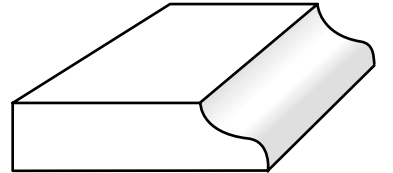
Scotia



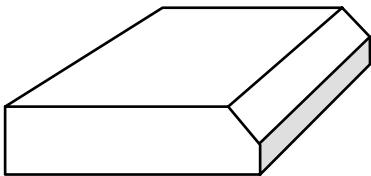
Arris



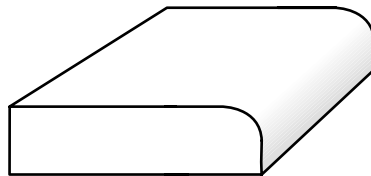
Bullnose



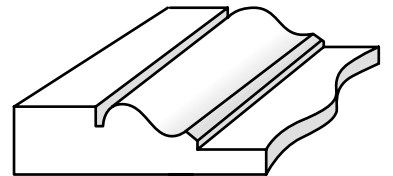
Ogee



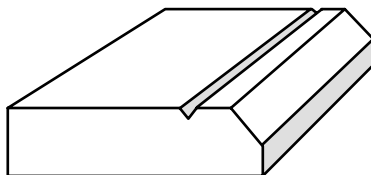
Chamfer



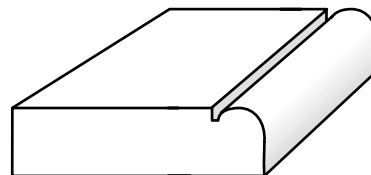
Half Bullnose



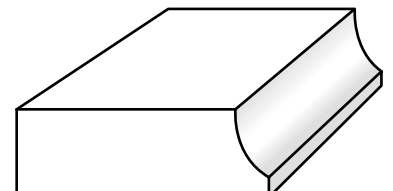
Sunk Panel with Ogee Mould



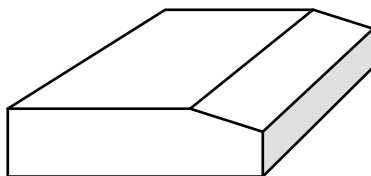
Chamfer/V Line



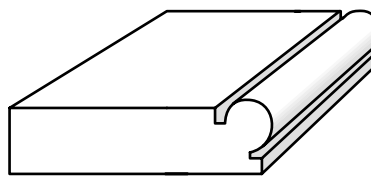
Bead 1



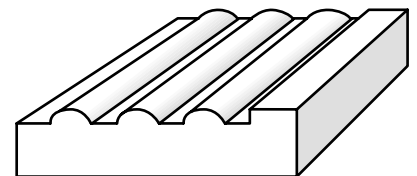
Cavetto



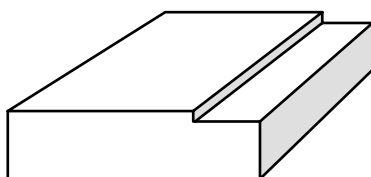
Weathered



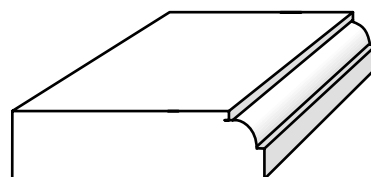
Bead 2



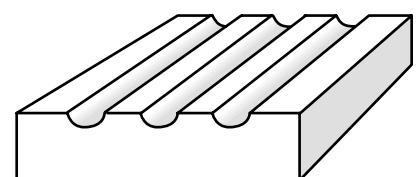
Reed



Sunk Margin

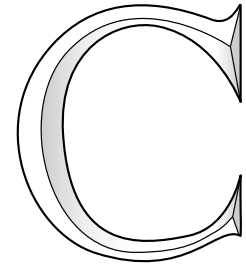
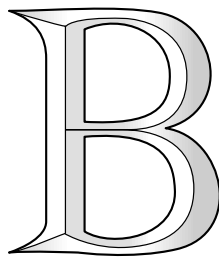
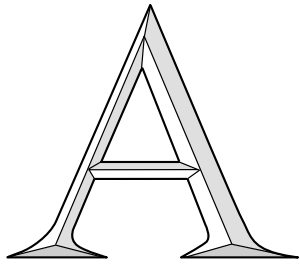


Ovolo

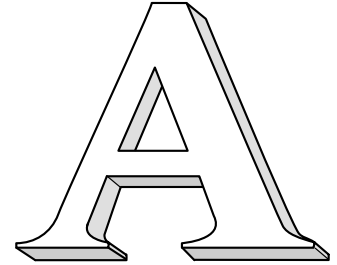
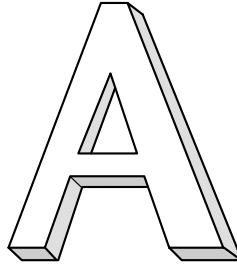
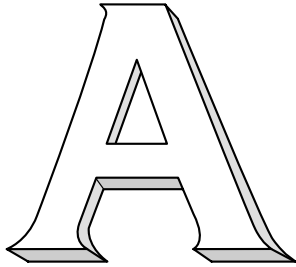


Flute

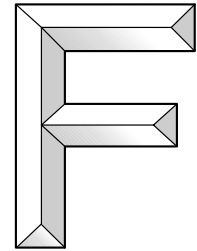
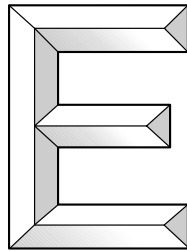
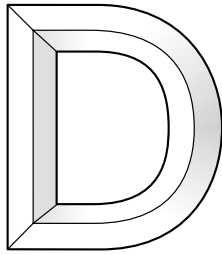
# Lettering



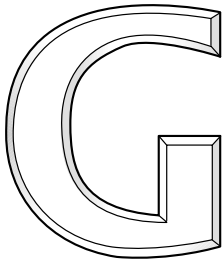
**Incised Roman Capitals**



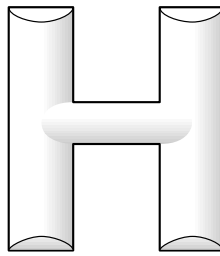
**Raised or Embossed**



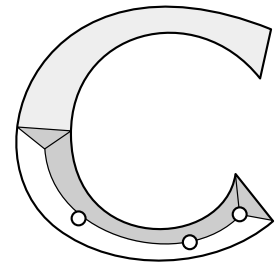
**Incised Sans Serif or Block Characters**



**Square Incised**

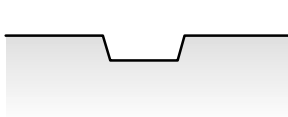


**Grit Blasted**

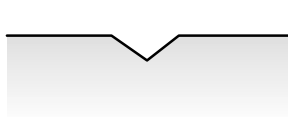


**Flush Lead**

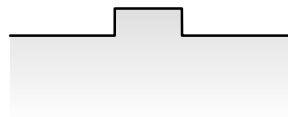
The material is drilled at an angle to the face to give a key. Lead is beaten in and cleaned off smooth



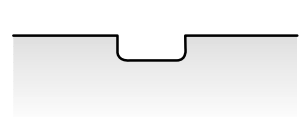
Square Incised



Incised



Embossed

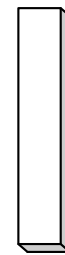
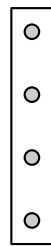
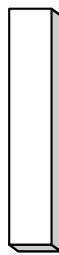
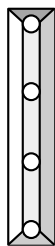


Sand Blasted

## Cross Sections

### Method 1

Rough out the letter shape as shown on plan and drill holes at different angles to form a key, then beat in the lead, filling the holes and rough cut letter, but leaving the lead a uniform, smooth thickness above the surface of the stone, trimming the lead to form the letter shape and enamelling, usually black.



### Method 2

Drill the holes directly into the surface of the stone at different angles, then beat in the lead repeating the same procedure as Method 1.

## Raised Lead Letters

There are two methods of creating raised lead letters as shown above.

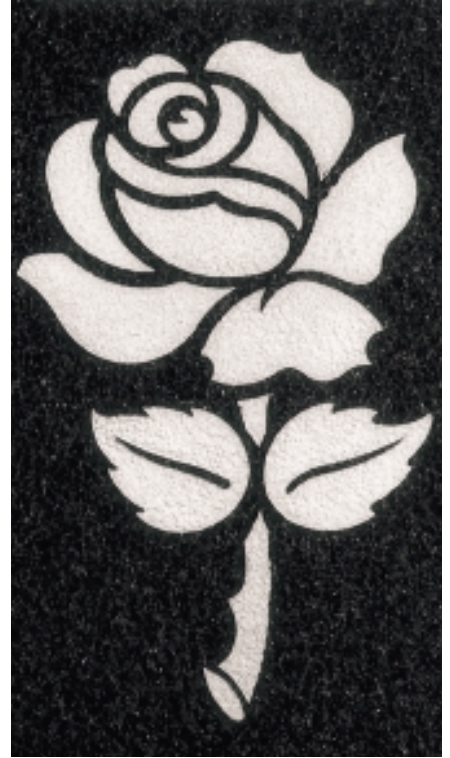
# Ornamentation



Skin Carved  
on Black Granite



Sunk Relief



Outline



Skin Carved  
on White Marble



Etched



Etched and Shaded



Photo Blast





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# FARNHAM TOWN COUNCIL

# F

## Report

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### Report to

Full Council 25 March 2009

### Report of

Roland Potter (Town Clerk)

### Title

To Review the effectiveness of the Internal Auditor

---

TO REVIEW THE EFFECTIVENESS OF THE INTERNAL AUDITOR	
<b>AUTHOR:</b> <i>Roland Potter</i> <i>Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter</i> <i>Town Clerk</i>
<b>PRODUCED FOR FULL COUNCIL</b> <b>25 MARCH 2009</b>	<b>DATE OF REPORT:</b> <b>19 MARCH 2008</b>
<b>SUMMARY OF KEY ISSUES</b> To Review the effectiveness of the Internal Auditor	
<b>Background</b> <p>The External Auditors require the Town Council to demonstrate in their Council Agenda that they have reviewed the effectiveness of the Internal Auditor before the financial year end 31 March 2009 and that the review has been recorded on the Council minutes.</p>	
<b>Supporting Information</b> <p>The Council employs an independent firm of Chartered Accountants to fulfil its statutory duty under corporate governance. The role of the Internal Auditor is to examine and test the Council's financial systems, internal control and Corporate Governance as set out by legislation.</p> <p>The Council employs Haines Watts who are also specialist in local government.</p> <p>The Council has an agreed rolling programme of review to cover different aspects of the Council's Internal Control Systems. This review is reported each year when the Council receives the Annual accounts and the completed Internal Auditors report, supported by the independent management letter.</p>	

In addition the Internal Auditor reviews the Council's major projects and the completion of the Annual Return.

