



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 8 January 2008

### 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 **THURSDAY 8 JANUARY, 2009, at 7.00PM.**

The Agenda for the meeting is set out over.

**Please Note: Before the commencement of the Meeting at 6.45pm there will be a short presentation from Dr P Marriott regarding Town Twinning with Andernach.**

Yours faithfully

A handwritten signature in black ink that reads '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.



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### Time and date

7.00pm on Thursday 8 January 2009

### Place

The Council Chamber, South Street, Farnham

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#### 1 Apologies

To receive apologies for absence.

#### 2 Minutes

To sign as correct record the minutes of the Farnham Town Council meetings held on 11 December 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 [wendy.coulter@farnham.gov.uk](mailto:wendy.coulter@farnham.gov.uk) by 12 noon on Wednesday 7 January 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 Grants - HOPPA**

To consider a Revenue Grant Application from HOPPA – report attached at **Appendix B**.

**7 Budget (Precept)**

- a. To approve funding of the Town Council's Budget for 2009/10
- b. To consider and approve the Precept for 2009/10.

Report attached at **Appendix C**.

**8 Cemetery Footpaths**

To consider the allocation of funds for the improvement of footpaths in Farnham Town Councils cemeteries.

Report attached at **Appendix D**.

**9 Council Offices – Project Overview**

To consider the concept/design of a Reception Partition and the allocation of office space – report attached at **Appendix E**.

To note the Project Management for the evaluation and negotiation for the purchase/transfer of Council Offices, South Street, Farnham – report to be circulated prior to the meeting.

To agree the Terms of Reference for the Council Offices Working Group – report to be circulated prior to the meeting.

**10 Freedom of Information Act**

To approve the changes to the schedule of charges as required by statute under the amendment to the Freedom of Information Act as per report attached at **Appendix F**.

**11 Surrey Rural Partnership – Rural Strategy Review 2008/2009**

To consider a response to the attached consultation. Report attached at **Appendix G**.

**12 Spring Festival Craft Market**

To consider the location of the Spring Festival craft market, on Saturday 9 May 2009 – report attached at **Appendix H**.

## Part 2 – Items to Note

### 13 Planning Applications

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

18 December 2008 attached at **Appendix I**.

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

### 14 Outside Bodies

To receive reports from Outside Bodies attached at **Appendix J**.

### 15 Exclusion of the Public and Press

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 16, of the agenda to consider a confidential report on the Cemetery Regulations.

## Part 3 – Confidential Items

### 16 Cemetery Health and Safety Issues

To consider current Health and Safety Issues in West Street Cemetery. **Attached under separate cover for Members only.**

The Town Mayor will close the meeting.

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30 December 2008

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

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

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



# FARNHAM TOWN COUNCIL

# A

## Minutes Full Council

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### Time and date

7.00pm on Thursday 11 December 2008

### Place

The Council Chamber, South Street, Farnham

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### Members Present

- \* Cllr G M Beel (Town Mayor) Chairman
- o Cllr L Fleming (Deputy Town Mayor) Vice Chairman
- \* Cllr D Attfield
- \* Cllr C Cockburn
- \* Cllr V Duckett
- o Cllr (Mrs) P Frost
- o Cllr R Frost
- o Cllr C Genziani
- \* Cllr G Hargreaves
- \* Cllr S Hill
- \* Cllr D Le Gal
- o Cllr A Lovell
- \* Cllr J Maines
- \* Cllr S O'Grady
- \* Cllr R Steel (arrived 7.36pm)
- \* Cllr C Storey
- \* Cllr A Thorp (arrived 7.33pm)
- \* 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 091/08 QUESTIONS BY THE PUBLIC

There were no questions by the public.

Cllr G Beel proposed that in the absence of the Deputy Town Mayor, Cllr L Fleming, Cllr J Ward assist the Chairman for the duration of the meeting. This was seconded by Cllr Duckett.

**Resolved: That Cllr J Ward be Vice Chairman for the duration of the meeting.**

C 092/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors, (Mrs) P Frost, B Frost, L Fleming and C Genziani.

C 093/08 MINUTES

The Minutes of the Farnham Town Council meeting held on 13 November 2008 were signed by the Town Mayor as a correct record.

C 094/08 DISCLOSURE OF INTERESTS

| Name of Councillor | Agenda/Minute No | Subject  | Type of Interest     | Reason   |
|--------------------|------------------|--|----------------------|--|
| G Beel             | 7                | Purchase of Council Offices, South Street, Farnham | Personal             | Waverley Borough Councillor                                |
| C Cockburn         | 7                | Purchase of Council Offices, South Street, Farnham | Personal             | Waverley Borough Councillor                                |
| V Duckett          | 7                | Purchase of Council Offices, South Street, Farnham | Personal             | Waverley Borough Councillor                                |
| V Duckett          | 6                | Grants – Hale Carnival                             | Personal             | Ward Councillor  |
| G Hargreaves       | 7                | Purchase of Council Offices, South Street, Farnham | Personal             | Waverley Borough Councillor                                |
| S Hill             | 7                | Purchase of Council Offices, South Street, Farnham | Personal             | Waverley Borough Councillor                                |
| D Le Gal           | 7                | Purchase of Council Offices, South Street, Farnham | Personal/Prejudicial | Portfolio Holder for Property for Waverley Borough Council |
| S O'Grady          | 7                | Purchase of Council Offices, South Street, Farnham | Personal             | Waverley Borough Councillor                                |
| S O'Grady          | 6                | Grants – Hale Carnival                             | Personal             | Ward Councillor  |
| R Steel            | 7                | Purchase of Council Offices, South Street, Farnham | Personal             | Waverley Borough Councillor                                |
| A Thorp            | 7                | Purchase of Council Offices, South Street, Farnham | Personal             | Waverley Borough Councillor                                |
| J Ward             | 7                | Purchase of Council Offices, South Street, Farnham | Personal             | Waverley Borough Councillor                                |

C 095/08 STATEMENTS BY THE PUBLIC

Mr Skingle asked if there had been any developments with the repair of Victoria Road.

Enquiries had been made and repairs were scheduled for early in 2009.

C 096/08

## TOWN MAYORS ANNOUNCEMENTS

The Town Mayor reminded Members that all donations of homemade cakes would be gratefully received for her charity stall at the Farmers' Market to be held on 14 December 2008.

The Town Mayor also reminded Members about the Staff and Members drinks that would be held on Thursday 18 December 2008 at 3pm.

### **Part 1 – Items for Decision**

C 097/08

## GRANTS – HALE CARNIVAL

Members received and considered a Grant Application from the Hale Carnival Committee.

Cllr O'Grady reminded Members that the Hale Carnival was a key event and that a sum of £1,600 should be considered in line with Council's policy of reducing grants by 20%.

Cllr Maines pointed out that the costs of the Carnival still had to be met and that the Carnival Committee did a great deal of work themselves to cover the costs of the event.

Cllr Cockburn explained that she was normally very tough on grants and making decisions however, the Hale Carnival was one of those events that brought the community together.

Cllr Hill reminded Members that they should not lose sight of the Council's decision to reduce grants and that Members should remember that they had reduced the Farnham Carnivals' grant.

Cllr Storey suggested that specific items should be and follow the Council's policy of reducing the grant by 20%.

Cllr Duckett explained that any profit made at the Hale Carnival would be donated to charity. However, the event would still take place regardless of the weather and even if no profit was made all costs would still have to be paid for.

Cllr Hargreaves agreed that the Hale Carnival was a very good community event, however the Council should not lose sight of its policy for reducing grants.

Cllr Le Gal supported comments of Cllr Storey and it was a wonderful carnival that brought the community together.

Cllr O'Grady proposed that the invoices provided added up to £1,600 which were for traffic signals, toilet hire and security however, the Council follow the same policy as it had done with the Farnham Carnival and suggest that if further funds were required then the Hale Carnival could apply for further funding.

This was seconded by Cllr Storey.

A vote was taken 9 for and 2 abstentions.

**Resolved: That Hale Carnival be awarded £1,600 towards traffic signals, toilet hire and security and if the Hale Carnival Committee could prove hardship then the Council would consider a further grant up to a total of £2,000 as originally applied for.**

C 098/08

PURCHASE OF COUNCIL OFFICES, SOUTH STREET, FARNHAM

Members received a report on the progress of the discussions with Waverley Borough Council into the possible purchase of the Council offices in South Street, Farnham. Members were asked to consider if the Council wished to enter into formal negotiations with Waverley Borough Council to purchase the Council offices.

Cllr Le Gal explained to the Members that the discussions that had been held between Farnham Town Council and Waverley Borough Council had been held exactly as described in the report. Cllr Le Gal reminded Members that the option still reminded for the Town Council to lease the building from Waverley Borough Council.

Cllr Le Gal left the meeting having declared a Prejudicial interest.

Cllr Maines reminded Members that Farnham Town Council had not yet seen any figures for the proposed purchase of the building. Cllr Maines asked if the Town Council had received its own valuation yet. The recommendations could not be accepted as they were and that further discussion was needed. Cllr Maines suggested that the recommendations be put on hold until all the figures had been received.

Cllr Attfield explained that negotiations were taking place for the purchase of the offices. However, he pointed out that the negotiations were not as independent as they could be because the dual hatted Members sit for Waverley Borough Council too. Farnham Town Council Councillors needed to make sure that Farnham got a good deal.

Cllr Cockburn agreed that it was a difficult situation but that all dual hatted Members were working for the benefit of Farnham. What was required was the right team to negotiate for the transfer of the Council offices.

Cllr Hargreaves also agreed that all Members were working for the benefit of Farnham. She also agreed that Farnham needed its own set of independent figures for the cost of the building.

Cllr Duckett agreed that dual hatted Members were working for the benefit of Farnham.

Cllr Maines asked if the figures for the building could be seen by Members under the confidential part of the agenda.

The Chairman explained that the recommendations on the report were for the Council to positively go ahead with negotiations.

Cllr Cockburn agreed that as long as the correct team was appointed to enter the negotiations then the Council should go ahead.

Cllr Ward agreed that negotiations should be opened with both sides and that was the only way to negotiate. The wording of the recommendations could be changed to reflect that only negotiations were going ahead.

Cllr Duckett suggested that only single hatted Town Councillors should sit on the negotiating group and that the recommendations should be reworded to reflect the negotiations.



Cllr Steel agreed that it was the best thing that the Council could do, to regain the Town Hall for Farnham and that the Council needed to negotiate. A small team needed to be set up to help the Town Clerk negotiate with Waverley Borough Council.

Cllr Maines reminded Members that the best value was need for Farnham and that the Council needed to see the figures before negotiations started.

She suggested that the recommendations be reworded as follows:

To agreed to formally investigate the purchase of the Council Offices, South Street, Farnham. Cllr Duckett seconded this amendment.

Cllr Maines further suggested that the second recommendation be deleted.

Cllr Thorp disagreed. All Members were working for the best value of Farnham however, the only way to proceed with looking into the purchase of the building was to negotiate. The Council would not be committed to purchasing the building.

Cllr O'Grady agreed that the Council needed to negotiate with Waverley Borough Council and that the recommendation of the financing option needed to stay because if the Council decided not to purchase the building funding would still be needed for further office space to accommodate staff.

Cllr Storey disagreed with the amendment to recommendation. Negotiations had to take place.

Cllr Ward also disagreed with the amendment and that negotiations needed to take place.

Cllr Cockburn agreed that the word negotiation needed to be kept and that there could be misinterpretation, it was very important to get the terminology correct.

Cllr Ward suggested the following wording:

To agree formally open negotiations with a view to an economic purchase of the Council Offices, South Street, Farnham. This was seconded by Cllr Maines.

Cllr Thorp proposed an amendment to Cllr Ward's amendment and proposed the following wording:

To agreed to formally evaluate and negotiate the potential purchase of the Council Offices, South Street, Farnham. This was seconded by Cllr Steel.

A vote was taken and the amendment to the recommendation was agreed.

**Resolved: That the Council formally evaluate and negotiate the potential purchase of the Council Offices, South Street, Farnham.**

Members then considered the second recommendation of the report in regard to financing options. The Town Clerk explained that if the Council did decide to purchase the building then it would either need to be calculated into the Budget or it would come from reserves and that was the reason for the recommendation.

Cllr Thorp agreed that it was important for the financing option to be kept but suggested that the following wording be used:

To review the relevant financing option. This was seconded by Cllr Duckett.

**Resolved: That the Council review the relevant financing option for the potential purchase of the Council Offices, South Street, Farnham.**

Members then discussed the composition of a small working group to assist the Town Clerk with the negotiations for the potential purchase of the Council Offices.

Cllr Hargreaves suggested that the Working Group should be made up of Members who were solely Town Councillors .

Cllr Cockburn agreed that although dual hatted Members represented the best interests of Farnham it might be better to have a group made of solely Town Council Members and that there were four Members that were single hatted.

Cllr Maines agreed however explained that it may be better to have Councillors on the group who had some experience and that she did not know anything about the subject.

Cllr Storey was happy to be on the group and that although he did not have direct experience he did have a commercial background.

Cllr Steel explained that Cllr Thorp was the best qualified and experienced for the negotiations.

**Resolved: That the following Councillors work with the Town Clerk to formally evaluate and negotiate the possible purchase of the Council Offices, South Street, Farnham:  
Cllr Attfield, Cllr Genziani, Cllr Storey and Cllr Thorp.**

Cllr Le Gal returned to the meeting.

C 099/08

#### BUDGET 2009/2010

Members received a report on the draft Budget for 2009/2010.

The Draft Budget contained four sections:

1. The Draft Budget for 2009/2010 with notes on variations between the actual figures for 2007/2008 and the Draft Budget for 2008/2009.
2. A schedule of major capital projects for 2009/2010.
3. The Consolidated Budget for 2009/2010
4. The Reserves Schedule: containing the predicted state of the Council's Reserves at 31 March 2009.

Cllr Thorp asked whether the Council could discuss Grant awards.

It was agreed by Members that as Council had made a decision to reduce all grants for 2009/2010 the decision could not be changed for six months. However, many of the applicants would be told that if they were suffering from hardship and could prove it to the Council they would be considered for further funding up to a maximum of the grant originally applied for.

Members considered the Draft Budget page by page and the following questions were asked.

Cllr Hargreaves asked why the allotments were running at a loss.

The Town Clerk explained that Council had agreed a three year increase in allotment charges which should allow for the allotments to break even.

Cllr Attfield asked why the telephone costs had been reduced. The Town Clerk explained that the telephone and internet connection at the depot was now no longer being used as Mr Taitt was now working from the main offices in South Street.

Cllr Maines asked whether the Blackwater Valley Partnership Group had received any funding from Farnham Town Council for 2008/2009. The Chairman explained that the Town Clerk had made a note of her question.

Cllr Cockburn noted that monies had been budgeted for the provision of a Garden of Remembrance and reiterated that it was something that was much needed in Farnham and that she was pleased to see that it had been provided for in the Budget.

The Town Clerk explained the consolidated budget paper to Members and explained that the additional costs would be removed from the Budget for 2009/2010.

Cllr Le Gal asked for clarification with regard to the additional costs that were to be removed from the Budget, could they be reinstated during the year if necessary.

The Town Clerk clarified that if the Council chose to go ahead and either purchase or transfer the Council offices the Council would have to agree to fund it from wither of two options;

1. to fund from Reserves or
2. to raise a secondary precept on the Residents of Farnham

Cllr Le Gal asked whether that would preclude the Council from receiving a loan.

The Town Clerk explained that any capital costs or revenue costs, Council would have to agree additional funding from its reserves to fund any extra costs for that year, if it was not included in the budget.

Cllr Le Gal asked the Town Clerk whether he thought that was the most effective way for the Council to use its Capital.

The Town Clerk explained that he felt that some provision ought to be made in the budget. He explained that the Town Council was running desperately short of office accommodation and that the Town Council needed more space. Whether that space was found in the current offices or elsewhere funding would need to be provided.