The report was last received and accepted by Council in June 2008 and a further report will be due within the next three months.

**Financial Implications:**

There are no financial implications.

**Legal and Policy Implications**

The Council are required to undertake to consider this report at this meeting to ensure that the annual return of the Council are not qualified.

**RECOMMENDATION:**

- **To receive and approve the report.**

---

19 March 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

# G

## Report

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### Report to

Full Council 25 March 2009

### Report of

Roland Potter (Town Clerk)

### Title

To consider the quotes for the provision of a Kubota sit-on mower.

---

PURCHASE OF A KUBOTA MOWER	
<b>AUTHOR:</b> <i>Roland Potter</i> <i>Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter</i> <i>Town Clerk</i>
<b>PRODUCED FOR FULL COUNCIL</b> <b>25 MARCH 2009</b>	<b>DATE OF REPORT:</b> <b>19 MARCH 2008</b>
<b>SUMMARY OF KEY ISSUES</b> To approve the purchase of a Kubota sit-on mower.	
<b>Background</b> <p>The Town Council currently owns two sit-on mowers. However, the Westwood which is 12 years old failed at the end the last cutting season and is no longer working and requires replacement.</p> <p>The Outside Workforce will shortly loose one of its temporary members of staff and in order to continue the current grass cutting standards and minimise down time, it is critical to replace the older of the two machines.</p>	
<b>Supporting Information</b> <p>The Council's Officers working for the Outside Workforce Team have considered the different makes of sit-on mowers and noticed that the cost of a sit-on mower was very similar.</p> <p>Officers selected a Kubota mower because the availability of the spare parts which are delivered within 24 hours, therefore minimising down time which is essential in the grass growing season. The Kubota mower also has a dual facility to either pick up or discharge cut grass. Therefore where finer cuts need to be made work time will not be spent on clearing cut grass.</p>	

The table below lists the three quotes obtained for a Kubota Sit-on Mower with the following specification:

New Kubota G21 Pro, 3 cylinder diesel engine, hydrostatic transmission, hydraulic deck lift, 48" direct cutting deck, 500 litre hydraulic emptying collector, turf tyres, power steering, rear discharge chute

	<b>Supplier A (£)</b>	<b>Supplier B (£)</b>	<b>Supplier C (£)</b>
	7,400 + VAT	7,600 + VAT	7,550 + VAT

**Financial Implications:**

The Council has a budget of £10,500 in earmarked reserves available to fund this project.

**Legal and Policy Implications**

These have been identified in the above report.

**RECOMMENDATION:**

- **To approve the purchase of a Kubota Sit-on mower from a preferred supplier.**

19 March 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

# H

## Report

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### Report to

Full Council 25 March 2009

### Report of

Roland Potter (Town Clerk)

### Title

To review the Structure of Working Groups

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#### REVIEW OF WORKING GROUPS

<b>REVIEW OF WORKING GROUPS</b>	
<b>AUTHOR:</b> <i>Roland Potter</i> <i>Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter</i> <i>Town Clerk</i>
<b>PRODUCED FOR FULL COUNCIL</b> <b>25 MARCH 2009</b>	<b>DATE OF REPORT:</b> <b>19 MARCH 2008</b>
<b>SUMMARY OF KEY ISSUES</b> <p>This report intends to address the following issues.</p> <ul style="list-style-type: none"><li>• The approach of the press and media and their apparent lack of understanding of how Councils work.</li><li>• Opinion outside the Council which is challenging how the Town Council operates under a democratic structure without committees.</li><li>• The ability of the Council to demonstrate an accountable and transparent decision making process.</li><li>• To engage Town Councillors in different areas of the work of the Town Council and to use their strengths and preferences for areas of work to the benefit of the Town Council.</li><li>• How to demonstrate and promote that the Town Council is <b>Town Councillor</b> led and driven.</li><li>• How to promote the working of the Council to the community.</li><li>• How to promote the role of elected <b>Town Councillors</b>, independent of any other local</li></ul>	

government responsibilities.

### **The Current Position**

Under the current agreed structure the decision making body is the Council on policy and strategy except where there has been limited delegation to a Working or Task Group.

In addition there are responsibilities which are delegated to the Council's officers for corporate management and service delivery.

### **Definition of a Working Group**

A Working Group is appointed by Full Council and the elected members forming this group are appointed by Full Council.

The appointment of the Officers to attend the Working Group will be the responsibility of the Town Clerk. The officers appointed will be responsible for the delivery and management of the services under the terms and reference of the Working Group.

The appointment of the Working Group will be reviewed annually by the Town Council.

The purpose of a Working Group is to work directly with Council officers to provide guidance and support to projects and service delivery which are under the delegated responsibility of the officers. Working Groups will not normally have any decision making powers unless agreed specifically by Full Council under their terms of reference.

All decisions and recommendations outside the delegated responsibility of the Working Group or the Officers will be referred to Full Council for approval.

### **Definition of a Task Group**

A Task Group is appointed by Full Council and the elected members forming this group are appointed by Full Council.

The appointment of the Officers to attend the Task Group will be the responsibility of the Town Clerk. The officers appointed will be responsible for the delivery and management of the services under the terms and reference of the Task Group.

The appointment of the Task Group will be for a specified period of time as required by the project.

The purpose of a Task Group is to work directly with Council's officers to provide guidance and support to a project which are under the delegated responsibility of the officers. Task Groups will not normally have any decision making powers unless agreed specifically by Full Council under their terms of reference.

All decisions and recommendations outside the delegated responsibility of the Task Group or the Officers will be referred to Full Council for approval.

### **Definition of a Liaison Group**

A Liaison Group is appointed by Full Council and the elected members forming this group are appointed by Full Council.

The appointment of the Officers to attend the Liaison Group will be the responsibility of the Town Clerk. The officers appointed will be responsible for the delivery and management of the services under the terms and reference of the Liaison Group.

The appointment of the Liaison Group will be reviewed annually by the Town Council.

The purpose of a Liaison Group is to work directly with Council officers to liaise with third parties regarding Council services. Liaison Groups' will not have any decision making powers.

All decisions and recommendations outside the delegated responsibility of the Officers will be referred to Full Council for approval.

### **Suggested Structure**

The suggested structure (**Annex A**) would consist of the following Groups:

#### **Corporate Development and Audit Working Group;**

Consisting of a minimum of 5 Members supported by 2 Officers.

The lead officer being the Town Clerk, supported by Wendy Coulter.

#### **Farnham in Bloom Working Group ;**

Consisting of a minimum of 5 Members supported by 3 Officers.

The lead officers being Kevin Taitt, Sheila Rayner and Catherine Cooper.

#### **Cemeteries Working and Appeals Group;**

Consisting of a minimum 5 Members supported by 3 Officers.

The lead officers being Wendy Coulter and Kevin Taitt and supported by Ginny Gordon.

#### **Major Events and Tourism Working Group;**

Consisting of a minimum of 5 Members supported by 3 Officers.

The lead officers being Catherine Cooper and Cath Sydenham supported by Ginny Gordon

#### **Planning Consultative Working Group**

Consisting of a minimum of 9 Members supported by 2 Officers.

The lead officer being Wendy Coulter supported by Ginny Gordon.

#### **Minerals Task Group**

Consisting of a minimum of 3 Members supported by 2 Officers.

The lead officer being Wendy Coulter supported by Ginny Gordon.

#### **Asset Transfer Task Group;**

Consisting of 5 Members supported by 4 Officers.

The lead officer being the Town Clerk supported by Wendy Coulter and Steve Bott.

#### **Bandstand Task Group**

Consisting of a minimum of 3 Members supported by 2 Officers.

The lead officer being the Town Clerk supported by Kevin Taitt

#### **Xmas Task Group**

Consisting of a minimum of 3 Members supported by 1 Officer.

The lead officer being Sheila Rayner.

#### **Town Plan Task Group**

Consisting of a minimum of 3 Members supported by 2 Officers.

The lead officer being Wendy Coulter supported by Ginny Gordon

#### **Allotment Liaison Group**

Consisting of a minimum of 2 Members supported by 2 Officers.

The lead officer being Kevin Taitt supported by Sue Tunley.



## Underlying Principle

The Council is a Team, consisting of elected Councillors and Officers and the structure of Working and Task Groups will help Officers and Members to work together to achieve the Council's objectives.

## Suggested regulations for the operation of Working and Task Groups

- The Quorum for all groups when considering making a recommendation to Full Council or making a decision under delegated responsibilities will be 3 elected councillors or 2 where the group membership is 3. (The result of there not being a quorum will not prevent the Council's officers with delegated responsibility progressing their work)
- Each group would meet at least 4 times a year and these dates will be agreed annually within the municipal calendar. However, a working/ task group will hold additional meetings as appropriate to fulfil the terms of reference of the group.
- A record of attendance of members will be maintained and reported annually to Council and in the Annual Report of the Council.
- The Terms of Reference of each working/task group will set out the areas of responsibility for each group.
- At its quarterly meeting the group will receive a financial update on the overall areas covered by the terms of reference.
- The Group will work with the responsible officers to provide guidance on how budgets may be spent on relevant projects or schemes.
- Each Working / Task Group will appoint a Lead Elected Member to chair meetings and be the point of contact for press enquiries. (However technical information should be referred to the relevant Council Officer or the Lead Member should obtain the relevant information from that officer prior to making a statement to the press.)
- The Notes and Actions of each meeting will be reported to the Full Council on a quarterly basis.

## Terms of reference

The Terms of reference for the Working Groups are attached for consideration by Council.