Cllr Le Gal asked therefore whether it was possible for the Council to consider contingency funding rather than using reserves.

The Town Clerk suggested that the Town Council include the potential running costs of the building because the Council's final decision would be based on the setting of the Precept in January as to whether funding came from reserves etc.

Cllr Maines asked for clarification of the figures on the consolidated budget that the Town Clerk was referring to the additional costs for running the offices, not the additional costs for a loan for the purchase of the building.

Cllr Le Gal agreed that she would be satisfied with keeping the additional costs for running the building in the Draft Budget for 2009/2010.

**Resolved: That the Draft Budget for 2009/2010 be agreed. (Agreed Budget attached to record minutes).**

## Part 2 – ITEMS NOTED

### C 100/08 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on:

6 November 2008  
27 November 2008

**RESOLVED: That the observations made by the Planning Consultative Group held on 6 November and 27 November 2008 and dealt with in accordance with delegated authority, be noted.**

### C 101/08 COUNCILLOR/EMPLOYEE WORKING PROTOCOL UPDATE

Members noted the changes to the Councillor/Employee Working Protocol.

Councillor/Employee Working Protocol **attached to record minutes.**

### C 102/08 STAFFING UPDATES

Members noted that:

1. Mrs Sydenham will return to work at the end of December 2008 on a part time basis.
2. Mr S Bott has been offered the post of part time Finance and Asset Coordinator subject to satisfactory references.
3. Recruitment of the Rural Development Coordinator will be made in February 2009 after the Council's Job Evaluation has been completed.

### C 103/08 OFFICE OPENING TIMES DURING CHRISTMAS 2008

Members noted that the Council offices would be closed on the following dates:

24 December 2008  
25 December 2008  
26 December 2008

1 January 2009  
2 January 2009

### C 104/08 ITEMS TABLED

None

The Town Mayor closed the meeting at 8.52pm.

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: 8 JANUARY 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

## Report

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### Report to

Full Council 8 January 2009

### Report of

Wendy Coulter (Committee and Members Services Coordinator)

### Title

Grant Application – HOPPA

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| <b>Grant Application – HOPPA</b>   |   |
|--|---|
| <b>AUTHOR:</b><br><i>Wendy Coulter</i><br><i>Committee &amp; Members Services Coordinator</i>  | <b>PRESENTED BY:</b><br><i>Wendy Coulter</i><br><i>Committee &amp; Members Services Coordinator</i> |
| <b>PRODUCED FOR FULL COUNCIL</b><br><b>8 JANUARY 2009</b>  | <b>DATE OF REPORT:</b><br><b>18 DECEMBER 2008</b>   |
| <b>SUMMARY OF KEY ISSUES</b><br><br>There were two outstanding Grant Applications which were not received in full in time for the Council meeting in November 2008 when Grants were considered.<br><br>HOPPA have now submitted a full grant application including Audited Accounts which is attached to this report for consideration by Members. |   |
| <b>RECOMMENDATION:</b><br><br><b>For Members to consider the attached HOPPA Revenue grant application.</b>   |   |

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18 December 2008

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

Distribution: To all Councillors (by post)



## FARNHAM TOWN COUNCIL

# COMMUNITY GRANT FUNDING APPLICATION FORM

*Please note: Farnham Town Council will only award a grant if all criteria are met*

Please refer to the Grants Policy when completing this application.

The closing date for applications is 12 noon, 26<sup>th</sup> September, 2008.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

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### *Part 1 – Organisation Details*

|                                 |   |
|---------------------------------|---|
| Name of applicant Organisation: | <input type="text" value="Waverley Hoppa Community Transport"/> |
| Project Name:                   | <input type="text" value="Farnham's Hospital Hoppa"/>           |
| Project Location:               | <input type="text" value="Farnham"/>                            |
| Project Start Date:             | <input type="text" value="April 2009"/>                         |
| Project Completion Date:        | <input type="text" value="March 2010"/>                         |
| Total Cost of Project:          | <input type="text" value="£43,017"/>                            |
| Funding Requested:              | <input type="text" value="£20,000"/>                            |

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|               |
|---------------|
| Criteria Met? |
|---------------|

(for office use only)

|   |  |   |
|---|--|---|
| Contact Name:   | <input type="text" value="Steve Forward"/>   | <input type="text"/>                                  |
| Position in organisation:   | <input type="text" value="General Manager"/>   | <input type="text"/>                                  |
| Organisations Constitution attached   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | If not, an explanation please <input type="text"/>    |
| Registered Charity  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | Registration No? <input type="text" value="1104954"/> |
| If No, state type of organisation:  | <input type="text"/>   | <input type="text"/>                                  |
| VAT Registered:   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="text"/>                                  |
| Registration Number   | <input type="text" value="791107435"/>   | <input type="text"/>                                  |
| Organisation Address:   | <input type="text" value="Unit 8, Townergate Business Centre&lt;br/&gt;Combe Lane&lt;br/&gt;Wormley, Surrey&lt;br/&gt;Postcode: GU8 5SZ"/> | <input type="text"/>                                  |
| Email Address:  | <input type="text" value="steve.forward@hoppa.org.uk"/>  | <input type="text"/>                                  |
| Telephone Number:   | <input type="text" value="01428 681710"/>  | <input type="text"/>                                  |
| Organisation's bank account address and number                                | <input type="text" value="HSBC, 110 High Street, Godalming&lt;br/&gt;40-22-12"/>   | <input type="text"/>                                  |
| If your application is successful, to whom would you like the cheque payable? | <input type="text" value="Waverley Hoppa Community Transport"/>  | <input type="text"/>                                  |

**Please provide the following information:**

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

**[OFFICER]**



## PART 2 – BUDGET DETAILS

### Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

| Item                             | Cost<br>£      | VAT<br>£ | TOTAL<br>£     |
|----------------------------------|----------------|----------|----------------|
| Drivers wages, Ni & pension      | £24,100        |          | £24,100        |
| Vehicle fuel, maintenance & ins. | £6,998         |          | £6,998         |
| Vehicle depreciation             | £3,000         |          | £3,000         |
| Contribution to overheads        | £8,194         |          | £8,194         |
| Communications & publicity       | £725           |          | £725           |
| <b>TOTAL PROJECT COSTS</b>       | <b>£43,017</b> | <b>£</b> | <b>£43,017</b> |

|                                 |                |                          |            |
|---------------------------------|----------------|--------------------------|------------|
| Total amount of grant requested | <b>£20,000</b> | Percentage of total cost | <b>46%</b> |
|---------------------------------|----------------|--------------------------|------------|

Please provide a breakdown of your accounts at 30 Sept 2008

|   |                 |
|---|-----------------|
| <b>Income</b>   |                 |
| Income from Grants, Donations (excluding Farnham Town Council)        | £126,625        |
| Income (other)  | £183,401        |
| <b>TOTAL INCOME</b>   | <b>£310,026</b> |
| Operational costs   | £294,474        |
| <b>Net Surplus/Deficit</b>  | <b>£ 15,552</b> |
| <b>Reserves</b>   |                 |
| Cash/Bank/debtors   | £130,804        |
| Creditors (monies owing)  | £ 1,689         |
| Earmarked Reserves  | £               |
| Available Reserves  | £130,804        |
| Please give an explanation for your organisations earmarked reserves: |                 |
|   |                 |

Have you applied to Farnham Town Council for grant aid before?

|              |              |              |              |       |       |
|--------------|--------------|--------------|--------------|-------|-------|
| If yes when? | Year:2006/07 | Year:2007/08 | Year:2008/09 | Year: | Year: |
|--------------|--------------|--------------|--------------|-------|-------|

**If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future. *Please see page 5.***

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

|   | Amount applied for | Outcome of application or state when outcome will be known |
|---|--------------------|--|
| Surrey County Council                             | £                  |  |
| Waverley Borough Council                          | £                  |  |
| Town or Parish Council                            | £                  |  |
| (Please state which Town or Parish Council) ..... |                    |  |
| National Lottery                                  | £                  |  |
| (Please state which fund) .....                   |                    |  |
| Other (please provide details)                    |                    |  |
| Waverley Voluntary Grants panel                   | £12,450            | Award confirmed 20 <sup>th</sup> October 2008              |
|   | £                  |  |
|   | £                  |  |
|   | £                  |  |
|   | £                  |  |
|   | £                  |  |
|   | £                  |  |
|   | £                  |  |
|   | £                  |  |

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

The service may have to be reduced or withdrawn.

### PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

|   |                                    |
|---|------------------------------------|
|   | Score 0-3<br>(for office use only) |
| <p><b>Project Aims</b> – one/two sentences stating overall aim:<br/>To provide affordable, accessible, door-to-door transport service from Farnham and the surrounding villages to Frimley Park Hospital and other local health facilities.</p> |                                    |

|   |          |    |
|---|----------|----|
| Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i> | Yes<br>✓ | No |
|---|----------|----|

|  |  |
|--|--|
| <p><b>Project Description:</b> provide a clear description of the project<br/>The service will provide accessible and affordable door-to-door transport to the residents of Farnham and the surrounding villages to and from Frimley Park Hospital. This will operate Mon – Fri, 8.00am – 6.00pm via a dedicated vehicle with a single fare of £5.00, which is approximately 20% the cost of a taxi. All trips will be door-to-door and pre-booked via our call centre. All passengers will need to register with Hoppa, which is free, to be eligible to travel and the service is open to patients, partners, carers and visitors. The service has been expanded to include the Royal Surrey County Hospital and all other health facilities in the Guildford area as well as the new Aldershot Centre for Health.</p> |  |
|--|--|

|   |
|---|
| <p>Please provide any additional information that may assist the Council in reaching its decision.</p> <p>This service currently operates at a small budgeted loss as it is not yet at full capacity. It is expected that the service will generate approximately £5k in fare income this financial year and forecast to reach near full capacity by the end of 2009/10 generating approximately £10k in fare income, assuming the current fare structure remains unchanged.</p> <p>Fare income, when the service is running at full capacity or approximately 2,500 passenger trips annually, will account for no more than 25% of the overall annual cost of the service. While it is desirable to become less dependant on grant funding, the very nature of an on-demand service, meeting virtually fixed hospital appointments and operating in a rural area with a dispersed population, means the operation cannot support itself and will always need a degree of grant support.</p> <p>Looking to the future, it is hoped that the Surrey PCT will assume more financial responsibility for non-emergency patient transport services for those who do not qualify for NHS transport. We are currently in discussions with the Surrey PCT, Surrey County Council, Waverley Borough Council and others to seek long term sustainable funding solutions for the hospital transport services we currently provide, such as the Farnham's Hospital Hoppa.</p> |
|---|

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines*.

|  |                                    |
|--|------------------------------------|
|  | Score 0-3<br>(for office use only) |
| <p>1. <b>Promoting Social Inclusion:</b> The service will provide an affordable door-to-door transport option that promotes social inclusion by enabling people, especially those who may have a disability or who may be rurally isolated, to access local health facilities.</p> <p>2. <b>Promoting Independence:</b> The service will promote and maintain people's independence, as it will allow them to arrange their own hospital transport independently via our call centre. The service will be particularly helpful to the vulnerable and those with disabilities.</p> <p>3. <b>Facilitating and Promoting Better Health in the Local Community:</b> Hoppa will offer people access to hospital services who may otherwise find it unaffordable or difficult due to the lack of appropriate or alternative transport.</p> |                                    |

|   |  |
|---|--|
| <b>Who</b> will benefit?  |  |
| <p>This Hospital Hoppa service will benefit those who may have a disability, mobility difficulties, find it difficult or impossible to access public transport, rurally isolated or do not qualify for NHS transport. This is particularly relevant as there was and still is no direct public transport link between the Farnham area and local hospitals.</p> <p>The service will also relieve the pressures placed on local voluntary organisations such as Care Farnham who sometimes struggle to meet the demand on their time and volunteers.</p> |  |

|  |           |  |
|--|-----------|--|
| Approximately <b>how many</b> local residents will benefit?                          | Not known |  |
| How many <b>members</b> are there in your organisation?                              | 4,029     |  |
| What percentage lives in Farnham?  | 34%       |  |
| If your organisation assists <b>other people</b> , what percentage lives in Farnham? | 34%       |  |

|   |  |
|---|--|
| How do you know there is a need for this project?   |  |
| The need for a service was originally identified via the Farnham Healthcheck process and brought to the attention of Hoppa in October 2005. |  |

Please state what consultation there has been.

The consultation process has included Farnham Town Council Environmental Services Committee, Waverley Borough Council, Surrey County Council, Farnham's Older Persons Reference Group, Care Farnham, Farnham Voluntary Transport, Guildford & Waverley PCT, Waverley Voluntary Grants Panel, Adults & Community Care – Older Persons Reference Group and Frimley Park Hospital NHS Foundation Trust.

## How many 'partners' are you working with for this project?

List the project partners and their roles:

| Partner                         | Role   |
|---------------------------------|--|
| Farnham Town Council            | Farnham's Hospital Hoppa Revenue funding and general support |
| Waverley Voluntary Grants Panel | Farnham's Hospital Hoppa Revenue funding                     |
| Waverley Borough Council        | General Hoppa revenue funding and general support            |
| Surrey County Council           | General Hoppa revenue funding and general support            |
| Frimley Park Hospital           | Cooperation, marketing and general support                   |
|                                 |  |

## How will you implement your project?

Which organisation will be responsible for implementing the project?

Waverley Hoppa Community Transport

\* Who owns the land/property

N/A

\* Has permission been obtained from the land owner?

Yes  No  
if No, when will it be obtained?

\* Are there any current contracts/leases of the land/property? State how they will be affected by the project

N/A

\* What other consents/permissions are required? State when these will be obtained



N/A

*\* if applicable*

## DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

|  |       |
|--|-------|
| Signed:   | Date: |
| Position in organisation: <b>General Manager</b>   |       |
| Signed:  | Date: |
| Position in organisation: <b>Chairman</b>  |       |

Please return the form to:  
Grants Co-ordinator  
Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN  
Telephone No: 01252 823191

OR

Electronic copies to: [wendy.coulter@farnham.gov.uk](mailto:wendy.coulter@farnham.gov.uk)

Registered number: 4989679  
Charity number: 1104954

**WAVERLEY HOPPA COMMUNITY  
TRANSPORT**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2008**

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**WAVERLEY HOPPA COMMUNITY TRANSPORT**  
(A company limited by guarantee)

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2008**

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**Trustees**

H J Morris  
A R W Carrington, Company Secretary  
J G Cumming  
J E Hutchinson  
R Cleaves

**Company registered number**

4989679

**Charity registered number**

1104954

**Registered office**

Unit 8 Towergate Business Park  
Coopers Place  
Wormley  
Surrey  
GU8 5SY

**Auditors**

Wise & Co  
Chartered Accountants & Registered Auditors  
Wey Court West  
Union Road  
Farnham  
Surrey  
GU9 7PT

**Solicitors**

Carrington & Associates  
8-12 New Bridge Street  
London  
EC4V 6AL



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**WAVERLEY HOPPA COMMUNITY TRANSPORT**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2008**

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**OBJECTIVES AND ACTIVITIES**

**a. POLICIES AND OBJECTIVES**

Policies and objectives are defined by the Memorandum of Association as refined by the advice of experts and approved by the Board.

**b. STRATEGIES FOR ACHIEVING OBJECTIVES**

Strategies for achieving objectives are defined by a business plan prepared annually by the General Manager and Board, presented to the local authority and distributed to appropriate parties.

**c. ACTIVITIES FOR ACHIEVING OBJECTIVES**

Activities for achieving objectives are the provision of subsidised transport services in the locality of Waverley Borough and limited profitable services to support the primary activities.

**d. PROGRAMME RELATED INVESTMENTS**

There are no investments other than premises and vehicles for delivering the services.

**e. VOLUNTEERS**

The company is managed by unpaid Board members, a small professional management team and a staff of employed drivers.