- Corporate Development and Audit Working Group (**Annex B**)
- Farnham in Bloom Working Group (**Annex C**)
- Cemeteries Working and Appeals Group (**Annex D**)
- Major Events and Tourism Working Group (**Annex E**)
- Planning Consultative Group (**Annex F**)

## Financial Implications:

There are no financial implications to this report.

## Legal and Policy Implications

These have been identified in the above report.

**RECOMMENDATION:**

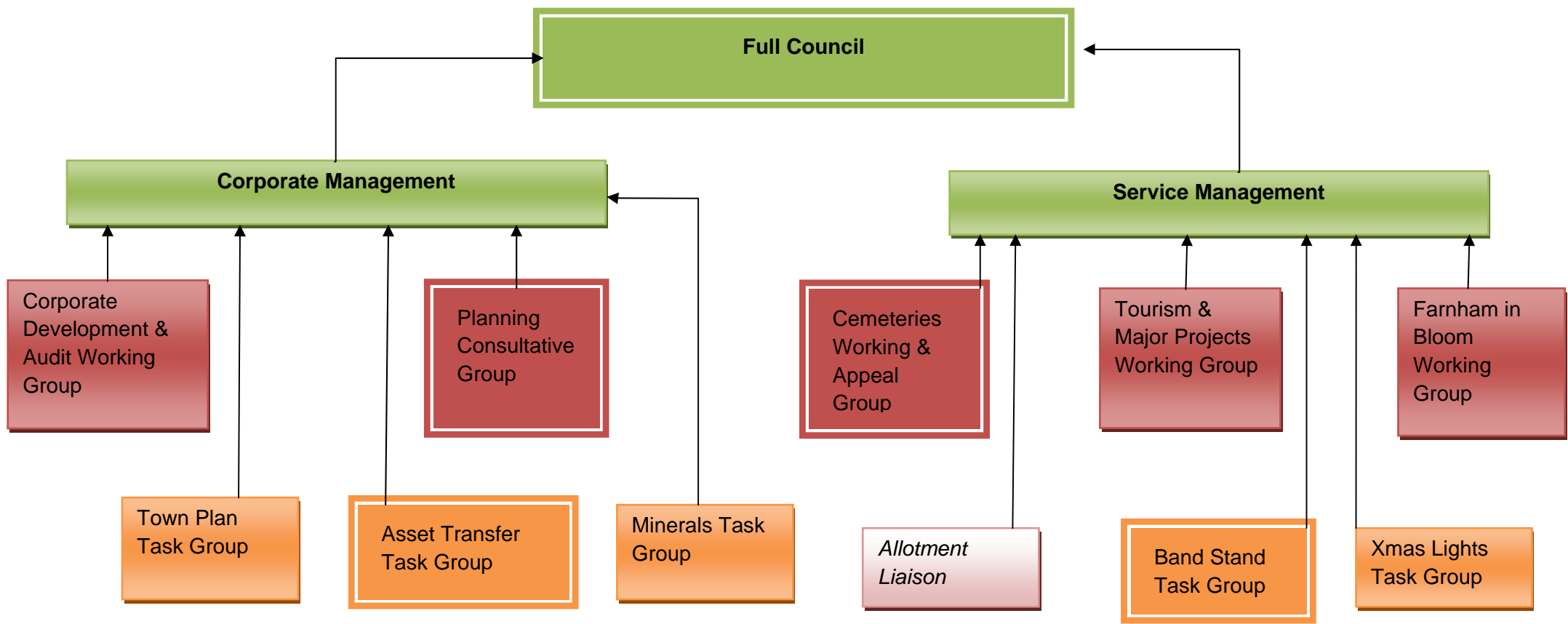
- **To agree the structure for the operation of the Council's Working and Task Groups.**
- **To approve the terms of reference for the Working Groups.**

---

18 March 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)



**KEY**

Full decision making powers

Working Group with no decision making powers

Working Group with some decision making powers

Task Group (time limited) with no decision making powers

Task Group (time limited) with some decision making powers

Liaison Group with no decision making powers

**FARNHAM TOWN COUNCIL**

**CORPORATE DEVELOPMENT AND AUDIT WORKING GROUP**

**TERMS OF REFERENCE**

The Group will comprise of a minimum of 5 elected members.

The quorum of the Group shall be three members.

The Group shall appoint a lead member.

**Purpose**

To develop, monitor and review Council functions as and when required as an advisory body to Full Council.

**Key Tasks**

To work with the Council's Officers to develop and review the following and to make recommendations to Full Council:

**Policy and Procedures**

1. Council policy and policy objectives
2. Council Standing Orders and Financial Regulations
3. Performance on aims, objectives, powers and duties of the Council, and Standing Committees if relevant.
4. Council Risk Management Strategy
5. Council strategic objectives and performance
6. Council's Business Plan
7. Council's Emergency and Business Continuity Plans

**Finance**

8. Council's Financial Plan and Strategy
9. Council annual estimates and precept
10. Use of financial reserves
11. Council Investment Strategy
12. Leasing, loans and finance

## **ANNEX B**

13. Revenue Grants
14. Project Grants outside delegated authority
15. Appointment of an independent Internal Auditor
16. Council Asset and Management Strategy
17. To ensure that the Council is fully covered by Insurance to carry out all it's functions as a Local Authority

### **Staffing**

18. With the recommendation from the Town Clerk on
  - a) Staffing levels
  - b) The Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks. (SLCC)
19. The Annual Appraisal of Town Clerk
20. Recruitment procedures, equal opportunity statements and guidelines on employment practice
21. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees.

### **Urgent Matters**

22. To provide any two elected members of the group to be consulted by the Town Clerk to deal with urgent matters which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council meeting.

### **Membership**

Lead Officers: Town Clerk, W Coulter  
Councillors – C Cockburn, P Frost, D LeGal, J Maines, R Steel

## FARNHAM IN BLOOM WORKING GROUP

### TERMS OF REFERENCE

The Group will comprise of a minimum of 5 elected members.

The quorum of the Group shall be three members.

The Group shall appoint a lead member

#### Purpose

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

#### Key Tasks

To work with officers to:

1. Manage and deliver Farnham in Bloom and it's associated projects.
2. Identify and obtain funding for the delivery of Farnham in Bloom.
3. Develop, implement and promote the principle of Pride in Farnham.
4. Develop community involvement in the delivery of Farnham in Bloom

#### **Membership**

Lead Officers: K Taitt (Grounds and Service Manager), S Rayner (Town Development co-ordinator), C Cooper (Major Projects Coordinator).

Councillors – D Attfield, V Duckett, G Hargreaves C Storey and J Ward.

## FARNHAM TOWN COUNCIL

### CEMETERIES WORKING AND APPEALS PARTY

#### TERMS OF REFERENCE

The Group will comprise of a minimum of 5 elected members.

The quorum of the Group shall be three members.

The Group shall appoint a lead member.

#### **Purpose:**

To monitor and provide guidance to the Council's Officers in the administration and operation of the Council's cemeteries at Hale, Badshot Lea, Green Lane and West Street.

Under delegated authority from the Town Council to determine Stage 4 Appeals as set out in the Council's Cemetery Regulations.

#### **Key Tasks:**

To work with the Council's Officers:

- a. To monitor the management and delivery of the Council's Bereavement and Memorial Services
- b. To monitor and review the progression of the Health and Safety Inspections
- c. To consider issues raised during Health and Safety Inspections.
- d. To recommend to Full Council cemetery fees.
- e. To Review the cemetery regulations in line with national good practice and to submit them to Full Council for approval.
- f. To monitor the day to day operation and maintenance of Cemetery Buildings.
- g. To develop and monitor the implementation of cemetery improvements.
- h. To review the role of Cemetery Buildings and to make recommendations to the Corporate Development and Audit Task Group and Full Council.
- i. To monitor the training of Council staff and awareness training for elected members.
- j. To review policies for the future operation and use of cemeteries and to recommend them to Full Council.
- k. To monitor complaints regarding the Cemeteries Service.
- l. To review the overall operation of Service for the Cemeteries in Farnham, as required.
- m. To monitor the development of a cemeteries strategy for a pandemic.

## ANNEX D

- n. To be the final decision making body with regard to the final appeal process as identified in the Cemetery Regulations. To report quarterly to Full Council any decisions.

### **Membership:**

Officers:

Lead Officer: Wendy Coulter (Members and Committee Services Co-ordinator)

Supporting Officers: Kevin Taitt (Grounds and Service Manager), Ginny Gordon (Receptionist)

Elected Members: C Cockburn, V Duckett, L Fleming, G Hargreaves, J Ward



## FARNHAM TOWN COUNCIL

### TOURISM AND EVENTS WORKING GROUP

#### TERMS OF REFERENCE

The Group will comprise of a minimum of 5 members.

The quorum of the Group shall be three members.

The Group shall nominate an Elected Members as Lead Member.

#### Purpose:

To monitor and provide guidance to the Council's Officers in the administration, operation and function of the Council's Tourism Provision.

#### Key Tasks:

To have work with Officers to:

- a. To deliver the Town Council's Visitor Strategy.
- b. Monitor and review the provision and publication of visitor information including the Town Guide
- c. Review and plan events.
- d. Improve the recognition of Farnham as a visitor destination.
- e. Make Farnham a quality destination, through enhancing the visitor experience and improving the service and facilities for local people.

The Tourism and Events Working Group may only express the approved views and observations of the Tourism and Events Working Group or Council.

Lead Officers: C Cooper and C Sydenham (Major Projects Coordinators)

## FARNHAM TOWN COUNCIL

### PLANNING CONSULTATIVE GROUP

#### TERMS OF REFERENCE

The Group will comprise of a minimum of 5 elected members.

The quorum of the Group shall be three members.

The Group shall appoint a lead member.

#### Purpose:

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

#### Key Tasks

To have delegated authority to carry out the following:

- a) To inform the community of Farnham on major planning issues and to encourage participation in decision making.
- b) To have delegated authority to exercise the Town Council's statutory right to be notified of planning applications.
- c) To approve the preliminary observations of the Town Council's officers on all planning issues.
- d) To make observations on all planning applications notified by the Planning Authorities.
- e) To make observations on all telecommunication proposals received by Farnham Town Council.
- f) To submit the Council's and the Planning Consultative Group's observations to the relevant planning authorities.
- g) To hear preliminary proposals for development within Farnham
- h) To represent the views of the Council at planning appeals.
- i) To represent the Council at Development Forums and Planning Authority Site Visits and Planning Committee Meetings.
- j) To consider the environmental impact of planning proposals in Farnham and adjacent parishes.
- k) To be responsible for the development and co-ordination of a Farnham Town Council Design/Development Statement.
- l) To work with principle authorities to develop the Local Development Framework and associated strategies.
- m) To refer any of the above matters to Full Council for debate and decision.

The Planning Consultative Group may only express the approved views and observations of the Planning Consultative Group or Council.

Representation at Outside Bodies may be undertaken by delegated Elected Members or Officers of Farnham Town Council.

# APPENDIX I

## COUNCIL WITH WORKING GROUPS

### CALENDAR OF DATES 2009/2010.

<b>Meeting</b>	<b>Date</b>
<b>Council (Annual)</b>	<b>7 May 2009</b>
Planning Consultative Group	21 May 2009
<b>Council</b>	<b>21 May 2009</b>
Cemeteries Working and Appeals Group	28 May 2009
Corporate Development and Audit Working Group	1 June 2009
Planning Consultative Working Group	4 June 2009
Tourism and Events Working Group	4 June 2009
Farnham in Bloom Working Group	11 June 2009
Xmas Lights task Group	12 June 2009
Planning Consultative Working Group	18 June 2009
<b>Council (Accounts sign off)</b>	<b>25 June 2009</b>
Planning Consultative Working Group	2 July 2009
Planning Consultative Working Group	16 July 2009
Planning Consultative Working Group	30 July 2009
Planning Consultative Working Group	13 August 2009
Planning Consultative Working Group	27 August 2009
<b>Council</b>	<b>3 September 2009</b>
Cemeteries Working and Appeals Group	10 September 2009
Planning Consultative Working Group	10 September 2009
Corporate Development and Audit Working Group	14 September 2009
Tourism and Events Working Group	17 September 2009
Farnham in Bloom Working Group	24 September 2009
Planning Consultative Working Group	24 September 2009
Planning Consultative Working Group	1 October 2009
<b>Council</b>	<b>8 October 2009</b>
Planning Consultative Working Group	15 October 2009
Planning Consultative Working Group	29 October 2009
Planning Consultative Working Group	5 November 2009
<b>Council</b>	<b>12 November 2009</b>
Cemeteries Working and Appeals Group	19 November 2009
Planning Consultative Working Group	19 November 2009
Corporate Development and Audit Working Group	23 November 2009
Tourism and Events Working Group	26 November 2009
Farnham in Bloom Working Group	3 December 2009
Planning Consultative Working Group	3 December 2009
Planning Consultative Working Group	10 December 2009
<b>Council</b>	<b>17 December 2009</b>
Planning Consultative Working Group	14 January 2010

## APPENDIX I

<b>Council</b>	<b>21 January 2010</b>
Cemeteries Working and Appeals Group	28 January 2010
Planning Consultative Working Group	28 January 2010
Corporate Development and Audit Working Group	1 February 2010
Tourism and Events Working Group	4 February 2010
Farnham in Bloom Working Group	11 February 2010
Planning Consultative Working Group	11 February 2010
Planning Consultative Working Group	18 February 2010
<b>Council</b>	<b>25 February 2010</b>
Planning Consultative Working Group	4 March 2010
Corporate Development and Audit Working Group	8 March 2010
Planning Consultative Working Group	18 March 2010
<b>Council</b>	<b>25 March 2010</b>
Planning Consultative Working Group	1 April 2010
Farnham in Bloom Working Group	15 April 2010
Planning Consultative Working Group	15 April 2010
<b>Annual meeting of Electors</b>	<b>22 April 2010</b>
Planning Consultative Working Group	29 April 2010
<b>Council (Annual)</b>	<b>6 May 2010</b>

KEY	
	Council
	Planning Consultative Working Group
	Cemeteries Working and Appeals Group
	Asset Management Working group
	Farnham in Bloom Working Group
	Corporate Development and Audit Task Group
	Tourism and Events Working Group



# FARNHAM TOWN COUNCIL

# J

## Minutes

Planning Consultative Group

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### Time and date

6.30pm on Thursday 26 February 2009

### Place

Town Clerks Office, South Street, Farnham

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- \* Cllr C G Genziani (Chairman)
- \* Cllr D J Atfield (Vice Chairman)
- o Cllr L Fleming
- o Cllr R D Frost
- o Cllr G Hargreaves
- o Cllr J E Maines
- o Cllr R Steel
- \* Cllr C Storey

\* Present

o Apologies for absence.

PP 136/08

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.**

#### **WA 09/ 0102**

Erection of extension and alterations  
20 Lodge Hill Road, Farnham

**Concerned about the impact on the residential amenities of the neighbouring properties**

#### **WA 09/0111**

Erection of single storey rear extension  
Leyton House Veterinary Clinic, 51 Hale Road, Farnham

**No objection**

**WA 09/0123**

Erection of two-storey extension  
Dromkeen, Old Compton Lane, Farnham

**No objection**

**WA 09/0128**

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Act 1990 for a loft conversion and dormer extension  
9 St Georges Close, Badshot Lea

**Farnham Town council deplores retrospective planning applications and is very concerned about the impact on the street scene and adjacent properties.**

**WA 09/0130**

Erection of a garage following demolition of existing garage and plant room (revision of WA/2008/1759)  
Ashdown House, 18 Longdown Road, Lower Bourne, Farnham  
Previous comments of the Planning Consultative Group held on 23 October 2008 were as follows: Garage should be conditioned for private use only as it is in the BE3 area.

**Concerned about the scale of the garage building and it should be conditioned for private garage use only.**

**WA 09/0133**

Erection of single storey extension following demolition of existing. Installation of rooflights  
4 Copse Way, Farnham

**Concerned about the impact on the residential amenities of the neighbouring properties.**

**WA 09/0135**

Erection of a first floor extension forming additional office space (revision of WA/2008/1753)  
28 Downing Street

Previous comments of the Planning Consultative Group held on 23 October 2008 were as follows: No objection

**No objection**

**WA 09/138**

Erection of single storey extension and conversion of existing garage to habitable accommodation  
Friars Gate, 2 Monkshanger, Farnham

**No objection**

**WA 09/0140**

Retention of building for use as an agricultural/steel fabrication workshop  
Potts Farm, Runwick Lane, Farnham

**Would suggest the Planning Officer conduct a site visit to assess the scale of the operation**

**WA 09/0144**

Erection of a single storey extension  
12 Green Lane, Farnham

**No objection**

**WA 09/0147**

Addition of corridor at first floor to enlarge existing classrooms  
Edgeborough School, Frensham Road, Farnham

**No objection**

**WA 09/0154**

Conversion of garage to kitchen and utility room; erection of infill extension  
between garage and house  
28 St Peters Gardens, Wrecclesham, Farnham

**Concerned about the loss of garage space and impact of parking on the surrounding area.**

**WA 09/0155**

Erection of a single storey extension (revision of WA/2008/1795)  
1 Santon Cottages, East Street, Farnham

Previous comments of the Planning consultative Group held on 23 October 2008  
were as follows: No objection.

**No objection**

**WA 09/0156**

Erection of a two storey extension  
Firlands, 16 The Avenue, Farnham

**No objection**

**WA 09/0158**

Erection of replacement dwelling following demolition of existing (revision of  
WA/2008/1796)  
The Lodge, 44 Frensham Vale, Farnham

Previous comments of the Planning Consultative Group held on 23 October 2008  
were as follows: No objection

**No objection**

**WA 09/0159**

Erection of 2 dwellings following demolition of existing dwelling.  
53 Waverley Lane, Farnham

**No objection**

**WA/2009/0160**

Retention of extensions and loft conversion  
Brookley Lodge, 26 Crooksbury Road, Farnham

**No objection,, but Farnham Town Council deplores retrospective planning applications**

**WA/2009/0161**

Erection of two-storey extension and store  
26 Beacon Close, Farnham

**No objection**

**WA/2009/0173**

Change of use from B1 (office) to B1 (office) and A2 (financial services) for a temporary period.  
12 Borelli Yard, Farnham

**No objection**

### **Notification of Tree Work in Conservation Area**

**TM/09/0003**

Application for works to trees  
Manatoba, Dene Close, Farnham

**Noted**

### **Application for tree works to trees the subject of a Tree Preservation Order**

**TM/09/0002**

Works to trees the subject of TPO Number 06/06  
Land at 6 Uplands Road, Farnham

**No objection provided Waverley borough Council's Arboricultural Officer is satisfied.**

**TM/09/0004**

Application for works to trees subject to TPO No:05/09  
Tall Trees, 7 Sandrock Hill Road, Wrecclesham



**No objection provided Waverley borough Council's Arboricultural Officer is satisfied.**

**TM/09/0006**

Application for felling of trees the subject of Tree Preservation Order FAR3  
8 Moor Park Lane,, Farnham

**No objection provided Waverley borough Council's Arboricultural Officer is satisfied.**

The meeting closed at 7.15pm

Date

Chairman



# FARNHAM TOWN COUNCIL

# K

## Minutes

### Planning Consultative Group

#### Time and date

6.30pm on Thursday 12 March 2009

#### Place

Town Clerks Office, South Street, Farnham

- \* Cllr C G Genziani (Chairman)
- \* Cllr D J Attfield (Vice Chairman)
- \* Cllr L Fleming
- o Cllr R D Frost
- o Cllr G Hargreaves
- \* Cllr J E Maines
- o Cllr R Steel
- \* Cllr C Storey

- \* Present
- o Apologies for absence.