**ACHIEVEMENTS AND PERFORMANCE**

**a. REVIEW OF ACTIVITIES**

In the period of review the company continued to provide transport services within the ambit of the operations described in the Business Plan (2006 - 2010) submitted to Waverley Borough Council and at the end of 2006 achieved a result that was broadly comparable with the said Business Plan.

**b. INVESTMENT POLICY AND PERFORMANCE**

As indicated above, there is no policy to invest in other than the premises and vehicles utilised for delivering the services which were during the period of review respectively maintained and in the case of vehicles, augmented by donations and purchases from the funds made available specifically for that purpose.

**c. FACTORS RELEVANT TO ACHIEVE OBJECTIVES**

Local authority funding, operating income and vehicle replacement requirements are the major factors relevant to the achievement of objectives as are the expert management and operation of the company.

**FINANCIAL REVIEW**

**a. RESERVES POLICY**

There is a monthly review of likely operating expenses and income, grants, donations and requirements for replacing vehicles, all to ensure the ability to continue providing services throughout a forthcoming period of at least 6 months.

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WAVERLEY HOPPA COMMUNITY TRANSPORT  
(A company limited by guarantee)

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TRUSTEES' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2008

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**AUDITORS**

The auditors have expressed their willingness to continue in office and will be deemed to be reappointed under section 487 of the Companies Act 2006.

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

This report was approved by the Trustees on *15 Oct 2008* and signed on its behalf, by:

  
A R W Carrington

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WAVERLEY HOPPA COMMUNITY TRANSPORT  
(A company limited by guarantee)

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WAVERLEY HOPPA COMMUNITY  
TRANSPORT

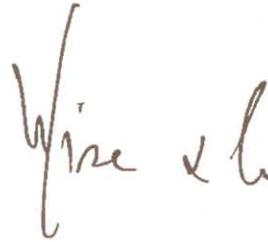
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**UNQUALIFIED OPINION**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable company's affairs as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' annual report is consistent with the financial statements.

**WISE & CO**  
Chartered Accountants & Registered Auditors  
Wey Court West  
Union Road  
Farnham  
Surrey  
GU9 7PT



Date:

12<sup>th</sup> Dec 2008

**WAVERLEY HOPPA COMMUNITY TRANSPORT**  
(A company limited by guarantee)

**BALANCE SHEET**  
**AS AT 31 MARCH 2008**

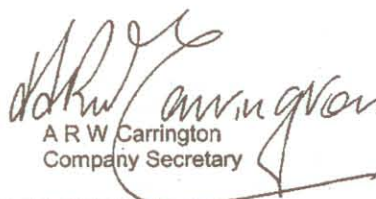
|   | Note | £               | 2008<br>£             | £               | 2007<br>£             |
|---|------|-----------------|-----------------------|-----------------|-----------------------|
| <b>FIXED ASSETS</b>                                   |      |                 |                       |                 |                       |
| Tangible fixed assets                                 | 13   |                 | 349,700               |                 | 253,790               |
| <b>CURRENT ASSETS</b>                                 |      |                 |                       |                 |                       |
| Debtors   | 14   | 46,650          |                       | 41,424          |                       |
| Cash at bank and in hand                              |      | 79,102          |                       | 208,989         |                       |
|   |      | <u>125,752</u>  |                       | <u>250,413</u>  |                       |
| <b>CREDITORS:</b> amounts falling due within one year | 15   | <u>(44,760)</u> |                       | <u>(46,030)</u> |                       |
| <b>NET CURRENT ASSETS</b>                             |      |                 | <u>80,992</u>         |                 | 204,383               |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>          |      |                 | <u><u>430,692</u></u> |                 | <u><u>458,173</u></u> |
| <b>CHARITY FUNDS</b>                                  |      |                 |                       |                 |                       |
| Restricted funds                                      | 16   |                 | 146,932               |                 | 225,432               |
| Unrestricted funds                                    | 16   |                 | 283,760               |                 | 232,741               |
|   |      |                 | <u>430,692</u>        |                 | <u>458,173</u>        |

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the directors on 15 Oct 2008 and are signed on their behalf by:



J G Cumming  
Trustee



A R W Carrington  
Company Secretary

The notes on pages 10 to 18 form part of these financial statements.

**WAVERLEY HOPPA COMMUNITY TRANSPORT**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2008**

**1. ACCOUNTING POLICIES (continued)**

**1.6 CASH FLOW**

The company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small charitable company.

**1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION**

All assets are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

|                    |   |  |
|--------------------|---|--|
| Leasehold Property | - | 50 years straight line                     |
| Plant & Machinery  | - | 50% straight line and 25% reducing balance |

**1.8 PENSIONS**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

**2. DONATIONS, LEGACIES AND SIMILAR INCOMING RESOURCES**

|           | Restricted<br>Funds<br>2008<br>£ | Unrestricted<br>Funds<br>2008<br>£ | Total<br>Funds<br>2008<br>£ | Total<br>Funds<br>2007<br>£ |
|-----------|----------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Donations | -                                | 1,006                              | 1,006                       | 33,090                      |
| Grants    | 51,172                           | 193,865                            | 245,037                     | 371,565                     |
|           | 51,172                           | 194,871                            | 246,043                     | 404,655                     |

The apparent reduction of £107,263 in Total Incoming Resources was mostly due to the receipt of a £128,000 capital grant in 2006/07 which was used for the purchase of 5 buses in 2007/08.

**3. INVESTMENT INCOME**

|                   | Restricted<br>Funds<br>2008<br>£ | Unrestricted<br>Funds<br>2008<br>£ | Total<br>Funds<br>2008<br>£ | Total<br>Funds<br>2007<br>£ |
|-------------------|----------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Investment income | -                                | 5,199                              | 5,199                       | 1,759                       |
|                   | -                                | 5,199                              | 5,199                       | 1,759                       |

**WAVERLEY HOPPA COMMUNITY TRANSPORT**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2008**

**8. SUPPORT COSTS**

|                                       | Transport<br>£ | Total<br>2008<br>£ | Total<br>2007<br>£ |
|---------------------------------------|----------------|--------------------|--------------------|
| Establishment costs                   | 8,422          | 8,422              | 6,765              |
| Staff related costs                   | 2,938          | 2,938              | 3,823              |
| Telephone                             | 4,916          | 4,916              | 4,054              |
| Postage & stationery                  | 3,328          | 3,328              | 2,654              |
| Advertising and marketing             | 4,780          | 4,780              | 5,669              |
| IT development and maintenance        | 3,689          | 3,689              | 4,626              |
| Accountancy                           | 2,470          | 2,470              | 3,410              |
| Entertainment                         | 840            | 840                | 1,601              |
| Health & safety and professional fees | 5,080          | 5,080              | 6,673              |
| Sundry costs                          | 2,239          | 2,239              | 2,164              |
| Wages and salaries                    | 73,672         | 73,672             | 74,970             |
| National insurance                    | 5,851          | 5,851              | 5,860              |
| Pension cost                          | 7,983          | 7,983              | 8,547              |
| Depreciation                          | 5,056          | 5,056              | 3,079              |
|                                       | <u>131,264</u> | <u>131,264</u>     | <u>133,895</u>     |

**9. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

|                    | Staff costs<br>2008<br>£ | Depreciation<br>2008<br>£ | Other costs<br>2008<br>£ | Total<br>2008<br>£ | Total<br>2007<br>£ |
|--------------------|--------------------------|---------------------------|--------------------------|--------------------|--------------------|
| Transport services | 348,096                  | 56,811                    | 120,553                  | 525,460            | 470,578            |
| Governance         | -                        | -                         | 3,500                    | 3,500              | 3,775              |
|                    | <u>348,096</u>           | <u>56,811</u>             | <u>124,053</u>           | <u>528,960</u>     | <u>474,353</u>     |

**10. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

|                    | Direct costs<br>(note 7)<br>2008<br>£ | Support<br>costs<br>(note 8)<br>2008<br>£ | Total<br>2008<br>£ | Total<br>2007<br>£ |
|--------------------|---------------------------------------|---|--------------------|--------------------|
| Transport services | 394,196                               | 131,264                                   | 525,460            | 470,579            |

All support costs relate to the activity of providing transport services.

**WAVERLEY HOPPA COMMUNITY TRANSPORT**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2008**

**13. TANGIBLE FIXED ASSETS**

|                       | Land and<br>buildings<br>£ | Plant and<br>machinery<br>£ | Total<br>£     |
|-----------------------|----------------------------|-----------------------------|----------------|
| <b>COST</b>           |                            |                             |                |
| At 1 April 2007       | 153,934                    | 202,265                     | 356,199        |
| Additions             | -                          | 154,971                     | 154,971        |
| Disposals             | -                          | (4,750)                     | (4,750)        |
| At 31 March 2008      | <u>153,934</u>             | <u>352,486</u>              | <u>506,420</u> |
| <b>DEPRECIATION</b>   |                            |                             |                |
| At 1 April 2007       | 9,226                      | 93,183                      | 102,409        |
| Charge for the year   | 3,078                      | 53,733                      | 56,811         |
| On disposals          | -                          | (2,500)                     | (2,500)        |
| At 31 March 2008      | <u>12,304</u>              | <u>144,416</u>              | <u>156,720</u> |
| <b>NET BOOK VALUE</b> |                            |                             |                |
| At 31 March 2008      | <u>141,630</u>             | <u>208,070</u>              | <u>349,700</u> |
| At 31 March 2007      | <u>144,708</u>             | <u>109,082</u>              | <u>253,790</u> |

**14. DEBTORS**

|                                | 2008<br>£     | 2007<br>£     |
|--------------------------------|---------------|---------------|
| Trade debtors                  | 17,648        | 13,987        |
| Other debtors                  | 8,058         | 6,490         |
| Prepayments and accrued income | 20,944        | 20,947        |
|                                | <u>46,650</u> | <u>41,424</u> |

**WAVERLEY HOPPA COMMUNITY TRANSPORT**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2008**

**SUMMARY OF FUNDS**

|                  | Brought<br>Forward<br>£ | Incoming<br>resources<br>£ | Resources<br>Expended<br>£ | Transfers<br>in/out<br>£ | Carried<br>Forward<br>£ |
|------------------|-------------------------|----------------------------|----------------------------|--------------------------|-------------------------|
| General funds    | 232,741                 | 450,307                    | (528,960)                  | 129,672                  | 283,760                 |
| Restricted funds | 225,432                 | 51,172                     | -                          | (129,672)                | 146,932                 |
|                  | <u>458,173</u>          | <u>501,479</u>             | <u>(528,960)</u>           | <u>-</u>                 | <u>430,692</u>          |

**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                               | Restricted<br>Funds<br>2008<br>£ | Unrestricted<br>Funds<br>2008<br>£ | Total<br>Funds<br>2008<br>£ | Total<br>Funds<br>2007<br>£ |
|-------------------------------|----------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Tangible fixed assets         | 146,932                          | 202,767                            | 349,699                     | 253,790                     |
| Current assets                | -                                | 125,752                            | 125,752                     | 250,413                     |
| Creditors due within one year | -                                | (44,759)                           | (44,759)                    | (46,030)                    |
|                               | <u>146,932</u>                   | <u>283,760</u>                     | <u>430,692</u>              | <u>458,173</u>              |

**18. CAPITAL COMMITMENTS**

At 31 March 2008 the Company had capital commitments as follows:

|   | 2008<br>£ | 2007<br>£ |
|---|-----------|-----------|
| Vehicle purchases contracted for but not provided for in these financial statements | -         | 135,140   |

**19. PENSION COMMITMENTS**

The charity makes contributions to a defined benefit scheme on behalf of its employees. The scheme is operated by Surrey County Council and the charity is not liable for any shortfall on the scheme. From the charity's perspective, the pension contributions follow the nature of a defined contribution scheme.

There were outstanding pension contributions at the year end of £2,782 (2007: £nil).

**20. RELATED PARTY TRANSACTIONS**

During the year, Carrington & Associates Solicitors, a business under the control of A R W Carrington, a Trustee of the charity during the year, provided services amounting to £733 (2007: £nil) to the charity.

These services were provided on an arm's length basis.





# FARNHAM TOWN COUNCIL

# C

## Report

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### Report to

Full Council 8 January 2009

### Report of

Roland Potter (Town Clerk)

### Title

Precept 2009/2010

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| Precept 2009/2010   |   |
|---|---|
| <b>Author:</b><br><i>Roland Potter</i><br><i>Town Clerk</i>   | <b>Presented by:</b><br><i>Roland Potter</i><br><i>Town Clerk</i> |
| <b>Produced for Full Council:</b><br><b>8 JANUARY 2009</b>  | <b>Date of Report:</b><br><b>29 DECEMBER 2009</b>                 |
| <b>Summary of Key Issues</b><br><br>The Council are required to agree how to fund the Council Net Operational budget of £943,963 the level of the Parish Precept for the financial year 2009/10.  |   |
| <b>Supporting Information</b><br><br>At the meeting of Farnham Town Council held on 11 December 2008 the Council approved its Net Operational Budget of <b>£943,963 for 2009/10. (The Consolidated Budget is attached at Annex A)</b>                                   |   |
| <b>Funding the Net Operational Budget for 2009/10.</b>  |   |
| Net Operating Budget (as per Line 26 of Annex A)  | £943,963  |
| <b>LESS:</b> Payments from Reserves for capital projects as per Line 20 of Annex A<br>In addition there will be additional capital expenditure to improve the Councils telecommunications system to include recordings and to improve the infrastructure of the offices | £51,500   |
| <b>Funding to be identified for 2009/10</b>   | <b>£892,463</b>   |

## **Precept calculation options 2009/10**

The Town Council receives no funding from businesses or central government. All services provided by the Town Council are funded only by the residents of Farnham through the Parish Precept and from income derived from the Town Council's services.

If the Town Council chooses not to fund the full cost of the Council's operation through the precept for 2009/10, it has a number of other options to consider how it will fund any shortfall.

The Council may choose one or any combination of these options to fund any shortfall:

1. The Town Council can choose to fund any or part of a shortfall from Council Reserves which are anticipated to be approximately £427K in the General Reserve at 31 March 2009. **(Line 18: Annex C)**
2. Request the Town Clerk to identify operational savings throughout the year which will not be detrimental to the Council's delivery of services.

[In considering Option 2 the Council are requested to fund any interim shortfall from Reserves until savings can be identified.]

The Precept for 2008/09 was £841,725, based on the Average Band D Household Tax Base of 16,907.52. This resulted in an Average Annual Parish Precept of £49.78 for this classification of property.

**The Average Band D Household's Tax Base for 2009/10 is 16,978.5 (see Annex D)**

**Annex E identifies the possible precept options, the cost implications for the average band D household and the impact on the Town Councils General Reserves.**

### **Financial Implications:**

The Council are required to make a decision at this meeting to inform Waverley Borough Council by 16 January 2009 **(see Annex D)**.