PP 136/08

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.**

#### Planning Reference: 09/0176

*District Reference*  
09/0176

*Site Reference*  
E: 483299 N: 146721

*Other Reference*

*Applicant*  
D Stonard

*House Name*  
17

*Road*  
Beavers Road

*Locality*

*Town*  
Farnham

*County*  
Surrey

*Post Code*  
GU9 7BD

*Application date*  
16/02/09

**Erection of extension to garage**

**17, Beavers Road, Farnham, Surrey, GU9 7BD**

The views of this Council are:

**No Objections**

Our other comments:

**No Objection, However we would request that the planning authority condition the use of the proposed development for personal garage use only.**

## **Planning Reference: 09/0233**

<i>District Reference</i> 09/0233	<i>Site Reference</i> E: 485375 N: 149146	<i>Other Reference</i>	
<i>Applicant</i> Mr & Mrs Miles	<i>House Name</i> Sunnybay	<i>Road</i> 4 Woodside Road	<i>Locality</i> Weybourne
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU9 9DS	<i>Application date</i> 25/02/09

**Erection of extensions and alterations**

**Sunnybay, 4 Woodside Road, Weybourne, Farnham, Surrey, GU9 9DS**

The views of this Council are:

**Objections**

Our other comments:

**Concerned about the Velux windows to the front of the property and the impact they would have on the neighbouring properties.**

## **Planning Reference: 09/0236**

<i>District Reference</i> 09/0236	<i>Site Reference</i> E: 483557 N: 144993	<i>Other Reference</i>	
<i>Applicant</i> Mr & Mrs P Humphreys	<i>House Name</i> 7	<i>Road</i> Ford Lane	<i>Locality</i> Lower Bourne
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU104SH	<i>Application date</i> 18/02/09

**Erection of single storey rear extension and new pitched roof over and existing single storey rear extensions**

**7, Ford Lane, Lower Bourne, Farnham, Surrey, GU104SH**

The views of this Council are:

**No Objections**

Our other comments:

**No comment**

## **Planning Reference: 09/0241**

<i>District Reference</i> 09/0241	<i>Site Reference</i> E: 483531 N: 145089	<i>Other Reference</i>	
<i>Applicant</i> Bourne Homes Limited	<i>House Name</i> Langborough House	<i>Road</i> Beales Lane	<i>Locality</i> Wrecclesham
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU104PY	<i>Application date</i> 13/02/09

**Erection of garage block (variation to permission granted under WA /2007/ 0577)**

**48 - 50, Shortheath Road, Farnham, Surrey, GU104PY**

The views of this Council are:

**No Objections**

Our other comments:

**No comment**

**Planning Reference: 09/0242**

<i>District Reference</i> 09/0242	<i>Site Reference</i> E: 483531 N: 145089	<i>Other Reference</i>	
<i>Applicant</i> Bourne Homes Limited	<i>House Name</i> Langborough House	<i>Road</i> Beales Lane	<i>Locality</i> Wrecclesham
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU104PY	<i>Application date</i> 13/02/09

**Erection of dwellings on plots 2 and 3 (variation to permission granted under WA / 2007 / 0577)**

**48 - 5- Shortheath Road, Farnham, Surrey**

The views of this Council are:

**No Objections**

Our other comments:

**No comment**

**Planning Reference: 09/0244**

<i>District Reference</i> 09/0244	<i>Site Reference</i> E: 483104 N: 149123	<i>Other Reference</i>	
<i>Applicant</i> Mr & Mrs M Beach	<i>House Name</i> 11	<i>Road</i> Lawday Link	<i>Locality</i>
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU9 0BS	<i>Application date</i> 15/02/09

**Erection of single storey extensions, roof extensions and conversion of roof area to habitable accommodation (revision of WA / 2008 /1787)**

**11, Lawday Link, Farnham, Surrey, GU9 0BS**

The views of this Council are:

**No Objections**

Our other comments:

**No comment**

**Planning Reference: 09/0252**

<i>District Reference</i> 09/0252	<i>Site Reference</i> E: 483303 N: 145048	<i>Other Reference</i>	
<i>Applicant</i> Mr & Mrs Hankin	<i>House Name</i> 27	<i>Road</i> Greenhill Way	<i>Locality</i>
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU9 8SZ	<i>Application date</i> 16/02/09

**Erection of extensions and alterations**

**27, Greenhill Way, Farnham, Surrey, GU9 8SZ**

The views of this Council are:

**No Objections**

Our other comments:

**No comment**

**Planning Reference: 09/0255**

<i>District Reference</i> 09/0255	<i>Site Reference</i> E: 484807 N: 146348	<i>Other Reference</i>	
<i>Applicant</i> Mr & Mrs Cowley	<i>House Name</i> 15	<i>Road</i> Longley Road	<i>Locality</i>
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU9 8LZ	<i>Application date</i> 17/02/09

**Erection of part two storey, part single storey rear extension**

**15, Longley Road, Farnham, Surrey, GU9 8LZ**

The views of this Council are:

**No Objections**

Our other comments:

**No comment**

**Planning Reference: 09/0256**

<i>District Reference</i> 09/0256	<i>Site Reference</i> E: 483986 N: 145856	<i>Other Reference</i>	
<i>Applicant</i> Mr & Mrs Berry	<i>House Name</i> 43	<i>Road</i> Weydon Hill Road	<i>Locality</i>
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU9 8NX	<i>Application date</i> 17/02/09

**Erection of a single storey extension**

**43, Weydon Hill Road, Farnham, Surrey, GU9 8NX**

The views of this Council are:

**Objections**

Our other comments:

**Concerned about the impact on the neighbours of the proposed skylights in the original building and the proposed building. Also concerned about the impact on the neighbouring properties of the proposed extension.**

**Planning Reference: 09/0177**

<i>District Reference</i> 09/0177	<i>Site Reference</i> 04/03/09 484642 04/03/09 147576	<i>Other Reference</i>	
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>

L Harrington	32	Adams Park Road	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
Farnham	Surrey	GU9 9QG	06/02/09

**Erection of part single storey part two storey extension**

**32, Adams Park Road, Farnham, Surrey, GU9 9QG**

The views of this Council are:

**No Objections**

Our other comments:

**No objections**

**Planning Reference: 09/0179**

<i>District Reference</i>	<i>Site Reference</i>	<i>Other Reference</i>	
09/0179	E: 486200 N: 148900		
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Farnham angling Society c / o A Stevens	Churchill Design The Studio	93 Brighton Road	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
Aldershot	Surrey	GU124HN	02/02/09

**Erection of toilet block**

**Badshot Lea Pond, Lower Weybourne Lane, Badshot Lea,  
Farnham, Surrey**

The views of this Council are:

**No Objections**

Our other comments:

**No objections**

**Planning Reference: 09/0192**

<i>District Reference</i>	<i>Site Reference</i>	<i>Other Reference</i>	
09/0192	E: 485291 N: 146833		
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
			05/02/09

**Erection of new dwelling and garage following demolition of existing dwelling**

**103, Broomleaf Road, Farnham, Surrey, GU9 8DH**

The views of this Council are:

**No Objections**

Our other comments:

**No objections**

## Planning Reference: 09/0219

<i>District Reference</i> 09/0219	<i>Site Reference</i> E: 484577 N: 144822	<i>Other Reference</i>	
<i>Applicant</i> Ian Memmott	<i>House Name</i> 126	<i>Road</i> Burnt Hill Road	<i>Locality</i> Lower Bourne
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU103LJ	<i>Application date</i> 13/02/09

**Erection of three storey extension to front and replacement conservatory to the rear, associated works and entrance gates.**

**126, Burnt Hill Road, Lower Bourne, Farnham, Surrey, GU103LJ**

The views of this Council are:

**Objections**

Our other comments:

**Object, concerned about the impact on the residential amenities of the neighbouring property and neighbours overlooking the conservatory extension.**

## Planning Reference: 09/0224

<i>District Reference</i> 09/0224	<i>Site Reference</i> E: 482244 N: 143663	<i>Other Reference</i>	
<i>Applicant</i> P Dobson	<i>House Name</i> Fairvalley House	<i>Road</i> 8 Rosemary Lane	<i>Locality</i> Rowledge
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU104DB	<i>Application date</i> 02/02/09

**Retention, extension and alteration of dwelling to provide second dwelling on the site in breach of condition 3 of WA / 2007 /2561**

**Fairvalley House, 8 Rosemary Lane, Rowledge, Farnham, Surrey, GU104DB**

The views of this Council are:

**Objections**

Our other comments:

**Object, condition should still apply**

## Planning Reference: 09/0227

<i>District Reference</i> 09/0227	<i>Site Reference</i> E: 485217 N:148907	<i>Other Reference</i>	
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 20/02/09

**Consultation under Regulation 3 for construction of detached timber clad building to provide classroom, community room, kitchen and toilet facilities**

**Weybourne Infant School, Knights Road, Farnham, Surrey, GU9 9DA**

The views of this Council are:

**No Objections**

Our other comments:  
**No objection**

## Planning Reference: 09/0228

<i>District Reference</i> 09/0228	<i>Site Reference</i> E: 482651 N: 146676	<i>Other Reference</i>	
<i>Applicant</i> A Martin	<i>House Name</i> Cedar House	<i>Road</i> Byworth Road	<i>Locality</i>
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU9 7BU	<i>Application date</i> 23/02/09

**Erection of a two storey extension following demolition of existing garage**

**A Martin, Cedar House, Byworth Road, Farnham, Surrey, GU9 7BU**

The views of this Council are:  
**No Objections**

Our other comments:  
**No objections**

## Planning Reference: 09/0232

<i>District Reference</i> 09/0232	<i>Site Reference</i> E: 482841 N: 144792	<i>Other Reference</i>	
<i>Applicant</i> D Dawson	<i>House Name</i> Orchard House	<i>Road</i> 3 Kings Lane	<i>Locality</i> Wrecclesham
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU104QB	<i>Application date</i> 24/02/09

**Erection of window in side elevation of dwelling and extensions to garage**

**Orchard House, 3 Kings Lane, Wrecclesham, Farnham, Surrey, GU104QB**

The views of this Council are:  
**Objections**

Our other comments:  
**Objections, application should be conditioned to the use applied for and private use only.**

## Planning Reference: 09/0243

<i>District Reference</i> 09/0243	<i>Site Reference</i> E: 483531 N: 145089	<i>Other Reference</i>	
<i>Applicant</i> Bourne Homes Limited	<i>House Name</i> Langborough House	<i>Road</i> Beales Lane	<i>Locality</i> Wrecclesham
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU104PY	<i>Application date</i> 13/02/09

**Erection of dwelling on plot 5 (variation to permission granted under WA / 2007 / 0577**

**Bourne Homes Limited, 48 - 50, Shortheath Road, Farnham, Surrey**

The views of this Council are:



## No Objections

Our other comments:

**No objections**

## Planning Reference: 09/0246

<i>District Reference</i> 09/0246	<i>Site Reference</i> E: 483498 N: 146645	<i>Other Reference</i>	
<i>Applicant</i> S Thompson, Webster Thompson Ltd	<i>House Name</i> 49	<i>Road</i> West Street	<i>Locality</i>
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU9 7PH	<i>Application date</i> 25/02/09

**Change of Use from residential dwelling to offices**

**70, West Street, Farnham, Surrey**

The views of this Council are:

**Objections**

Our other comments:

**Objections. Concerned about the lack of parking and facilities. There are plenty of empty offices in the town.**

## Planning Reference: 09/0249

<i>District Reference</i> 09/0249	<i>Site Reference</i> E: 485668 N: 148883	<i>Other Reference</i>	
<i>Applicant</i> P Davies	<i>House Name</i> 24	<i>Road</i> Lower Weybourne Lane	<i>Locality</i> Weybourne
<i>Town</i> Farnham	<i>County</i> Surrey	<i>Post Code</i> GU9 9HN	<i>Application date</i> 27/02/09

**Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of an extension**

**24, Lower Weybourne Lane, Weybourne, Farnham, Surrey, GU9 9HN**

The views of this Council are:

**Objections**

Our other comments:

**Farnham Town Council deplores retrospective planning applications and would suggest a site visit by the Planning Officer.**

## Planning Reference: 09/0250

<i>District Reference</i> 09/0250	<i>Site Reference</i> E: 483974 N: 146912	<i>Other Reference</i>	
<i>Applicant</i> Flavia Estates Ltd c / o Lyons Steeman & Hoare	<i>House Name</i> Nero Brewery	<i>Road</i> Cricket Green	<i>Locality</i>
<i>Town</i> Hartley Wintney	<i>County</i> Hampshire	<i>Post Code</i> RG271HS	<i>Application date</i> 27/02/09

**Use of Class A1 retail kiosk for retail/restaurants and cafes (use class A1 and A3)**

**Kiosk 3, Market Stall, Castle Street, Farnham, Surrey**

The views of this Council are:

**Objections**

Our other comments:

**Objection, the scale of planning is inappropriate for catering use and there is a lack of facilities,, no apparent toilet facilities**

**Planning Reference: 09/0251**

<i>District Reference</i> 09/0251	<i>Site Reference</i> E: 482660 N: 145001	<i>Other Reference</i>	
<i>Applicant</i> Mr A Gnanakumar, Beritaz Care	<i>House Name</i> Springkell House	<i>Road</i> Wood Road	<i>Locality</i>
<i>Town</i> Hindhead	<i>County</i> Surrey	<i>Post Code</i> GU266PT	<i>Application date</i> 16/02/09

**Single storey and first floor extensions, removal of catslide and dormer roof form from part of south and east elevation**

**Ashton Manor, Beales Lane, Wrecclesham, Farnham, Surrey**

The views of this Council are:

**No Objections**

Our other comments:

**No objections**

**Planning Reference: 09/0262**

<i>District Reference</i> 09/0262	<i>Site Reference</i> E: 482808 N: 144631	<i>Other Reference</i>	
<i>Applicant</i> Mr D Halfpenny & Mrs S Hewett c /o Pope Stevens	<i>House Name</i> 2	<i>Road</i> Beech Avenue	<i>Locality</i>
<i>Town</i> Chichester	<i>County</i> West Sussex	<i>Post Code</i> PO193DR	<i>Application date</i> 19/02/09

**Erection of single storey extension**

**Glenwood Cottage, 22 School Hill, Wrecclesham, Farnham, Surrey**

The views of this Council are:

**Objections**

Our other comments:

**Objection, concerned about the impact on the street scene and the proximity to the street.**

**Planning Reference: 09/0263**

<i>District Reference</i> 09/0263	<i>Site Reference</i> E: 484279 N: 147082	<i>Other Reference</i>	
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>

Lidl UK GmbH

1st & 2nd Floors Boyatt Wood Shakespeare Road

*Town*

*County*

*Post Code*

*Application date*

Eastleigh

Hampshire

SO504QP

09/02/63

**Application for consent to display billboard advertisement**

**Lidl Foodstore, Dogflud Way, Farnham, Surrey**

The views of this Council are:

**Objections**

Our other comments:

**Objection, the scale is out of keeping. Inappropriate effect on the street scene and distraction to traffic on a busy street scene**



# FARNHAM TOWN COUNCIL



## Public Report

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### Report to

Full Council

### Report of

Roland Potter, Town Clerk

### Title

Tasks and Projects Undertaken/Planned by Council Working/Task Groups and Officers December 2008 – April 2010

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### Lead Officers:

Roland Potter (Town Clerk) – **RP**

Steve Bott (Finance and Assets Coordinator) – **SB**

Janet Stanton (Town Clerk and Mayor's Secretary) – **JS**

Cath Sydenham (Major Projects Coordinator) – **CS**

Adrienne Owen (Health & Safety of Memorials Project Administrator) – **AO**

Wendy Coulter (Committee and Members Services Coordinator) – **WC**

Sheila Rayner (Town Development Coordinator (Assistant Town Clerk) – **SR**

Kevin Taitt (Grounds and Services Manager) – **KT**

Catherine Cooper (Major Projects Coordinator) – **CC**

Ginny Gordon (Reception and Farmers' Market Coordinator) – **GG**

Sue Tunley (Cemeteries and Allotments Administrator) – **ST**

	Working Group	ACTIVITY	PLANNED DATE OF COMPLETION	ON TARGET YES/NO	% comp	CHANGES & IMPACT	LEAD OFFICER
1	Cemeteries	Creation of a garden of Remembrance	31/10/09	N/A	10	Project plan and time table to be agreed	KT
2	Cemeteries	Refurbish paths with health and safety implications in Hale Cemetery	Completed	Yes	100		KT
3	Cemeteries	Refurbish paths with health and safety implications in Bad Shot Lea Cemetery	20/02/2009	Yes	100	In progress	KT
4	Cemeteries	Refurbish paths with health and safety implications in Green Lane Cemetery	06/03/2009	Yes	100	To commence 01/03/2009	KT
5	Cemeteries	Planting schemes in West Street cemetery	tba	N/A	0	Project plan and time table to be agreed	KT
6	Cemeteries	Perimeter planting on walls of West Street cemetery prior to removal of railings.	April 2009	Yes	10	Project plan and time table to be agreed Project plan and time table to be agreed	KT
7	Cemeteries	Create information board for wild areas in West Street cemetery	tba	N/A	0	Project plan and time table to be agreed	KT
8	Cemeteries	Review role of Cemetery Buildings	September 2009	Yes	40	SB employed to provide financial support. Initial report to cemeteries Working Group prior to report to Corporate Development Working Group	KT/RP
9	Cemeteries	Health and Safety inspections of memorials	January 2010	Yes	40	The inspection of hale cemetery is programmed for 2011	WC
10	Cemeteries	Cemetery enhancements - seats	tba	N/A	0	Project plan and time table to be agreed	KT
11	Cemeteries	Cemetery of the Year competition – Badshot Lea cemetery	tba	Yes	0	The project is being evaluated prior to entry.	KT
12	Cemeteries	Review memorial regulations and introduction of BRAMM registration scheme	March 2009	Yes	100	Regulations to be reviewed to reflect introduction of the national BRAMM scheme.	WC/RP

	Working Group	ACTIVITY	PLANNED DATE OF COMPLETION	ON TARGET YES/NO	% comp	CHANGES & IMPACT	LEAD OFFICER
13	Cemeteries	Develop Friends of cemeteries Groups for all cemeteries	January 2010	Yes	15	Initial research and contacts being made with other local groups.	CS
14	FIB	Creation and implementation and planting of hanging basket schemes	May 2009	Yes	20	Plants received and greenhouses prepared	KT
15	FIB	Schools Hanging Basket Competition	July 2009	Yes	50	Responses received from schools wishing to take part	KT
16	FIB	Secret Gardens Competition	July 2009	Yes	10	Initial project started	KT
17	FIB	Farnham Grows – a joint gardening event with the Farnham Maltings	July 2009	Yes	60	None	KT/CC
18	FIB	South East in Bloom – Town Centre Entry/ Preparation	July 2009	Yes	15	Initial entry submitted	KT/SR
19	FIB	South East in Bloom – Neighbourhoods Entry 2	July 2009	Yes	10	1 interest received for Middle Bourne Gardens	KT
20	FIB	South East in Bloom – Schools Entry 2	June 2009	Yes	50	Entry commitment received from Badshot Lea School	KT
21	FIB	New litter bins in Town Centre	April 2009	Yes	50	Locations identified and bins ordered	SR/KT
22	FIB	Funding – develop corporate sponsorship	April 2009	Yes	70		SR
23	FIB	Hanging Basket sponsorship	April 2009	Yes	70		SR
24	FIB	South East in Bloom – volunteer recruitment and promotion	21 May 2009	Yes	20		SR
25	Town Clerk	Survey of Electrical Infrastructure and design Christmas Lights Scheme for tendering	June 2009	Yes	10	As per Council Agenda	SR
26	Town Clerk	Installation of electrical infrastructure	August 2009	Yes	0	As per Council Agenda	SR
27	Town Clerk	Christmas Lights installation	November 2009	Yes	0	As per Council Agenda	SR
28	Bandstand	Installation of Bandstand in Gostrey Meadow	9 May 2009	Yes	20	As per Council Agenda	RP
29	Town Clerk	Installation of CCTV in Gostrey Meadow	April 2009	Yes	10	Subject to planning permission	RP
30	Town Clerk	War Memorial Lighting	April 2009	Yes	10	Awaiting link for CCTV installation	RP
31	Town Clerk	Relaying of War Memorial surface	April 2010	Yes	10		KT
32	Town Clerk	Annual Meeting of Electors	5 March 2009	Yes	100		WC/RP