### **Legal and Policy Implications**

All legal, financial and policy implications are identified within the report

**Farnham Town Council are requested to make the following decision:**

**To agree how to fund the Council budget of £943,963 for 2009/10.**

29 December 2008

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                     |   |                |
|--|---|----------------|
| Approved Consolidated Budget for 2009/10 |   |                |
| Line No                                  |   | 2009/10        |
|  |   | £              |
|  |   | Budget         |
|  | <b>Services</b>   |                |
|  | <b>Central Services</b>   |                |
| 1  | Corporate Management  | 32,975         |
| 2  | Democratic Representation                                       | 8,700          |
| 3  | Administration Rechargeable                                     | 398,693        |
| 4  | Other Services to the Public                                    | 9,000          |
| 5  | Non Distributed Costs   | 4,350          |
|  | <b>Other Services</b>   |                |
| 6  | Grant Aid   | 10,000         |
| 7  | Revenue Support Grants  | 68,902         |
|  | <b>Community centres</b>  | 1,000          |
|  | <b>Cultural &amp; Related Services</b>                          |                |
| 8  | External Works  | 150,189        |
| 9  | Parks and Public Spaces   | 27,450         |
| 10                                       | Gardens & Open Spaces   | -2,000         |
| 11                                       | Allotments  | -3,675         |
| 12                                       | Tourism   | 37,500         |
|  | <b>Environment Services</b>                                     |                |
| 13                                       | Cemetery and Burials  | -8,025         |
| 14                                       | Community Safety  | 15,000         |
| 15                                       | Public Conveniences   | 60,500         |
| 16                                       | <b>Planning &amp; Development Services</b>                      |                |
| 17                                       | Farmers Market  | -8,216         |
|  | <b>Development Projects</b>                                     |                |
| 18                                       | Town development  | 55,800         |
| 19                                       | Rural development   | 19,350         |
| 20                                       | Capital and Special project Expenditure <b>(Line 4 Annex B)</b> | 51,500         |
| 21                                       | <b>NET COST OF SERVICES</b>                                     | <b>928,993</b> |
|  |   |                |
| 22                                       | Interest and Investment Income                                  | -22,000        |
| 23                                       | Loan Charges  | 10,230         |
| 24                                       | <b>NET OPERATING COST</b>                                       | <b>917,223</b> |
|  |   |                |
|  | <b>Additional Costs</b>   |                |
| 25                                       | Additional cost of running Council Offices                      | 26,740         |
|  |   |                |
| 26                                       | <b>NET OPERATING COSTS</b>                                      | <b>943,963</b> |

## ANNEX B

| Farnham Town Council     |  |  |  |                           |   |
|--------------------------|--|--|--|---------------------------|---|
| Capital Projects 2009/10 |  |  |  |                           |   |
| Line Number              | Project  | Project Details  | Reason for project   | Estimated Cost of Project | Funding Source                                  |
| 1                        | Replacement Ride on Mower                      | To replace an old machine which a large and more effective machine   | The Council has two mowers the oldest of these machines is now over 10 years old and has now reached the end of its operational life. The proposed new machine is larger and is capable of collecting grass cuttings. This will allow the Council to improve its current standard of services in the cemeteries. | £10,500                   | Ear marked Reserves<br><b>(Line 3 Annex C)</b>  |
| 2                        | Creation of Garden of Reflection / Remembrance | To build a garden of reflection in West Street Cemetery              | The Council does not provide a garden a garden of remembrance service. The cemeteries Working and Appeal Group have recommended that this project be considered to improve the Council's services  | £16,000                   | Ear marked Reserves<br><b>(Line 9 Annex C)</b>  |
| 3                        | Xmas Light infrastructure                      | To provide an independent electrical infrastructure for Xmas lights. | To allow the provision of Xmas lights without being dependent on retailers   | £25,000                   | Ear marked Reserves<br><b>(Line 10 Annex C)</b> |
| 4                        | <b>TOTAL</b>                                   |  |  | <b>£51,500</b>            |   |

## ANNEX C

| Farnham Town Council - Reserves at 31/03/09 |                                    |                    |                            |                          |                              |                              |
|---|------------------------------------|--------------------|----------------------------|--------------------------|------------------------------|------------------------------|
| Line No                                     | Description                        | balance @ 01/04/08 | Transfer from General Fund | Transfer to General Fund | Approved Expenditure 2008/09 | Projected balance @ 31/03/09 |
| 1   | Election Fund                      | 18,962             |                            |                          | 4,000                        | 22,962                       |
| 2   | Legal Expense Fund                 | 10,000             |                            |                          |                              | 10,000                       |
| 3   | New Equipment                      | 60,000             |                            |                          |                              | 60,000                       |
| 4   | Wrecclesham Community Centre Funds | 26,000             |                            |                          |                              | 26,000                       |
| 5   | Traffic & Highways Fund            | 50,000             |                            |                          |                              | 50,000                       |
| 6   | Bus shelters                       | 31,816             |                            |                          |                              | 31,816                       |
| 7   | CCTV provision                     | 52,388             |                            |                          | -18,000                      | 34,388                       |
| 8   | Cemetery Building enhancements     | 139,407            |                            |                          |                              | 139,407                      |
| 9   | Cemetery enhancements              | 30,000             |                            |                          | -8,000                       | 22,000                       |
| 10  | Christmas lights infra structure   | 25,000             |                            |                          |                              | 25,000                       |
| 11  | Farmers market                     | 2,000              |                            |                          |                              | 2,000                        |
| 12  | Gostrey Meadow lighting            | 15,000             |                            |                          |                              | 15,000                       |
| 13  | Band Stand Gostrey Meadow          | 35,000             | 5,000                      |                          | -40,000                      | 0                            |
| 14  | Public Conveniences                | 10,000             |                            |                          |                              | 10,000                       |
| 15  | The Bungalow - Sandy Hill          | 12,000             |                            |                          |                              | 12,000                       |
| 16  | Tourism development                | 20,000             |                            |                          |                              | 20,000                       |
| 17  | <b>Total Earmarked Reserves</b>    | <b>537,573</b>     |                            |                          | <b>-62,000</b>               | <b>480,573</b>               |
| 18  | <b>General Fund</b>                | <b>477,344</b>     | <b>-5,000</b>              | <b>0</b>                 | <b>-45,000</b>               | <b>427,344</b>               |
| 19  | <b>Total Reserves</b>              | <b>1,014,917</b>   |                            |                          |                              | <b>907,917</b>               |

Farnham Town Council  
Mr Potter  
Town Council Office,  
South Street,  
Farnham,  
Surrey, GU9 7RN

**Graeme Clark** CPFA  
Head of Finance and Performance

When calling please ask for: Mrs Claire Gibbs

Direct line: 01483 52329

E-mail: [claire.gibbs@waverley.gov.uk](mailto:claire.gibbs@waverley.gov.uk)

Fax No: 01483 523245

DX: 58303 Godalming 1

Switchboard number: 01483 523333

Date: 10 December 2008

Dear Mr Potter

#### PARISH/TOWN COUNCIL PRECEPT 2009/2010

I attach a precept notification form which I shall be obliged if you will complete and return to me by **Friday, 16<sup>th</sup> January 2009**. However, if your Town Council does not meet to determine your 2008/2009 Precept until after this date, please supply me with your best estimate and telephone Mrs Gibbs on the above direct line number when your Council has confirmed the precept, but in any event no later than 31<sup>st</sup> January 2009.

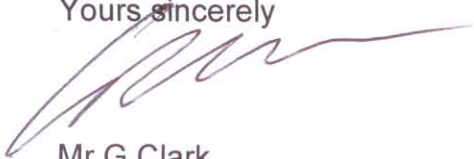
#### Council Tax Base

I would also advise you that the tax base for your Town Council for 2009/2010 is estimated to be 16,978.5 Band D equivalents.

As you are aware, you can calculate your element of the Council Tax at Band D by dividing your Precept by the Band D equivalents for your Town Council.

If you require further information please contact me or Claire Gibbs.

Yours sincerely



Mr G Clark  
Head of Finance and Performance



INVESTOR IN PEOPLE



| FARNHAM TOWN COUNCIL                |                 |                 |  |                                |                              |   |  |                          |  |                                     |
|-------------------------------------|-----------------|-----------------|--|--------------------------------|------------------------------|---|--|--------------------------|--|-------------------------------------|
| SCHEDULE OF PRECEPT OPTIONS 2009/10 |                 |                 |  |                                |                              |   |  |                          |  |                                     |
| Line No                             |                 | PRECEPT 2009/10 | Percentage increase per band D household | Percentage increase in precept | Cost to a band D Householder | Additional Cost per band D household per year | Additional Cost per monthly instalment | Additional Cost per week | Funding to be identified from reserves | Impact on projected General Reserve |
| 1                                   | Precept 2008/09 | 841,725         | 0.00                                     | 0.00                           | 49.57                        | -£0.21  | -£0.02                                 | £0.00                    | 50,738                                 | 376,606                             |
| 2                                   | See below note  | 845,190         | 0.00                                     | 0.41                           | 49.78                        | £0.00   | £0.00                                  | £0.00                    | 47,273                                 | 380,071                             |
| 3                                   |                 | 850,142         | 0.59                                     | 1.00                           | 50.07                        | £0.29   | £0.03                                  | £0.00                    | 42,321                                 | 385,023                             |
| 4                                   |                 | 854,351         | 1.08                                     | 1.50                           | 50.32                        | £0.54   | £0.05                                  | £0.01                    | 38,112                                 | 389,232                             |
| 5                                   |                 | 858,560         | 1.59                                     | 2.00                           | 50.57                        | £0.79   | £0.08                                  | £0.02                    | 33,903                                 | 393,441                             |
| 6                                   |                 | 862,768         | 2.01                                     | 2.50                           | 50.82                        | £1.04   | £0.10                                  | £0.02                    | 29,695                                 | 397,649                             |
| 7                                   |                 | 866,976         | 2.57                                     | 3.00                           | 51.06                        | £1.28   | £0.13                                  | £0.02                    | 25,487                                 | 401,857                             |
| 8                                   |                 | 871,185         | 3.08                                     | 3.50                           | 51.31                        | £1.53   | £0.15                                  | £0.03                    | 21,278                                 | 406,066                             |
| 9                                   |                 | 875,394         | 3.57                                     | 4.00                           | 51.56                        | £1.78   | £0.18                                  | £0.03                    | 17,069                                 | 410,275                             |
| 10                                  |                 | 879,602         | 4.07                                     | 4.50                           | 51.81                        | £2.03   | £0.20                                  | £0.04                    | 12,861                                 | 414,483                             |
| 11                                  |                 | 883,811         | 4.57                                     | 5.00                           | 52.05                        | £2.27   | £0.23                                  | £0.04                    | 8,652                                  | 418,692                             |
| 12                                  |                 | 888,020         | 5.07                                     | 5.50                           | 52.3                         | £2.52   | £0.25                                  | £0.05                    | 4,443                                  | 422,901                             |
| 13                                  |                 | 892,285         | 5.57                                     | 6.00                           | 52.55                        | £2.77   | £0.28                                  | £0.05                    | 178                                    | 427,166                             |
| 14                                  |                 | 892,463         | 5.59                                     | 6.03                           | 52.56                        | £2.78   | £0.28                                  | £0.05                    | 0                                      | 427,344                             |

**LINE 1**

The precept for 2009/10 based on a tax base of 16907.52

**LINE 2**

The Tax base for 2009/10 is 16,978.50. Line 2 represents the base line for calculations on the assumption that the precept would increase to £845,190 using the 2009/10 tax base.



# FARNHAM TOWN COUNCIL

# D

## Report

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### Report to

Full Council 8 January 2009

### Report of

Roland Potter (Town Clerk)

### Title

To consider the allocation of funds for the improvement of footpaths in Farnham Town Councils cemeteries

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#### REPAIRS TO FOOTPATHS IN COUNCIL CEMETERIES

**AUTHOR:**

*Roland Potter  
Town Clerk*

**PRESENTED BY:**

*Roland Potter  
Town Clerk*

**PRODUCED FOR FULL COUNCIL  
8 JANUARY 2009**

**DATE OF REPORT:  
9 DECEMBER 2008**

**SUMMARY OF KEY ISSUES**

To approve funding from earmarked reserves to repair footpaths in Upper Hale, Badshot Lea and Green Lane Cemeteries.

**Background**

The Council has a duty under Health and Safety law to assess risks in all its cemeteries. Having identified any risks the Council are required to take appropriate action if necessary.

The risk assessment includes footpaths, trees, memorials, walls and buildings within the cemeteries.

**Supporting Information**

As part of the Councils programme of Health and Safety Assessment certain footpaths in the cemeteries require attention.

The table below lists the work to be completed and the cost of the works supplied by three suppliers



| <b>Cemetery</b>  | <b>Details</b>                  | <b>Supplier A<br/>(£)<br/>50 mm<br/>thickness</b> | <b>Supplier B<br/>(£)<br/>25-35 mm<br/>thickness</b> | <b>Supplier C<br/>(£)<br/>50 mm<br/>thickness</b> |
|--|---------------------------------|---|--|---|
| Hale   | Path refurbishment 110 Sq yards | 1950.00   | 2249.00  | 4150.00   |
| Badshot Lea  | Path refurbishment 90 Sq yards  | 4580.00   | 2199.00  | 4150.00   |
| Green Lane   | Path refurbishment 140 Sq yards | 4650.00   | 2495.00  | 8700.00   |
|  | <b>TOTAL COST</b>               | <b>11,1080</b>                                    | <b>6,943</b>   | <b>17,000</b>                                     |
| <p><b>Supplier A:</b> proposes take out roots and dispose. Scarify existing surface, reshape and compact. Supply and lay by machine 50 mm thickness of 10 mm dense bituminous macadam wearing course.</p>  |                                 |   |  |   |
| <p><b>Supplier B:</b> proposes strip off existing surface, reuse suitable materials to make up levels and improve foundation, remove any surplus and unusable materials from site. Chop out surface roots encountered. Supplement with additional scalplings to reduce the camber present now and achieve a suitable surface to lay new macadam. Supply and lay 25-35 mm of new 10 mm close graded wearing course to the above prepared area and compact with mechanical roller.</p> |                                 |   |  |   |
| <p><b>Supplier C:</b> proposes to; supply all necessary plant, labour and materials to – Cut tree roots on existing footpaths, scarify existing surface, build up with limestone scalplings and consolidate, lay a 50 mm deep with 20 mm granite macadam base layer. Overlay with 25 mm deep with 6 mm granite top layer. Consolidate well.</p>  |                                 |   |  |   |
| <p><b>Financial Implications:</b><br/>The Council has a budget of £30,000 in earmarked reserves available to fund this project.</p>  |                                 |   |  |   |
| <p><b>Legal and Policy Implications</b><br/>The Council has a duty under Health and safety legislation to take appropriate action to reduce the risk identified as a result of the Council's Risk assessment</p>   |                                 |   |  |   |
| <p><b>RECOMMENDATION:</b><br/><b>For Members to consider the above report and options for repairing footpaths in the Council's cemeteries.</b></p>   |                                 |   |  |   |

9 December 2008

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

Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL

# E

## Report

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### Report to

Full Council 8 January 2009

### Report of

Roland Potter (Town Clerk)

### Title

Reception Design Concept and temporary accommodation

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| Reception Design Concept and Temporary Accommodation   |  |
|--|--|
| <b>Author:</b><br><i>Roland Potter</i><br>Town Clerk   | <b>Presented by:</b><br><i>Roland Potter</i><br>Town Clerk |
| <b>Produced for Full Council:</b><br><b>8 JANUARY 2009</b>   | <b>Date of Report:</b><br><b>29 DECEMBER 2009</b>          |
| <b>Summary of Key Issues</b><br><br><ol style="list-style-type: none"><li>1. To consider the Working Groups concept design for a new reception area and if approved, to agree the next actions.</li><li>2. To consider the observations of the Working Group regarding actions to be taken to locate staff and resources within the current rented accommodation.</li></ol>  |  |
| <b>Supporting Information: Design Concept for a Reception area.</b><br><br>The Council operates in offices which do not have adequate working space for the number of employees.<br>The Council Offices currently provide accommodation for eight officers plus one additional member of staff on a temporary contract who works from a table and lap top in the Council office. In addition to this current situation, the following pressures are being placed on the current accommodation.<br><br><ul style="list-style-type: none"><li>• As of 29 December 2008 an officer has formally returned from maternity leave to work three days per week.</li><li>• As of 10 January 2009 accommodation will be required for the new part time Finance and Asset Co-ordinator to work two days per week.</li><li>• From February the Council will be recruiting to replace a full time post which has remained vacant since the death of Mr Goddard.</li></ul> |  |

The Council has previously identified that the office accommodation is not adequate for the needs of the Council and has instructed the Town Clerk to negotiate improvements to the services available to the Council.

The reception area recently used by Waverley Borough Council has become available to the Town Council. This would provide a main reception for the Town Council, office accommodation for five members of staff and a private interview room, to be used by officers and members.

At the Town Council meeting on 13 November 2008 the Council appointed a Working Group consisting of Councillors, Fleming, Genziani and Attfield to work with the Councils officers to develop a design concept for a new office reception. The Concept was then to be returned to Full Council for approval prior to obtaining three estimates for the works.

The Working Group has undertaken a review of the reception area and has also visited a reception area at the Princes Hall in Aldershot.

The Councillors forming the Working Group have agreed that the attached concept design at **Annex A** should be returned to Full Council for consideration.

The reception desk would be constructed from materials in keeping with the design of the current building and would include an accessible area for wheelchair users. The area for the wheelchair accessible area in the attached design may change to maximise the use of office working space.

As the reception would be at the front of an open office area the reception would be secured when the offices were closed with a full metal shutter security system.

**Annex B** shows the design of the working area behind the reception which would provide a working space for two members of staff.

The area identified for the reception is the most appropriate location to provide control of access to the building. However the Working Group has recommended that the access control on the front doors should be changed to an electric push button system.

This concept presented by the Working Group does not include the reorganisation of the office area behind the reception, adjustments to the infrastructure or the purchase of additional furniture and sound screens.

### **Supporting Information: Temporary staff accommodation**

The Working Group identified the need to make temporary changes to accommodate new staff without investing in major infrastructure changes.

It is proposed that the following changes be implemented:

1. The Town Clerk will be relocated to the small office by the kitchen.
2. The current Town Clerk's office will provide accommodation for Miss C Cooper, Mrs C Sydenham, Miss W Coulter and Mrs A Owen.
3. Mrs S Rayner and Mr K Tait will be relocated into the General Office.
4. A temporary reception unit which is currently in store will be placed in the General Office to create a reception for the Town Council and desk space for Mrs G Gordon and Mrs S Tunley.

The changes will allow the maximum use of the current IT and telephone system without the need to rewire parts of the building or to use the Waverley IT system.

There will also be a need to purchase a number of screens and storage units which would be compatible with any future office changes.

**Financial Implications:**

The Financial implications are identified within the report

**Legal and Policy Implications**

Members are requested to note:

- The Health and Safety implications of failing to provide adequate and safe working spaces for members of staff.
- To create a secure working environment for staff and elected members.
- Staff at the Council work on sensitive and complicated issues which require a quiet environment which is difficult to achieve in a busy and overcrowded office.
- To develop an identifiable Town Council reception

**Farnham Town Council are requested to:**

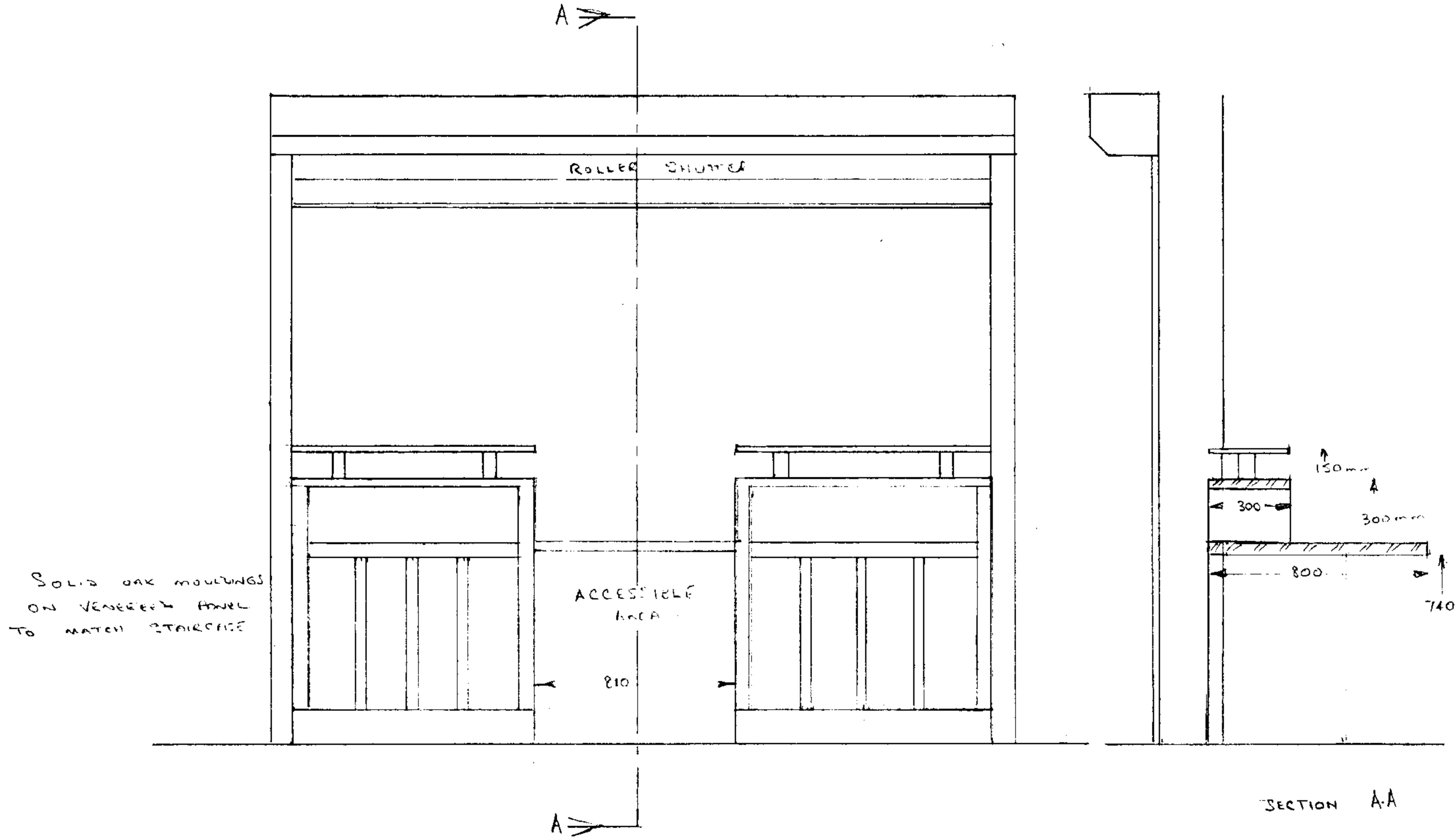
- 1. Consider the concept design as recommended by the Working Group and to recommend what actions should be taken next.**
- 2. Consider the observations of the Working Group with regard to temporary staff accommodation and to recommend what actions should be taken next.**

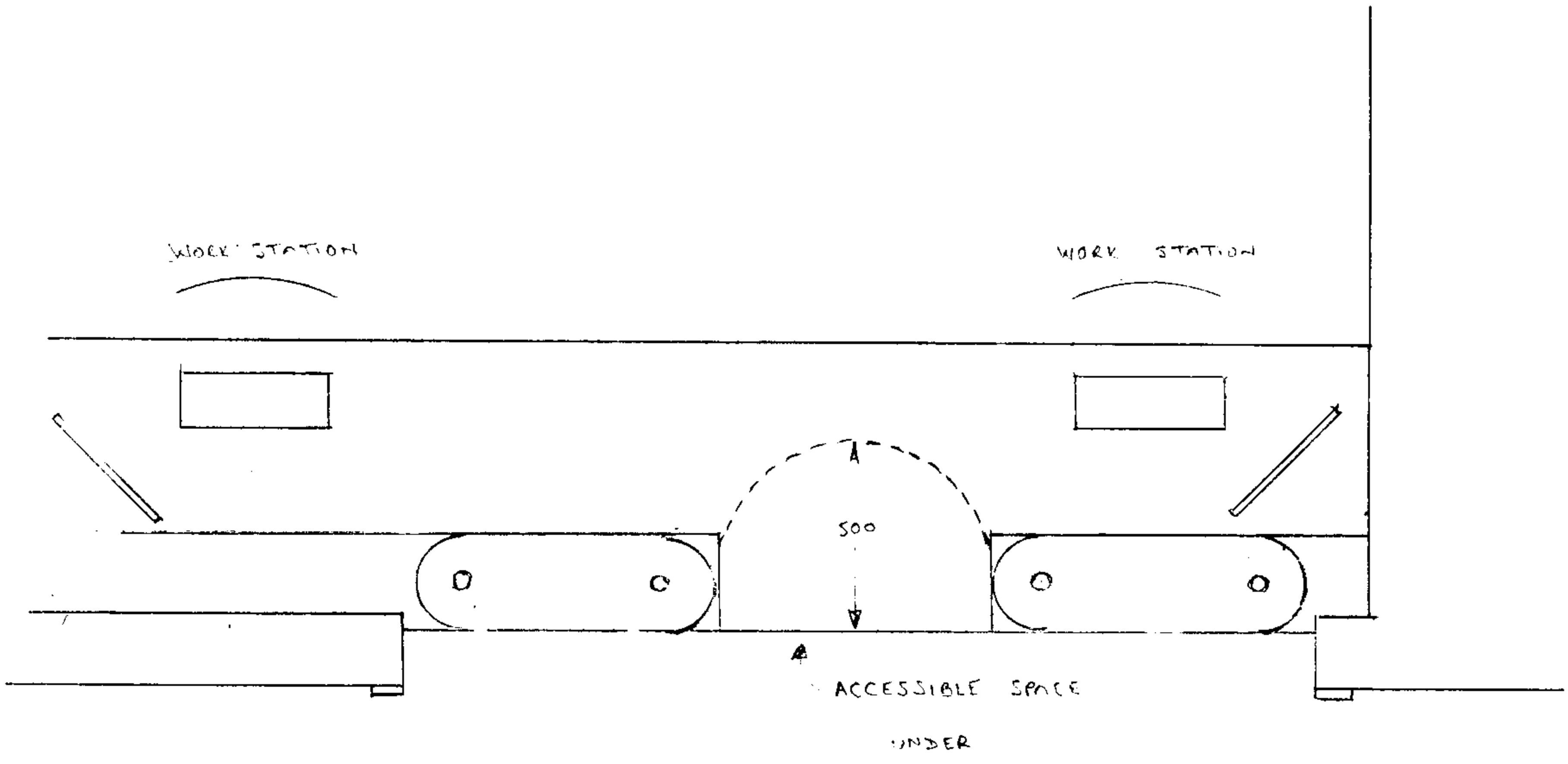
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29 December 2008

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)





**AGENDA ITEM 10**  
**APPENDIX F**

**Information available Farnham Town Council under the model publication scheme**

| <b>Information to be published</b>   | <b>How the information can be obtained</b> | <b>Cost</b>  |
|--|--|--------------|
| <p><b>Class 1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | (hard copy and/or website)                 | 10p per page |
| Who's who on the Council and its Committees  | hard copy and/or website)                  | 10p per page |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))   | hard copy and/or website)                  | 10p per page |
| Location of main Council office and accessibility details  | hard copy and/or website)                  | 10p per page |
| Staffing structure   | hard copy and/or website)                  | 10p per page |
|  |  |              |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>                                      | (hard copy and/or website)                 | 10p per page |
| Annual return form and report by auditor   | hard copy and/or website)                  | 10p per page |

**AGENDA ITEM 10**  
**APPENDIX F**

|  |                           |              |
|--|---------------------------|--------------|
| Finalised budget   | hard copy and/or website) | 10p per page |
| Precept  | hard copy and/or website) | 10p per page |
| Borrowing Approval letter  | hard copy and/or website) | 10p per page |
| Financial Standing Orders and Regulations  | hard copy and/or website) | 10p per page |
| Grants given and received  | hard copy and/or website) | 10p per page |
| List of current contracts awarded and value of contract  | Inspection only           |              |
| Members' allowances and expenses   | hard copy and/or website) | 10p per page |
|  |                           |              |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website)    |              |
| Parish Plan (current and previous year as a minimum)   | hard copy and/or website) | 10p per page |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | hard copy and/or website) | 10p per page |
| Quality status   | hard copy and/or website) | 10p per page |
| Local charters drawn up in accordance with DCLG guidelines   | hard copy and/or website) | 10p per page |
|  |                           |              |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)   | (hard copy or website)    |              |
| Current and previous council year as a minimum   |                           |              |



**AGENDA ITEM 10**  
**APPENDIX F**

|  |                           |  |
|--|---------------------------|--|
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | hard copy and/or website) | 10p per page                               |
| Agendas of meetings (as above)   | hard copy and/or website) | 10p per page no charge for current meeting |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.   | hard copy and/or website) | 10p per page                               |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.  | hard copy and/or website) | 10p per page                               |
| Responses to consultation papers   | hard copy and/or website) | 10p per page                               |
| Responses to planning applications   | hard copy and/or website) | 10p per page                               |
| Bye-laws   | hard copy and/or website) |  |
|  |                           |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only  | (hard copy or website)    | 10p per page                               |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements | hard copy and/or website) | 10p per page                               |

**AGENDA ITEM 10**  
**APPENDIX F**

|   |  |              |
|---|--|--------------|
|   |  |              |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services<br/>           Equality and diversity policy<br/>           Health and safety policy<br/>           Recruitment policies (including current vacancies)<br/>           Policies and procedures for handling requests for information<br/>           Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | hard copy and/or website)  | 10p per page |
| Information security policy   | hard copy and/or website)  | 10p per page |
| Records management policies (records retention, destruction and archive)  | hard copy and/or website)  | 10p per page |
| Data protection policies  | hard copy and/or website)  | 10p per page |
| Schedule of charges )for the publication of information)  | hard copy and/or website)  | 10p per page |
|   |  |              |
| <b>Class 6 – Lists and Registers</b>  | (hard copy or website; some information may only be available by inspection) |              |
| Currently maintained lists and registers only   |  |              |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)  | Inspection only  |              |
| Assets Register   | Inspection only  |              |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)  | Inspection only  |              |
| Register of members' interests  | hard copy and/or website)  | 10p per      |

**AGENDA ITEM 10**  
**APPENDIX F**

|  |  |              |
|--|--|--------------|
|  |  | page         |
| Register of gifts and hospitality  | Inspection only  |              |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection) |              |
| Allotments   | hard copy and/or website)  | 10p per page |
| Burial grounds and closed churchyards  | hard copy and/or website)  | 10p per page |
| Community centres and village halls  | hard copy and/or website)  | 10p per page |
| Parks, playing fields and recreational facilities  | hard copy and/or website)  | 10p per page |
| Seating, litter bins, clocks, memorials and lighting   | hard copy and/or website)  | 10p per page |
| Bus shelters   | hard copy and/or website)  | 10p per page |
| Markets  | hard copy and/or website)  | 10p per page |
| Public conveniences  | hard copy and/or website)  | 10p per page |
| Agency agreements  | hard copy and/or website)  | 10p per page |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  | hard copy and/or website)  | 10p per page |
|  |  |              |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised   |  |              |

**AGENDA ITEM 10  
APPENDIX F**

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| in the lists above |  |  |
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**Contact details:**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ ..p per sheet (black & white) | Actual cost *  |
|                          | Photocopying @ ..p per sheet (colour)        | Actual cost  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation (quote the actual statute) |
|                          |  |  |

**AGENDA ITEM 10  
APPENDIX F**

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|--------------|--|--|
| <b>Other</b> |  |  |
|              |  |  |

\* the actual cost incurred by the public authority



# FARNHAM TOWN COUNCIL

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## Report

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### Report to

Full Council 8 January 2009

### Report of

Wendy Coulter (Committee and Members Services Coordinator)

### Title

Consultation on the Issues Facing Rural Surrey From 2009 to 2014

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#### Issues Facing Rural Surrey From 2009 to 2014

**AUTHOR:**

Wendy Coulter  
Committee and Members Services  
Coordinator

**PRESENTED BY:**

Wendy Coulter  
Committee and Members Services Coordinator

**PRODUCED FOR FULL COUNCIL  
8 JANUARY 2009**

**DATE OF REPORT:  
30 DECEMBER 2008**

**SUMMARY OF KEY ISSUES**

The Consultation has been prepared by the Surrey Rural Partnership as part of a review of the Surrey Rural Strategy 2003. The consultation addresses some of the issues currently faced by the rural areas of Surrey and suggests some actions which could be taken over the next five years to address the issues.