	Working Group	ACTIVITY	PLANNED DATE OF COMPLETION	ON TARGET YES/NO	% comp	CHANGES & IMPACT	LEAD OFFICER
33	Corporate Development	Emergency plan	June 2009	Yes	10		CS
34	Office	New Council Reception	tba	No	20	Quotes to be obtained	RP/WC
35	Town Clerk	Develop intranet site for staff and Councillors	July 2009	Yes	50		RP
36	Town Clerk	Develop 'Live in Farnham' Webpage	March 2010	Yes	10		RP/CC
37	Town Clerk	Safe Street Community Safety Project	18 April 2009	Yes	40		RP
38	Town Clerk	Annual Meeting (Mayor Making)	7 May 2009	Yes	45		RP/WC/JS
39	Town Clerk	Remembrance Day	November 2009	Yes	15		JS
40	Town Clerk	Farmers' Market – development of Web Page	May 2009	Yes	45		GG
41	Town Clerk	Farmers' Market	Monthly	Yes	20		GG
42	Town Clerk	Allotments – Fencing Farnborough Road Allotment	February 2009	Yes	100		KT
43	Town Clerk	Allotments – Winter Lecture	February 2009	Yes	100		KT
44	Town Clerk	Allotments – scarecrow competition	July 2009	Yes	0		KT
45	Town Clerk	Allotments – Allotment competition	July 2009	Yes	0		KT
46	Town Clerk	Allotments – Pumpkin Competition	October 2009	Yes	0		KT
47	Town Clerk	Allotments – Newsletter	Quarterly	Yes	25		KT
48	Town Clerk	Spring Festival – Gostrey Meadow	9 May 2009	Yes	50		CS
49	Town Clerk	Band Concerts	Seasonal	Yes	75		CS
50	Town Clerk	Feast of Food	September 2009	Yes	0	Issues regarding locations of markets due to licensing	CC
51	Town Clerk	Christmas Switch – On	November 2009	Yes	10	To be located in Gostrey Meadow	CC/CS
52	Town Clerk	Heritage Open Days	September 2009	Yes	20		SR
53	Town Clerk	Town Guide	February 2009	Yes	90	Printed and being distributed	CC

	Working Group	ACTIVITY	PLANNED DATE OF COMPLETION	ON TARGET YES/NO	% comp	CHANGES & IMPACT	LEAD OFFICER
54	Town Clerk	Visitor Information Points	January 2009	No	50	Identifying locations has proved very problematic. Discussions being held with Waitrose, Waterstones, South West Trains, Maltings. Discussions with St Andrews Church	CC
55	Town Clerk	Continental Markets	Seasonal	No	10	Issues regarding locations of markets due to licensing	CC
56	Town Clerk	Young Person of the Year	December 2009	Yes	0		CC/CS
57	Town Clerk	Corporate Risk Assessment	March 2009	Yes	100		RP
58	Town Clerk	Annual Accounts	June 2009	Yes	10		RP
59	Corporate Development	Review of Standing Orders	February 2009	Yes	100		RP/WC
60	Corporate Development	Review of Working/Task Groups and Meetings Timetable	March 2009	Yes	100		RP/WC
61	Town Clerk	Grants Applications	September 2009	Yes	0		WC
62	Town Clerk	South Street Trust Applications	March 2009	Yes	80		WC
63	Town Clerk	Staff handbook	July 2009	Yes	30		WC
64	Corporate Development	Investment strategy	April 2009	Yes	0		RP/SB
65	Town Clerk	Review of Members Handbook	May 2009	Yes	50		WC
66	Town Clerk	Transfer of Management/Ownership of Weybourne Allotments	tba	Yes	10		RP
67	Town Clerk	Obtain rights for Black Pond Lane Site	tba	Yes	20		RP
68	Town Clerk	CCTV – review of current system capacity	September 2009	Yes	0		RP
69	Town Clerk	CCTV – develop protocol with partners for Data Protection Access and purchase appropriate image distortion software	September 2009	Yes	45		RP
	<b>Working</b>	<b>ACTIVITY</b>	<b>PLANNED</b>	<b>ON</b>	<b>%</b>	<b>CHANGES &amp; IMPACT</b>	<b>LEAD</b>



	Group		DATE OF COMPLETION	TARGET YES/NO	comp		OFFICER
70	Cemeteries	Develop Pandemic Strategy	June 2009	Yes	15	Cross reference to Emergency Plan	WC
71	Corporate Development	Insurance Appraisal Review	September 2009	Yes	0		RP/SB
72	Corporate Development	Collection and coordination of customer satisfaction data	September 2009	Yes	0		RP/WC
73	Town Clerk	Annual Report 2008/2009	5 March 2009	Yes	80		RP/WC
74	Town Clerk	Annual Report 2009/2010	March 2010	Yes	0		RP/WC
75	Town Mayor	End of Term reception	April 2009	Yes	60		JS
76	Town Mayor	Civic Service	June 2009	Yes	10		JS
77	Town Clerk	Newsletter	Quarterly	Yes	25		RP/JS
78	Town Clerk	Business Newsletter	Biannual	tba	0		RP/JS
79	Corporate Development	Town Plan	July 2009	tba	20	Task Group to be formed.	WC
80	Town Clerk	Band Stand	9 May 2009	Yes	40	Works commence on foundation 23.03.09	

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

# M

## Notes

### Cemetery Working and Appeals Group

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#### Time and date

10.30am on Thursday 12 March 2009

#### Place

Town Clerks Office, South Street, Farnham

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Attendees: Cllr J Ward, Cllr Cockburn, Cllr V Duckett, Cllr L Fleming, Mr R Potter (Town Clerk), Mr K Taitt (Grounds and Services Manager), Mrs C Sydenham (Major Projects Coordinator) and Miss W Coulter (Committee and Members Services Coordinator)

#### 1. Apologies

Apologies were received from Cllr G Hargreaves.

#### 2. The William Tichener Complaint

POINTS	ACTION
<p>Members received a report on the current situation regarding the William Tichener complaint.</p> <p>Members noted that a meeting had taken place between officers, Cllr Ward and the Family. Cllr Ward apologised on behalf of the Council.</p> <p>Members noted that the Family had decided to have Mr Tichener exhumed and moved into the correct burial space.</p> <p>The Council was waiting to receive the signed Exhumation Form from the Family which would then be signed by the Council and sent to the Ministry of Justice for a licence.</p>	<p><b>WRC to send completed form to the MoJ.</b></p>

### 3. Review of Cemetery Regulations as a result of implementation of BRAMM

POINTS	ACTION
RP explained to Members the suggested amendments that had been made to the Cemetery Regulations. Members noted that the Regulations had been amended in order to make them more 'user friendly'. Members also noted that the Regulations had been amended to allow for the BRAMM scheme which would begin on 1 <sup>st</sup> April 2009. Members agreed the amendments that would be forwarded to Council for agreement.	<b>WRC to write report for amended regulations and submit to full Council for agreement.</b>

### 4. Review of Cemetery Fees

POINTS	ACTION
Members received a report on Cemetery Fees for 2009/2010. It was agreed that the suggested increase for the fees for 2009/2010 should be 3% and the increases be forwarded to full Council for agreement.	<b>WRC to write report for increase in cemetery fees of 3% for 2009/2010 and submit to full Council for agreement.</b>

### 5. Cemetery Maintenance – Footpaths

POINTS	ACTION
KT reported that the footpath repairs had been carried out in Hale Cemetery and Badshot lea Cemetery. Half of the foot path repairs had been carried out in Green Lane Cemetery and the other half was due to be completed during the week commencing 16 March 2009.	

### 6. Friends of Farnham Cemeteries – Update Report

POINTS	ACTION
CS presented a Project Plan for the setting up of a Friends of Farnham Cemeteries Group. CS explained that although the original idea had been to set up a group for each cemetery, after careful research and speaking to groups that had already been set up, it would be better to start with one group for all the four cemeteries. Members noted the Project Plan and it was suggested that a launch date be set in July 2009.	<b>CS to find a suitable date in July for the Launch of the Friends of Farnham Cemeteries Project</b>

### 7. Project Plan for Garden of Reflection

POINTS	ACTION
Members received a report on a Project Plan for a design for the proposed Garden of Reflection in West Street Cemetery. KT explained that he had contact two other companies to prepare designs for the garden. KT went on to explain that the purchasing of plant and	<b>KT to keep members updated on progress of project.</b>

planting out would be carried out 'in-house' and the deadline date for the completion of the project was 31 October 2009.	
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8. Progress Report on work in Farnham Cemeteries

<b>POINTS</b>	<b>ACTION</b>
KT reported that clearance work of overgrown graves, and plants etc had been completed in all Farnham Cemeteries. The planting out of a Beech Hedge along the fence line to the road at West Street Cemetery would commence shortly.	<b>KT to instruct Outside Workforce to plant Beech Hedge in West Street.</b>

9. Grass cutting

<b>POINTS</b>	<b>ACTION</b>
KT – reported that grass cutting had started in West Street Cemetery and will continue on a rotation basis.	<b>KT to continue to report back to group on progress.</b>

10. Date of the next meeting

<b>POINTS</b>	<b>ACTION</b>
It was agreed that the date and time of the next meeting would be Tuesday 28 April 2009 at 10.00am.	<b>WRC to email Members Agenda and papers nearer the time.</b>



# FARNHAM TOWN COUNCIL

# N

## Notes

### Corporate Development and Audit Working Group

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#### Time and date

10.30am on Monday 2 March 2009

#### Place

Town Clerks Office, South Street, Farnham

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Attendees: Cllr C Cockburn, Cllr J Maines, Cllr R Steel, Mr R Potter (Town Clerk) (RP) and Miss W Coulter (Committee and Members Services Coordinator) (WC).

Other Attendees: Cllr J Ward.

#### 1. Apologies

Apologies were received from Cllr P Frost and Cllr D Le Gal.

#### 2. Notes of Previous Meeting

POINTS	ACTION
The Notes of the previous meeting were noted as a correct record.	
Cllr Maines asked the Chairman whether, with his permission, other attendees could be permitted to speak.  The Chairman agreed that other attendees may speak in order to give information to the Working Group.	