**Supporting Information**

The Surrey Rural Partnership is requesting member's views on 20 headings on the consultation on the Surrey Rural Strategy 2003.

The headings are as follows:

1. Vision, Aims and Objectives: Comments

*(Members are requested to consider whether the goals, aims and objectives of the 2003 Rural Strategy are still relevant and applicable, or should there be a new vision and objectives?)*

2. Rural Communities

*(Members are requested to consider whether they have any further comments for this section. A suggestion is that Town and Parish Council's are a strength as well as an*

*opportunity)*

3. Parish and Town Councils and Community Organisations  
*(Members are requested to consider the suggested actions. Farnham Town Council already works with other Town and Parish Councils to share information, knowledge and training. Farnham Town Council also works closely with SCAPTC and the SLCC to work with other parishes).*
4. Local Services for Local People  
*(Members are requested to consider the suggested actions. Healthchecks are useful tools. SCAPTC may be able to provide information to Town and Parish Councils on how to carry out successful Healthchecks)*
5. Libraries and Information  
*(Members are requested to consider the suggested actions).*
6. Education and Young People  
*(Members are requested to consider the suggested actions).*
7. Health and Social Care  
*(Members are requested to consider the suggested actions).*
8. Crime, Community Safety, Fire and Emergencies  
*(Members are requested to consider the suggested actions).*
9. Housing  
*(Members are requested to consider the suggested actions)*
10. Transport  
*(Members are requested to consider the suggested actions)*
11. Rural Economy  
*(Members are requested to consider the suggested actions)*
12. Rural Towns  
*(Members are requested to consider the suggested actions)*
13. Rural Businesses  
*(Members are requested to consider the suggested actions)*
14. Tourism  
*(Members are requested to consider the suggested actions)*
15. Farnham, Food, Forestry and Horticulture  
*(Members are requested to consider the suggested actions)*
16. Rural Environment  
*(Members are requested to consider the suggested actions)*
17. Planning, Minerals and Waste and Countryside Management  
*(Members are requested to consider the suggested actions)*
18. Heritage and Landscape  
*(Members are requested to consider the suggested actions)*
19. Nature Conservation Including Woodlands  
*(Members are requested to consider the suggested actions)*

20. Recreation and Access

*(Members are requested to consider the suggested actions)*

**Financial Implications:**

There are no financial implications to this report

**Legal and Policy Implications**

All legal and policy implications are identified within the consultation document

**RECOMMENDATION:**

- 1. To agree comments in response to the consultation document.**

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30 December 2008

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)



# **Surrey Rural Partnership Rural Strategy Review 2008/09**

**A Review of the Surrey Rural Strategy 2003**

**CONSULTATION ON THE ISSUES  
FACING RURAL SURREY FROM 2009 TO 2014**

**December 2008**



## CONSULTATION ARRANGEMENTS

This document has been prepared by the Surrey Rural Partnership\* as part of a review of the Surrey Rural Strategy 2003. The document sets out some of the issues currently facing the rural areas of Surrey and suggestions for some actions which could be taken over the next five years to address the issues.

Views are invited on the issues and suggested actions. Are these the main issues or are there others? Are the suggested actions appropriate or are there other actions which could be taken?

Following this consultation and based on responses received the Rural Partnership will prepare a new Rural Strategy to follow the 2003 Strategy. The Rural Partnership will issue a draft of the new Strategy in summer 2009 for public consultation. Once the new Rural Strategy is finalised and agreed the Rural Partnership will oversee its implementation.

Comments on this report are invited and your views would be welcomed. Please return comments on the separate 'Consultation Response Form'. Comments should be sent by 20 February 2009: by email to [linda.mcmahon@surreycc.gov.uk](mailto:linda.mcmahon@surreycc.gov.uk) or by post to:

Linda McMahon  
Countryside  
Surrey County Council  
Room 365  
County Hall  
Penrhyn Road  
Kingston upon Thames  
Surrey KT1 2DN

If you have any questions please phone Linda on 020 8541 9011

\* The Surrey Rural Partnership is referred to in paragraph 2 below. The constituent organisations of the Surrey Rural Partnership are set out in Appendix 1



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## **INTRODUCTION**

### **Surrey's Rural Strategy 2003**

- 1 The Surrey Rural Strategy was published in October 2003. It was preceded by three Countryside Strategies which were produced in 1990, 1994 and 1997. The Rural Strategy aimed to take a more inclusive approach to all rural issues in Surrey and in particular to issues facing rural communities. Although the County Council led the preparation of the Rural Strategy all the bodies active in work in the rural areas of Surrey were involved in its development and drafting and subsequently involved in its implementation. The Rural Strategy set out a policy approach to delivery of public services in rural areas based on the Government's Rural White Paper 2000. Building on the previous Countryside Strategies it also highlighted key issues facing rural Surrey and through partnership working promoted action to deal with these issues. Much has been achieved in implementing the Rural Strategy over the last five years, and some of the achievements are referred to in subsequent sections of this document.

### **Surrey Rural Partnership**

- 2 The Surrey Rural Partnership was formed in 2007; the organisations currently constituting the Partnership are set out in Appendix 1. The Partnership brings together all the organisations with a concern for the future of rural Surrey. The Partnership acts as a rural voice in the County including with the Surrey Community Strategy, the Local Area Agreement and other strategic processes. A "refreshed" Rural Strategy, following this review, will now provide a framework for the Rural Partnership's policy approach and for its future work programme. The Surrey Community Strategy is being revised and as part of this process there is a need to decide rural issues to be addressed, and priorities and targets. The Rural Partnership is accepted as one of the consultative and delivery partnerships of the Surrey Strategic Partnership and a refreshed Rural Strategy will be a constituent part of the Surrey Community Strategy.

### **Information and Evidence**

- 3 Much of the information base in the 2003 Rural Strategy is still relevant as are many of the action plans - many of which are still being implemented. However since 2003 there have been a number of new developments, including Acts of Parliament, new regional and local strategies and survey reports, and new programmes begun. Some of these are listed in Appendix 2. The review of the Rural Strategy needs to take account of these documents and programmes, together with other relevant information, and relate them to current rural needs in Surrey.

### **Reviewing the Rural Strategy**

- 4 In May 2008 the Surrey Rural Partnership agreed a project brief for a review of the Rural Strategy. In June 2008 four workshops were held for members of the Rural Partnership and representatives of partner organisations to discuss and agree current issues in rural Surrey and possible actions to address these issues. This forms the basis of the material now set out in this Issues report. Following the public consultation on this report the Rural Partnership will prepare a new draft Rural Strategy which will be issued for public consultation in summer 2009. Once the

new Rural Strategy is finalised and agreed the Rural Partnership will oversee its implementation.

- 5 The next part of this document discusses the vision, aims and objectives of a Rural Strategy. The remainder of the document sets out some of the main issues and some suggestions for action which could be taken over the next five years. Following the framework of the 2003 Rural Strategy the material is set out under three main headings: rural communities, rural economy and rural environment.



## **VISION, AIMS AND OBJECTIVES**

### **Vision**

- 6 The Rural Strategy is for:
- those who live or work in rural areas
  - those who live in urban areas and who value the countryside for recreation and its special 'sense of place'
  - those who visit from outside the County.
- 7 The character of Surrey's countryside is special. This character is an economic as well as environmental asset and attracts people to want to live there and visit and attracts new businesses to Surrey. Developing local solutions to rural community issues is also important. The overall goals as set out in the 2003 Surrey Rural Strategy were:
- the character of the countryside will be conserved and enhanced
  - rural communities will be as self reliant as possible.
- 8 The 2003 Rural Strategy sought to respond to people's needs and aspirations and to guide necessary change. Actions arising from the Strategy were tailored to the needs of individual rural communities, shaped by local people's views and sustainable.

### **Aims and Objectives**

- 9 Arising from the Vision the aim of the 2003 Rural Strategy was:
- to promote actions which work towards the achievement of a more sustainable future, whether social, economic or environment for Surrey's rural areas.
- 10 The objectives of the 2003 Rural Strategy were:
- to promote thriving rural communities with a high level of self reliance and security, and good access to high quality public services
  - to encourage a diverse and vibrant rural economy supporting stable levels of employment
  - to conserve the rural environment in sustainable ways, to enhance it where appropriate, maintain and improve biodiversity and enable local people and visitors to enjoy it for leisure and recreation
  - to ensure the active participation of all those concerned with actions to sustain Surrey's rural communities, rural economy, rural environment and countryside access.
- 11 Are the goals, aims and objectives of the 2003 Rural Strategy still relevant and applicable, or should there be a new vision and objectives?

## RURAL COMMUNITIES

### Introduction

- 12 About a quarter of the Surrey population (total about 1 million) lives in rural areas. Rural communities in Surrey vary from a few houses with no local services to very large villages and small towns with a full range of services. Their social composition also varies from London dormitories to self-sufficient entities. The issues facing rural communities in Surrey therefore vary widely. Although many rural communities are less self-sufficient than they were, many have a strong sense of self-reliance and much voluntary activity. Nevertheless many local services in rural communities are either in decline or have migrated to rural towns or urban areas.
- 13 There are a large number of statutory and voluntary organisations involved in working with rural communities and many departments and area offices of organisations such as County, borough and district councils and the health authorities. There are a number of factors common to all agencies working in rural areas of Surrey. These factors include higher costs of delivery of public services compared to urban areas, difficulties of getting people to services or services to people and difficulties in recruiting and retaining staff particularly with high housing costs.
- 14 Rural communities are subject to a number of trends including a rising proportion of older people, a decrease in younger people and the less well off, costs of fuel and food increasing, and increasing reliance on migrant workers. These trends have implications on demand for older people's housing and care services, take up of places in primary schools, travel and access to services and use of local facilities and availability of local employment.
- 15 The table below sets out, in general, some strengths, weaknesses, opportunities and threats for rural communities in Surrey.

## Rural Communities: SWOT Analysis

|  |  |
|--|--|
| <p><b>Strengths</b><br/>         Established and cohesive communities<br/>         Community spirit<br/>         Relative affluence<br/>         Low crime rate<br/>         Communication links<br/>         High levels of employment</p>  | <p><b>Opportunities</b><br/>         Affordable housing<br/>         Parish councils - can be local voice<br/>         IT/home working<br/>         Community ownership of shops, PO's, pubs, etc<br/>         New grants programmes</p>   |
| <p><b>Weaknesses</b><br/>         Lack of affordable and sheltered housing<br/>         High age profile. Shortage of labour<br/>         Resistance to change<br/>         Lack of activities/access for young people<br/>         Lack of social care<br/>         Dormitory villages. Hidden deprivation<br/>         Difficulties of access to some services: health and education</p> | <p><b>Threats</b><br/>         Government focus on urban areas<br/>         Lack of affordable housing<br/>         Closure of village shops and post offices<br/>         Climate change/pressures on resources<br/>         Energy costs<br/>         Growing affluence gap –outward migration of young people</p> |

### Parish and Town Councils and Community Organisations

- 16 There are 88 parish and town councils and parish meetings in Surrey and many more community organisations including residents associations. Partnership working with the County, borough and district councils has been increasing and the Surrey County Association of Parish and Town Councils (SCAPTC) promotes co-operation and best practice
- 17 Since 2003 SCAPTC has had a Local Council Development Officer, SCAPTC membership has increased and the number of “quality” parishes, under the Government’s scheme, has increased.

### Issues

- 18 Parish and town councils in Surrey are very variable in their capacity, visibility, willingness and ability to harness and use resources and their training needs. In addition in some places there can be considerable lack of local interest, involvement and support for community organisations.

### Suggested Actions

- 19 SCAPTC and other umbrella organisations could promote a positive image of community organisations and emphasise opportunities for local action. Clerks and parish council members benefit from training and acquiring relevant skills. Parish planning is a powerful tool leading to greater understanding of local needs and possibilities. Clustering of parishes and local organisations can help in sharing experience and co-ordinating local action. There is an important role for newsletters and other communication to feedback news on initiatives to local residents and promote interest and engagement.

## **Local Services for Local People**

- 20 Rural towns and villages vary in their range of local services. Local services can include shops, banks, post offices, village or community halls, information sources, leisure facilities, libraries, education and training, childcare, youth centres, health and social care. However there has been a migration of local services away from rural areas. Loss of services can affect some people severely – particularly those without access to their own transport - including the low paid and unemployed, young people and older people.
- 21 Since 2003 32 parish plans and 8 rural town healthchecks have been carried out. These are community appraisals analysing the needs and opportunities of rural communities, leading to a wide range of appropriate local action. They have provided an essential link between local communities and local authority plans and strategies, influencing the prioritisation of County, borough and district council resources.

### ***Issues***

- 22 Parish plans and rural town healthchecks have proved very successful across Surrey. However these local initiatives need guidance and support in setting up and with implementation. This role is provided by Surrey Community Action, but funding support for this work needs to continue. The Government’s policy emphasis on urban centres continues to lead to loss of local services in rural areas.

### ***Suggested Actions***

- 23 The work to guide, support, promote, develop and implement parish plans and rural town healthchecks needs to continue as a priority. Local community groups should be encouraged to share experience of ways of tackling problems and good practice. Guidance also could be offered on ways of recruiting and retaining local volunteers and issues such as health and safety and insurance. Support could be offered for ways of tackling important local issues such as planning policies on change of use. There is much experience in Surrey and elsewhere, which could be shared, on options available to sustain rural services , including co-location and community hubs, the development of mobile solutions for service delivery and business and service networks.

## **Libraries and Information**

- 24 Library and information services are an important resource for both urban and rural communities. In addition to 52 libraries, some of which are in rural towns, there are 6 mobile libraries in Surrey. A policy priority for the County Council as library authority is “maintaining provision to rural areas and using technology to improve information about the services available”. Special services are provided for residential homes, older people, people with disabilities and the housebound.
- 25 Access to information communication technology is particularly important to rural communities. Since 2003 training had been provided by Tech it Up across rural Surrey to enable people to access information on-line.

## ***Issues***

- 26 There is considerable lack of public awareness of the resources, including information technology, now available through libraries. Access to libraries, opening hours and availability of mobile libraries are issues in some rural communities. There is much potential for greater use of community advice bureaus (CABs) but availability is restricted to the main towns. There is also potential for extended access to ICT, eg by mobile internet.

## ***Suggested Actions***

- 27 Libraries could be promoted as community hubs and joint ventures between the local authorities and other agencies. Similarly village and community halls could be used for a multiplicity of purposes including learning and support such as computer clubs. There are examples of funding improved broadband access in rural areas which could be drawn upon, eg radio-based internet access and wi-fi.

## **Education and Young People**

- 28 Although schools are often at the heart of rural communities, some are comparatively small and may lack staff and facilities. However there is often a high level of commitment, community support and achievement. There is potential for shared use of school premises. Schools also can be at some distance from where pupils live. Provision and access to childcare, youth training and youth facilities can similarly be issues in rural areas.
- 29 Since 2003 there has been an increase in co-operation between rural schools, a Rural Childcare Action Plan has been prepared and implemented and there has been a focus by the Surrey Connexions Service on provision of youth training and facilities in rural areas. By 2010, 77 children's centres will have been created in Surrey supporting families with young children. Many are in rural areas. Two mobile centres specifically cater for areas in the south of the County. Parish planning at local level has resulted in an increase in youth clubs, youth magazines, walking buses and joint working between schools and the community.