#### 3. Working/Task Group Structure and Terms of Reference

POINTS	ACTION
Members considered a Working/Task Group structure and the terms of reference for the groups. RP explained the difference between: <ul style="list-style-type: none"><li>◆ Working Group, which was set up and agreed by</li></ul>	

<p>Council to work all year round with officers to help officers deliver services</p> <ul style="list-style-type: none"> <li>◆ Task Group, which was set up by Council to assist officers to deliver a specific time related project</li> <li>◆ Liaison Group, which is set up to liaise between the Council and another outside body.</li> </ul> <p>RP went on to explain that some of the Working Groups have limited powers to deliver specific services such as, the Cemeteries Group has delegated authority to deal with Level 4 appeals.</p>	
<p>Members considered the Terms of Reference for each of the Working and Task Groups.</p> <p>RP asked Members whether an extra term of reference should be added to the Corporate Development and Audit Working Group's Terms of Reference for emergencies.</p> <p>RP explained that this would set up a checking process to enable to Council to function in case of an emergency.</p>	<p><b>RP to include in the CDAWG Terms of Reference a checking process to include 3 Members.</b></p>
<p>Members agreed that the structure of Working and Task Groups and their Terms of Reference should be submitted to Council for approval.</p>	<p><b>RP/WC to submit report on Working/Task Group structure together with Terms of Reference.</b></p>

#### 4. Calendar of Meeting Dates

<b>POINTS</b>	<b>ACTION</b>
<p>Members received a list of meeting dates for council and Working/Task Groups.</p> <p>RP asked Members to note that at least 4 meetings per year had been scheduled for each group, however, each group could schedule further meetings if they were needed.</p> <p>RP went on to explain that Working and Task Group meeting were scheduled to take place on Thursdays except for Corporate Development and Audit Working Group meetings which would take place on Mondays.</p>	
<p>Members agreed that the list of Council and Working/Task Group meeting dates should be submitted to Council for approval.</p>	<p><b>RP/WC to submit meeting dates to Council for approval.</b></p>

#### 5. Vision, Aims and Objectives

<b>POINTS</b>	<b>ACTION</b>
<p>Members considered a request from the Assets Transfer Task Group that the Vision, Aims and Objectives, identified in the Council's current project to scope the transfer of assets from Waverley Borough Council to be adopted by full Council.</p> <p>Members discussed the Vision, Aims and Objectives and requested a few minor alterations.</p>	<p><b>RP/WC to submit a report and the amended Vision, Aims and Objectives to</b></p>

It was agreed that the Vision, Aims and objectives be submitted to Council for approval and adoption.

**Full Council for approval.**

6. Request Form for presentations to Council.

<b>POINTS</b>	<b>ACTION</b>
Following a number of requests from Outside Bodies to make presentations to full Council Members received a draft application form. Members approved the application form and it was agreed that those bodies who had already expressed a wish to present to Council would be sent the application form.	<b>WC to send application form to Organisations wishing to make a presentation to full Council.</b>

7. Date of next meeting

<b>POINTS</b>	<b>ACTION</b>
It was agreed that the next meeting would take place on Monday 20 April 2009 at 10.30am.	

# *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](mailto:vim.miller@btinternet.com)

## **Minutes of the Meeting held at Farnham Town Council Offices on Tuesday, 27 January 2009, at 4.00 pm**

**Present:** Cllr V Duckett (Chairman)  
Mrs E Bartlett Present for items 1 – 5.5  
Cllr Mrs J Maines  
Mrs P Marriott  
PCSO T Matthews  
Mr R Potter  
Mr R Terry  
Cllr J Ward

**In Attendance:** Mrs V Miller (Secretary)  
Ms C Cooper Present for items 1 – 4

**Action  
by**

### **1. Attendance**

The Chairman welcomed Cllr John Ward, as a representative of Farnham Town Council, to his first meeting of the Task Force and noted that he is also a member of Waverley Borough Council. Mrs Eve Bartlett was also welcomed in her capacity as WBC Community Safety Officer.

Apologies for absence from the meeting were noted from Cllr Mrs C Cockburn, Mr J King, PC C Skillicorn-Aston and Insp S Dann.

### **2. Minutes of the last meeting**

The minutes of the last meeting, held on 25 November 2008, were agreed and signed by the Chairman.

### **3. Matters Arising**

#### **3.1 Waverley Strategic Partnership (formerly Safer Waverley Partnership)**

It was noted that the Safer Waverley Partnership has merged with the Local Strategic Partnership to form the Waverley Strategic Partnership with a broader brief. The next meeting is due to take place on 18 February.

#### **3.2 Crime Prevention Panel**

Mr King had sent a message that he would deliver some recent CPP leaflets to

“To identify and address community concerns regarding crime and disorder; and to provide solutions”.



Mr Potter at the Farnham Town Council offices so that they can be scanned on to the Town Council website.

RP

### **3.3 Mini Survey of Crime and Safety Issues**

This survey was being undertaken by PC Skillicorn-Aston and Mr Potter. It was hoped that a report would be available at the next meeting.

CSA, RP

### **3.4 Brackets for Mobile Cameras**

Mr Terry stated that the problem with the proposed new lampposts is not that the CCTV camera is too heavy but that the associated equipment attached to the post may catch the wind and bend the post. He reported that the lamppost design is therefore being reconsidered.

## **4. Development of Community Safety Role – Community Safety Day**

Mr Potter reported that it had been decided to hold a “Community Safety Day” which would be orchestrated through the Task Force with Ms Cooper working on it from the Town Council side. The aim is to create a “Safe Street”, using gazebos & stalls etc, in Gostrey Meadow on a Saturday in April, with the assistance of all those organisations having any involvement in community safety. The following were suggested for inclusion:

CPP

Safer Waverley/Waverley Strategic Partnership

Neighbourhood Watch

CCTV

Fire Brigade

Surrey Police (Crime Reduction, Casualty Reduction)

Road Safety organisations

National Health Service

Waverley Borough Council Environmental Services

Transport Police

Waverley Mediation Service

Victim Support

Pubwatch

40 Degreez

National Flood Forum

Any further suggestions should be passed on to Mr Potter. After discussion about possible clashes of dates, it was agreed that the event should be held if possible on Saturday, 18 April, between 10.00 am and 3.00 pm. It was thought that there should not be a formal opening ceremony. The Town Crier could be used to publicise the event around the town centre on the day and the Town Mayor would be likely to attend in a civic capacity.

All

## **5. Current Projects**

### **5.1 Graffiti & Litter – Town Centre Inspection**

Mr Duckett reported that a group including himself, PCSO Matthews and Paul Redmond of Waverley Borough Council had walked around the town that morning taking note of problem areas.

Mr Redmond had indicated that it would be cheaper simply to paint over the graffiti which kept appearing in the Woolmead underpass rather than clean it off every time (except on the lights, which should be cleaned). However, Task Force members thought that white paint would simply be an invitation to produce more graffiti and that khaki or green, which would produce better coverage, would make the tunnel too dismal and dark. The main factor in

reducing the problem seems to be speed and persistence in painting out: eventually the perpetrators give up and go elsewhere. It was noted that all the lights in the underpass had been working during the tour of inspection and the tunnel had been dry.  
PCSO Matthews will be speaking to various businesses in the town about problem spots where their litter accumulates. A number of sites for cigarette butt bins had also been identified. It was thought that the tour had been very useful.

TM

### **5.2 Litter Picks & Bins**

There will be a further litter pick on 17 February. Mr Potter reported that the Town Council will be building up a database of volunteers for future reference (including all those who volunteer to help with other initiatives, eg Farnham in Bloom, as well as litter picks). An order was about to be placed for 5 more litter bins, but the order for cigarette butt bins was waiting on decisions by the Chamber of Commerce which is financing their purchase.

### **5.3 Anti-Litter Poster Competition**

It was hoped that Mrs Cockburn would be able to report at the next meeting on progress with setting up the 2009 competition.

CC

### **5.4 Community Safety Logo**

It was suggested that a competition to produce a Community Safety Logo might be held amongst the UCA students, possibly merging a Farnham identity with the existing Safer Waverley logo. Mrs Bartlett will send a copy of the latter to Mr Duckett and Mr Potter, and Mr Duckett will contact Maria Pryor about setting up a competition.

EB  
VD

### **5.5 Street Cleaning**

Mrs Maines reported that the recent meeting of the Town and Parishes with Waverley Borough Council had been promised that the street cleaning schedule would be put on the WBC website "in the Spring". Task Force members noted that publication of the schedule had first been requested in 2002 and that nothing had so far happened. The Chairman agreed to tell Waverley that the schedule would now be placed on the Farnham Town Council website, marked as a "provisional" timetable, and would be amended if the contractors/WBC wished to make any changes.

VD  
RP

### **5.6 Fly Posting**

Mr Duckett reported that he had spoken to David Cohen of Waverley Borough Council who had confirmed that there was no objection to Farnham Town Council staff removing fly posters. Mr Potter commented that there was a need for FTC to come to a formal arrangement with WBC over this to cover follow-up actions and agreed to take this forward.

RP

## **6. Funding**

The Chairman reported that the bank balance at 24 December 2008 amounted to £699.19. 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 incurred to date but not yet claimed, there would be approximately £160 remaining available to cover further costs arising in 2008/09 and subsequently. It was agreed that the ring-fenced money from the PCPG should be made available to the Town Council for inclusion in their budget for CCTV equipment in the town as and when required. Mr Potter confirmed that

VM  
RP

appropriate assurances would be given to the Task Force as to the use of the money in due course.

**7. Neighbourhood Watch & Crime Statistics**

PCSO Matthews reported that there have been a number of thefts of lead recently despite the fall in its price. It is intended to use “DNA glue” where lead is being replaced and this will enable thieves to be traced. Mr Potter noted some inconsistencies in the various sets of crime statistics which he receives from different sources. He will speak to Mrs Bartlett about the problem.

RP

**8. Any Other Business**

There was no other business.

**9. Date of Next Meeting**

Tuesday, 28 April, 2009 } at 4.00 pm in the Town Council offices.  
Thursday, 16 July, 2009 }  
Tuesday, 20 October, 2009 }

Mr Potter agreed to make the necessary bookings.

Signed .....

Date.....