## ***Issues***

- 30 Lack of staff, facilities and activities continues to be an issue in some rural schools and also travel distances and local school traffic problems. Lack of opportunities for young people in rural parts of Surrey, including lack of appropriate careers advice is widely perceived as an issue resulting in young people moving away from rural areas.

## ***Suggested Actions***

- 31 Surrey County Council could review its schools admissions policy and local choice of schools to consider whether this could affect dispersal of young people from rural areas. Consideration could also be given to extending mobile services and more co-ordination of existing provision. Schools usage could be extended further into breakfast and evening clubs and for other age groups. Drop off arrangements at some schools need to be improved. Careers advice could give greater emphasis to local employment possibilities in rural areas.

## **Health and Social Care**

- 32 Access to hospitals and health centres can often be a particular problem for older people and people with disabilities in rural areas. Generally there are more older people than in urban areas, a lack of GP surgeries and pharmacies, costs of transport to services are higher in rural areas, users and carers can be more isolated and wheelchair use can be impossible. There can be difficulties in home based care provision which can lead to delays in people leaving hospital and also can prevent people being given assistance to remain in their own homes.
- 33 Since 2003 the health service in Surrey has been reorganised. Rural issues were recognised and addressed in the 2007 Surrey Health Strategy. Health issues also are being addressed through the Surrey Local Area Agreement and rural interests have a voice on the Health and Well-being Group. There has been an increase in the number of Good Neighbour schemes supporting older people in rural Surrey to live independently.

### ***Issues***

- 34 Difficulties continue in accessing health and social care services in some parts of rural Surrey and some older people continued to be very isolated. This is exacerbated by a lack of central government funding for these services in Surrey and often by a decline in community interest and support in some commuter villages.

### ***Suggested Actions***

- 35 Parish planning has been successful in capturing local issues on this topic and as a means of bringing specific needs and issues to the attention of health and social care providers. Communities could themselves develop local solutions to some of these problems. Communities could produce booklets on services and facilities available in the local area, publicise what is available, lobby service providers on closure of services, organise voluntary car schemes, Good Neighbour and other schemes to tackle isolation and provide support to individuals. Advice and guidance could be provided to local community organisations on how to best organise and provide such schemes.

## **Crime, Community Safety, Fire and Emergencies**

- 36 Fear of crime is often a concern in rural areas even though crime rates are lower than in urban areas. Membership of Neighbourhood Watch schemes tends to be higher in rural areas. Parish and town councils can be influential in promoting community safety measures including the introduction of CCTV, where there is a real need. Organisation of fire services in rural areas continues to rely on retained personnel.
- 37 Since 2003 there have been a series of emergencies in rural Surrey, including major woodland and heathland fires, flooding and foot and mouth disease. Good emergency plans enabled these incidents to be dealt with in a co-ordinated way, although lessons have been learnt. The pathfinder project has enabled quicker responses to emergencies such as fires. Parish plans have identified specific needs in some areas which has led to an increase in the number of Policy and Community

Safety Officers in rural Surrey and the development of specific initiatives including speedwatch, youth activities and tack marking.

### *Issues*

- 38 Fear of crime and the need for local reassurance continues to be an issue, together with a lack of local police presence in many rural areas. Youth crime, speeding, litter and fly tipping are specific issues in some areas. The centralisation of the fire service, although providing benefits including economies of scale and increased co-ordination, nevertheless gives rise to concern in some rural communities about availability and response times.

### *Suggested Actions*

- 39 Better local communication is necessary to address fear of crime. Newsletters could provide feedback to local people and could inform them about levels and types of crime and preventative measures. Again local communities could often find and arrange local solutions, particularly when given appropriate advice. Police, fire and emergency services need to work with community groups on solutions to local issues.

### **Housing**

- 40 Demand for housing and the cost of housing are Surrey-wide issues but in many ways are worse or more exaggerated in rural areas. There has been growing demand for new housing in rural areas driven to a large extent by the attractiveness of the rural environment. Local people and rural workers are often priced out of the housing market in rural areas. The lack of affordable housing can affect public service delivery, the viability of rural businesses and the specific housing needs of older people. The Government sponsored Matthew Taylor review, recently completed, has made a number of recommendations for changes to improve the delivery of affordable housing in rural areas. The current recession is likely to impact on new housing for some time.
- 41 Since 2003 the Rural Strategy has continued to promote an approach which is based on establishing the housing need of individual communities. The Surrey Rural Housing Group has advised the Surrey Rural Housing Enabler who has provided support to local housing needs surveys. Housing surveys often have been linked to parish plans. The number of rural affordable housing schemes has increased. These schemes have been developed as a result of local surveys leading to specific local proposals.

### *Issues*

- 42 Despite progress, lack of affordable housing continues to be a top issue in rural Surrey and this is complicated by the mechanisms which need to be used to deliver successful schemes. Planning policies can hinder provision of affordable homes in rural areas as can local resistance. Other issues include the building of new housing developments which may be inappropriate to the character of the local area, the extension of existing properties leading to a decrease in availability of small properties and the lack of key-worker housing in some areas. There also is a worry

amongst some about the possible impact on the rural parts of Surrey of the Government's targets for new house building in the South East.

### ***Suggested Actions***

- 43 Housing and planning policies applied by local authorities have a significant impact. Some local authorities have policies that limit the extension of houses, protect the existing stock of affordable homes and are proactive in increasing provision of affordable houses. This positive approach could be applied in other authorities. There is potential for increasing awareness at all levels of local government of good examples of practice and for raising the profile of the need for and means of achieving more affordable housing in rural areas. Recommendations in the Mathew Taylor report could be implemented locally.

### **Transport**

- 44 Transport also is a major issue in rural areas and cuts across many other issues including access to local services, education, health and social services and leisure. Car ownership and availability are both higher in Surrey than the national average. This affects the viability of public transport, but lack of this then can be a problem, particularly for young people, older people and people with disabilities. The volume and speed of traffic in rural areas is increasing, bringing an increase in road traffic injuries and difficulties for vulnerable road users including walkers, cyclists and horseriders.
- 45 Since 2003 the County Council's new Local Transport Plan (LTP2) specifically addressed rural issues. The County Council's network management and information centre allows people to access information about public and community transport. The Pegasus bus scheme has been a success. The Rural Transport Partnerships have developed specific services such as Wheels to Work to enable young people to get to work, and demand-responsive bus services. The Chobham Travel Plan has piloted an approach to looking at the specific needs of local areas. The number of voluntary car schemes, co-ordinated by Surrey Community Action, has grown to over 80 across rural Surrey.

### ***Issues***

- 46 Community led solutions to local transport issues need support. Awareness and availability of information about public and community transport is an important issue and is linked to the success or otherwise of persuading people to use transport other than their own cars. Lack of parking at public transport hubs, such as railway stations, can be a major local issue. Cycling is growing in popularity but there is a continuing need for more cycle lanes and cycle tracks. Maintaining rural roads is an ongoing issue.

### ***Suggested Actions***

- 47 Community led solutions need support including a longer term approach to funding and consideration of their sustainability. Linking with corporate and partnership schemes can work in specific circumstances. Travel plans could promote local solutions including arrangements for access to stations where there is insufficient parking. Public awareness of the availability of local schemes needs to be increased



and maintained, information, training and other support made available to volunteers and organisers. Fluctuations in fuel prices may lead to a growth in popularity of public/community transport. Examples of good practice need to be shared and used where appropriate.

## RURAL ECONOMY

### Introduction

- 48 Patterns of work in rural Surrey continue to change: specifically more people work in rural areas and there has continued to be a growth in home working. Rural residents earn more in Surrey than the national average. This is partly because of the tendency for many to commute to jobs in towns. There are strong economic and social links between rural towns and their rural hinterlands and the trend for rural businesses to migrate to the towns has continued.
- 49 There have been changes in the ways in which rural businesses in Surrey are supported and advised. The County Council's Economic Development Office has been closed. Business Link Surrey continues to offer advisory services and the South East Economic Development Agency's (SEEDA) role has expanded – and in Surrey new funding programmes such as LEADER have been made available. The Surrey Economic Partnership continues to play an important role making the case on behalf of Surrey business to regional and national Government, working on cross border issues such as Gatwick and Heathrow and promoting local Surrey based programmes. The Economic Partnership recognises the importance of Surrey's rural economy and the significance of the high quality rural environment to all Surrey residents and businesses.
- 50 Businesses in Surrey are subject to a number of trends including increasing costs of fuel, feed, fertilisers etc, increasing value of land, increasing opportunities for micro businesses and home working, the increasing popularity of local food, recycling and internet access. These trends have implications for business opportunities, business viability and the need for skills training.
- 51 Some of the main strengths, weaknesses, opportunities and threats for Surrey's rural economy are set out in the table below.

## Rural Economy: SWOT Analysis

|  |  |
|--|--|
| <p><b>Strength</b><br/>         Beautiful countryside – attracts visitors and businesses<br/>         Proximity to big markets – Surrey towns and London<br/>         Guildford/Egham/Staines – recession resistant, strong economies<br/>         Diverse economy<br/>         Commuters bring money into Surrey<br/>         External investment<br/>         Good transport/access infrastructure</p> | <p><b>Opportunities</b><br/>         Housing targets and infrastructure<br/>         Educate commuters to buy/spend locally<br/>         Promote local businesses/services to new residents<br/>         LEADER programme to promote diversification<br/>         Internet shopping: local businesses sell widely<br/>         IT/new technology – living, working in rural areas<br/>         Strong voluntary/community sector can fill gaps</p> |
| <p><b>Weaknesses</b><br/>         Some low incomes<br/>         Transport/access difficulties<br/>         Difficulties of access to some services: education and training, banking, post offices<br/>         Dependence on London economy<br/>         Low level of local food production<br/>         Relatively fewer agricultural holdings<br/>         NIMBYism towards new development</p>        | <p><b>Threats</b><br/>         Climate change/flooding<br/>         Diseases – foot and mouth/Blue Tongue/habitat diseases<br/>         Loss of/change in use of rural facilities – shops, pubs, Pos<br/>         Housing targets – complexity of where/what<br/>         Cost of living for young people – external migration<br/>         Mobile society/lack of affinity to local communities</p>   |

## Rural Towns

- 52 There is a high level of interdependence between towns and surrounding countryside in Surrey. However the significance of this role as a service centre varies from town to town and a number of “dormitory” settlements do not act as centres. In general rural towns have a crucial role in the development of the rural economy including providing markets for local products and services, providing access to retail, professional and public services, being a focus for public transport and being cultural centres. Rural towns often also provide affordable houses for countryside workers. The South East Rural Towns Partnership has successfully co-ordinated assistance to rural towns over a number of years to help develop self-help local solutions.
- 53 Since 2003 Surrey has had a Rural Towns Co-ordinator who has supported the development and implementation of 8 rural town healthchecks funded by SEEDA. Healthchecks work through wide local consultations which establish the needs of the town, prepare and agree a plan and promote follow up action on the ground, supported by regional funding. The Surrey rural towns programme now comes under the oversight of the Surrey Rural Partnership.

## *Issues*

- 54 In some places the character of rural towns has changed considerably as a result of development meeting the needs of local people. With the trend to centralisation some rural towns have lost services and facilities. Level of rents and planning difficulties can be of concern to some businesses. Maintaining an appropriate retail mix can be a headache and loss of independent businesses and closure of shops is an issue in some places. Traffic congestion is a major issue in a number of towns coupled with availability of parking and lack of alternatives to the private car.

## *Suggested Actions*

- 55 Pre-eminently there is a need to maintain and enhance the Surrey rural towns programme, build on its successes and encourage and support more communities to undertake and implement rural town healthchecks. It could be important to feed back to SEEDA the success and added value of their funding. Further work to study local transport needs which lead to local transport plans for rural towns could be done. This could include local parking issues. Local evidence also needs to feed into the next review of the Surrey Local Transport Plan. In some places an approach based on clustering areas to deal with transport needs could be effective. Initiatives such as car sharing could be developed in appropriate circumstances.

## **Rural Businesses**

- 56 In Surrey there is now a vast range of rural businesses in addition to farming, food and tourism: shops, workshops, distribution, ICT enterprises, public services including childcare and education, manufacturing, real estate, company headquarters and other offices. Internet based businesses and working from home has thrived. However, Surrey's relative affluence can undermine rural businesses such as village shops, post offices, pubs and garages, which in some places have been in long term decline. Business Link Surrey has continued to provide advisory services to rural businesses and through the work of Connected Surrey Broadband has been extended to many parts of the County.

## *Issues*

- 57 Local rural businesses suffer from more general Surrey economic issues including recruitment and retention of staff, skills shortages, lack of affordable housing, cost of land and property, cost of renting space for small producers and currently the credit crunch. These issues can affect the cost of service delivery and reduce competitiveness. The capital value of land and buildings is a particularly big issue which can result in the sale of businesses for more profitable uses. However there are many strengths and opportunities to build on, including local creative/IT skills and the growing visitor economy. To make the most of the opportunities there is a need for rural businesses to be able to adapt to changing demand, be supported by local planning policies and be supported by local people taking a positive attitude.

## *Suggested Actions*

- 58 The Surrey Rural Partnership could lead a campaign to promote and support local rural businesses and continue to engage with funding programmes such as LEADER and promote Surrey needs with SEEDA. Availability of advisory services could be

reviewed to ensure that needs are being met. Self help including social/business networks could be supported and where appropriate the development of service hubs. Developing further electronic infrastructure and support including support to develop websites could be investigated.

## **Tourism**

- 59 Tourism and leisure services are one of the main growth sectors of the rural economy. The beauty and accessibility of the Surrey countryside has for long been known in Surrey and in London, but awareness is gradually spreading to other areas including in Europe. Many jobs and small businesses, particularly in rural towns as well as well as in the countryside, are underpinned by tourism income. Promoting local food and local services has become an important part of the visitor appeal. The Surrey Tourism Group set up to promote tourism, including rural tourism, now has become the Visit Surrey Partnership. This brings together tourism providers with the main local authorities and the Surrey Hills Board to work together to promote Surrey as a destination. Their work is underpinned by support, including a common reservations facility, provided by Tourism South East.
- 60 Since 2003 Tourism South East and the County Council have undertaken studies which show the economic importance of tourism in Surrey and set out ways of sustainably managing impacts to the environment and rural communities. The Surrey Hills and the Thames corridor are recognised as important tourist destinations in Surrey and both areas have had increased promotion. In both areas promotions by train companies have proved popular.

## **Issues**

- 61 There is a big need to develop infrastructure to support increased rural tourism in Surrey including parking, toilets, signing, holiday accommodation and access to information about travel to and within Surrey. Sustainable transport for tourists to rural destinations without use of cars, continues to be an important issue. The tourism industry in Surrey lacks locally based tourism officers and there continues to be a need for training including in customer service skills. There are many opportunities including to develop on-farm facilities, equestrian and cycling tourism but some of this requires a flexible attitude in local planning authorities.

## **Suggested Actions**

- 62 The Visit Surrey Partnership is now the clear focus for promoting tourism in Surrey including collecting evidence of needs and opportunities. There is potential to influence decision makers such as the local planning authorities and the highway authority, including within the next review of the Local Transport Plan. Increased marketing of Surrey could include promoting interest in Surrey's cultural heritage, landscape and wildlife and this also would bring benefits for Surrey residents – local people can be tourists in their own County.

## **Farming, Food, Forestry and Horticulture**

- 63 Although farming and forestry account for only a small proportion of the County's total gross domestic product their impact on the maintenance of the landscape is significant. Horticulture is particularly important in Surrey. The interconnectedness

of farming and food has been emphasised both nationally and regionally and there is a South East Food and Farming Strategy. Changes in the Common Agriculture Policy have been working through, including the successful bid to organise a LEADER programme to promote and support rural diversification in Surrey. Although farm and horticulture businesses have continued to experience some difficulties, sentiment and profitability has improved over the last ten years. Investment could be affected by the current recession. Forestry however continues to be weak in many parts of Surrey despite almost a quarter of the total land area of the County being woodland.

- 64 Since 2003 there have been some significant developments including the setting up of the Surrey Hills brand, Surrey Quality Producers and Surrey Food Links. Attitudes within local planning authorities to rural diversification have become more positive in many cases and there has been much focus on developing new products, including wood fuel. Additional high quality training courses have been organised at Merrist Wood College. The recent foot and mouth crisis stimulated further co-operation and joint action. A further Surrey Farm Study (No 3) is in preparation which will indicate the need for further action.

### *Issues*

- 65 There are many issues to do with lack of labour, increased dependence on migrant workers, high cost of living, high value of land and lack of infrastructure, especially abattoirs . There is potential to develop “5 a day” fruit and vegetable products and added value products to respond to changing markets and food needs. There is a continuing need to bring about positive attitudes to land management and related technological developments amongst the many Surrey residents who are commuters. There are issues to do with the potential of woodlands and developing new crops. Skills shortages continues to be an issue.

### *Suggested Actions*

- 66 The development and buying of local food and other local products could be supported and intensively promoted. The continuing diversification of land use could be supported, particularly with the local planning authorities. Local public bodies could do much by way of procuring, using and publicly supporting local produce. Collaboration could be promoted and assisted between farmers, growers and others to develop supply chains and make best use of the Surrey Hills brand. Knowledge and good practice from elsewhere could be made available and research into consumers demands and expectations used and disseminated.

## RURAL ENVIRONMENT

### Introduction

- 67 Surrey's rural environment is one of the features of Surrey most highly valued by people who live and work in the County. The beauty, diversity and accessibility of the Surrey countryside is much enjoyed, not just by local residents, but by many from elsewhere, particularly those who live in south London, but increasingly by tourists from abroad. 80% of the total area of Surrey is countryside and 70% of the total area is covered by Green Belt, which restricts new house building in particular. 25% of the total area is Areas of Outstanding Natural Beauty (AONB) which overlap the Green Belt area and which gives added protection from development.
- 68 Nevertheless, Surrey's rural environment has been changing fast. These changes include changes in land management, such as the growth of scrub woodland and the extension of horse pasture, as well as new land uses such as housing and farm diversification. A primary objective of successive Rural and Countryside strategies has been to influence these changes in appropriate ways to achieve the best results for the environment and for people. The Strategies have given rise to a number of important initiatives including research projects such as the Historic Landscape Characterisation Project and programmes of action on the ground such as the Future of Surrey's Landscape and Woodlands and the Biodiversity Action Plan. Large areas of the Surrey countryside are in public ownership, including the County, borough and district councils, the National Trust and the Ministry of Defence. In particular much of the public open access land is owned by these bodies: commons, heathland and downland. Surrey has more open access countryside and particularly more registered commons than anywhere else in the South East.
- 69 The rural environment in Surrey is subject to a number of trends. These include climate change leading to changes in plants and animals, including new crops, increases in disease, deer and rabbit numbers and continuing extension of scrub growth. House building impacts on many rural towns and villages including bringing incremental change as individual houses are adapted and extended. Traffic growth impacts on rural lanes and on verges, increases noise and light pollution and brings conflicts with other recreational users, walkers, horseriders and cyclists. These trends have implications for the appearance of the countryside and villages and for biodiversity, and bring problems of erosion and danger to people.
- 70 Some of the main strengths, weaknesses, opportunities and threats for Surrey's rural environment are set out in the table below.

## Rural Environment: SWOT Analysis

|  |   |
|--|---|
| <p><b>Strengths</b><br/>             80% of Surrey is countryside<br/>             Large extent of protected land: AONB, AGLV, SPAs, SACs, Ramsar sites, SSSIs<br/>             Variety of habitats<br/>             Huge volunteer force<br/>             Large area of public open access land</p>                       | <p><b>Opportunities</b><br/>             European funding<br/>             Pay and play, eg for horseriding<br/>             2012 Olympics<br/>             Eco industries: eg woodfuel<br/>             Common land as a resource</p>  |
| <p><b>Weaknesses</b><br/>             Over-developed in places: housing, airports, offices<br/>             Traffic: noise, lack of tranquillity<br/>             Widespread incremental change<br/>             Flooding and development in floodplains<br/>             Lack of understanding of need for management</p> | <p><b>Threats</b><br/>             Development pressures: housing, airports, minerals, waste<br/>             Disease<br/>             Increasing population – increasing pressures<br/>             Overuse: erosion: conflicts with mountain biking, four-wheel drives<br/>             Ignorance of need for appropriate land management<br/>             Climate change leading to local changes which provoke local reaction, eg biofuels, polytunnels</p> |

## Planning, Minerals and Waste and Countryside Management

- 71 The land use planning framework is set out in the statutory local development frameworks for each borough and district and for minerals and for waste. National planning policy statements and the regional South East Plan set the planning context and guidance. Some of the planning policy statements (PPS) such as PPS7: “Sustainable Development in Rural Areas” are specifically about countryside issues which affect rural areas. Particularly in the Green Belt planning policies can restrict development but need to be complemented by practical action to maintain and improve the character and appearance of the countryside. One of the main ways to achieve this in particular areas is through “countryside management”. This is programmes of practical work in priority areas, on both publicly owned sites and in the wider countryside. These programmes are jointly funded by the local authorities and other partners and use small groups of professional staff extensively supported by volunteers.
- 72 Since 2003 the planning system has changed and local development frameworks have superseded the structure plan and local plans. Some planning policies and the approach of some local planning authorities have changed including policies on farming and rural diversification and on floodplain protection. A Surrey Waste Plan has been completed and a new Surrey Minerals Plan is in preparation. In north Surrey and south west London a programme of practical action to conserve and improve the landscape and access has been started as part of the around London Green Arc initiative, which in addition to the local authorities includes Natural England and the Greater London Authority. Many projects have been completed in the Surrey Hills led by the Surrey Hills AONB Unit and around Crawley and Horley by the Gatwick Greenspace Partnership, which now is led by Sussex Wildlife Trust.



## *Issues*

- 73 Securing flexible local planning policies which respond to local Surrey needs, within prescriptive national and regional policies, continues to be a major issue. A further important issue is that much countryside in Surrey is in the private ownership of newcomers or absentee owners who may be unaware or neglectful of local management concerns, such as retaining local character and appearance or biodiversity issues. In many places in Surrey local character has been diminished by new development and new land uses. There can also be conflict between the desire of certain industries such as minerals and utilities companies and horticulture to respond to market opportunities and public need, and the objectives of preserving landscape character and appearance. Practical action to conserve and improve the countryside can be hampered by lack of available funding and the need to devote resources to securing funding from grants, section 106 and planning infrastructure contributions.

## *Suggested Actions*

- 74 Local evidence, such as that collected through parish surveys, could be used to influence planning policies at a local level. The need to influence planning proposals to respect local character is greater in some places than others: appropriate planning policies are particularly required in the Surrey Hills AONB and in conservation areas. Work on the Rural Strategy also could lead to a framework for rural proofing local development frameworks. More efforts could be devoted to continuing professional development of planners in rural issues and similarly private owners could be influenced by more intensive efforts to disseminate information about appropriate local management through the local media, and in other ways.

## **Heritage and Landscape**

- 75 Surrey's landscape results from 10,000 years of human activity. Much evidence of this is buried archaeology, but the countryside includes much of historic importance: villages, farms and houses, woodland, heathland, downland, water meadows, hedgerows, parks and gardens. Once destroyed historic features cannot be replaced. The ways in which some of these features are recognised and protected is likely to change following the introduction of a new Heritage Bill. However there will always be a need for local survey and information gathering about features of local interest. The Rural Strategy has promoted a series of studies of Areas of Special Historic Landscape Value.
- 76 Historic features and cultural attitudes play an important part in shaping the present day appearance of the landscape and of villages and rural towns. Many believe that the rural landscape is one of Surrey's greatest assets. However, the landscape has been changing fast and there is a continuing need to ensure that the character and valued features of the landscape are protected, conserved and enhanced. In Surrey much work has taken place over the last decade to understand the historic character of the countryside and the landscape features which are important to its current character. A countywide landscape character assessment, together with proposals for practical action on conservation and improvement of the landscape, was set out in "The Future of Surrey's Landscape and Woodlands" published by the County

Council in 1997. A review of this document and of the action programmes, with proposals for the next five years, was produced in 2007.

- 77 Also since 2003 there has been a landscape character assessment of Guildford Borough leading to preparation of landscape supplementary planning guidance for the Borough as a pilot within Surrey. The landscape character assessment of the Surrey Hills AONB has been followed by a study of the Area of Great Landscape Value (AGLV) which surrounds the AONB. As a result it has been proposed that Natural England should undertake a review of the Surrey Hills AONB boundary, to include parts of the AGLV. On the ground action programmes to conserve and enhance the landscape have been carried out and these are set out in the relevant documents for Green Arc Surrey and South West London, the Surrey Hills AONB management plan and Gatwick Greenspace Partnership.

### *Issues*

- 78 Promoting interest, involvement and support for programmes to conserve and improve the landscape continues to be an important issue. As part of this continuing efforts are needed to establish the link in people's minds between use and management of land and the appearance of the landscape. Importantly this includes private landowners and their awareness of heritage and landscape issues. As noted in the section on planning above, the cumulative impact of incremental change is a major issue in some places and the need to influence incremental change in appropriate ways. Many features of local heritage interest continue to be at risk.

### *Suggested Actions*

- 79 It is important that the appropriate advisory agencies such as local authority conservation officers and the Farming and Wildlife Advisory Group are widely known and are available. Information and guidance could be promoted through bodies such as the Country Land and Business Association, National Farmers' Union and local community groups and societies. The local media also could play an important part in promoting interest, involvement and support. There is much potential to gather support and promote partnerships through preparation of green infrastructure plans, which could set out specific proposals for landscape enhancement, eg to recreate and protect views.

### **Nature Conservation Including Woodlands**

- 80 15% of the area of Surrey is recognised through surveys as of particular value for nature conservation, a very large area compared with other counties. These areas have protective designations as Sites of Special Scientific Interest (SSSIs) and Sites of Nature Conservation Importance (SNCIs). These areas include many commons of nature conservation value – almost 12,000 hectares, together with almost 5,000 hectares of Ministry of Defence land. Many protected sites are woodland – about 7,000 hectares out of a total woodland area in Surrey of about 33,000 hectares. Ancient woodland which is on sites continually wooded since at least 1600 is just under a third of all woodland in the County and many ancient woodlands are of high nature conservation value. Commercial woodlands are referred to in the section on Farming and Forestry. Many nature conservation sites in Surrey, including many valuable conservation woodlands, are in decline or threatened with decline, normally due to lack of appropriate management. There is a widespread lack of

understanding of the need for conservation management and this is reflected by a lack of resources including a lack of grants. However there is considerable interest and partnership working and local bodies such as Surrey Wildlife Trust have increased their membership substantially. The Surrey Biodiversity Partnership brings together those who are involved in implementation of the Surrey Biodiversity Action Plan and its eleven Habitat Action Plans.

- 81 Since 2003 much progress has been achieved in bringing sites under appropriate management. In particular heathland and chalk grassland sites in Surrey have benefited from major restoration programmes funded by the Heritage Lottery Fund. There has been much work on urban wildlife and with community projects. The Biodiversity Action Plan currently is under review. The Surrey Woodland Study 2008 includes 16 proposals for action including a new comprehensive survey of ancient woodland. The Surrey Woodland Forum has been revived to bring together owners and advisers to help spread knowledge and good practice.

### ***Issues***

- 82 Securing resources for management of sites and to increase interest of private owners is a big issue, coupled with the lack of awareness of the need for appropriate management. There is considerable potential for increasing sustainable management practices, including grazing and creating markets for products. Disease, drought and pests including deer are problems. Public access to sites can cause problems such as erosion but can also have great potential in creating interest, involvement and support.

### ***Suggested Actions***

- 83 There is much potential for very local management of sites. There is opportunity for parish plans and market town healthchecks to encourage local communities to work with others on local policies and projects and to fund management locally. Local authorities should proactively and appropriately manage areas in their ownership. There is considerable potential for membership organisations such as Surrey Wildlife Trust to promote awareness and good practice and to gain publicity in local media.

### **Recreation and Access**

- 84 Surrey is very fortunate to have big areas of public open access land and in the extent of its public rights of way: footpaths, bridleways, cycle paths and byeways. There is much sports provision in rural Surrey, particularly golf courses and water sports. The County Council has prepared a Rights of Way Improvement Plan for Surrey and is working with user groups on its implementation. A significant proposal is the creation and promotion of a spine network of long distance and circular routes, and routes giving access to the countryside from towns and villages. The County Council's Countryside Access Review also highlighted the need to make more information publicly available about countryside access in Surrey. The Surrey Countryside Access Forum advises the County Council and other public bodies on access issues and a Surrey Parks and Countryside Forum brings together those responsible for management of parks and open spaces to discuss good practice.

### *Issues*

- 85      Prioritisation of management and maintenance is a big issue as there never is sufficient public finance available for work on rights of way, parks and open spaces. Due to the volume and speed of traffic in Surrey there is much potential conflict between between motorised vehicles and walkers, horse riders and cyclists. In places there is conflict between conservation and public access. There can be problems caused by inappropriate behaviour of some people in the countryside.

### *Suggested Actions*

- 86      All avenues need to be explored to secure external funding from grants, users paying for facilities, local community funding for local provision and involving volunteers. Local management of sites and facilities has considerable potential including for promoting local support and involvement and local pride and responsibility.

## **APPENDIX 1**

### **Surrey Rural Partnership Membership**

**As at December 2008**

Surrey County Association of Parish and Town Councils  
Surrey County Agricultural Society  
Surrey Food Links  
Surrey Wildlife Trust  
Surrey Police  
Surrey Economic Partnership  
Surrey Biodiversity Partnership  
Surrey Hills Area of Outstanding Natural Beauty  
Surrey Primary Care Trust  
Children's Trust  
National Farmers' Union – South East Region  
Country Land and Business Association  
South East Economic Development Agency  
South East Rural Affairs Forum  
Natural England  
Learning and Skills Council  
Federation of Small Businesses  
Age Concern Surrey  
Surrey Countryside Access Forum  
Surrey Youth Parliament  
Visit Surrey Partnership  
University of Surrey  
Council for the Protection of Rural England  
Diocese of Guildford  
Surrey County Council  
Mole Valley District Council  
Waverley Borough Council  
Tandridge District Council  
Guildford Borough Council  
Surrey Heath Borough Council  
Surrey Children Centres  
English Rural Housing Association  
Business Link Surrey

## **APPENDIX 2**

### **Surrey's Rural Strategy: Changes Since 2003**

#### **General**

Creation of Surrey Rural Partnership  
Changes in Surrey County Council  
Surrey Strategic Partnership: new Local Area Agreement: new Surrey Community Strategy  
South East Plan

#### **Rural Communities**

South East Rural Delivery Framework  
Rural Social and Community Programme  
Rural infrastructure programme  
Rural Access to Services Programme  
Community Action Plans: parish plans and market town healthchecks  
Village halls survey  
Reorganisation of health services: Surrey Health Strategy 2007-2011  
Surrey Rural Housing group: rural housing enablers' work  
Mathew Taylor Review of Affordable Housing  
Changes in rural transport: community transport provision: proposals for Transport for Surrey  
Post office closures

#### **Rural Economy**

Rural Development Programme for England  
Energy White Paper 2007: Woodfuel Strategy for England 2007  
South East Regional Economic Strategy  
Tourism South East 2004 report: The Economic Impact of Tourism in Surrey  
Surrey Rural Towns Programme  
Visit Surrey Partnership  
Business Link Surrey 2006 report: Supporting Diversification in Rural Business  
Surrey Farm Study 2008  
Surrey Food Links  
Surrey Woodland Study 2008  
Surrey Hills LEADER programme

#### **Rural Environment**

Planning and Compulsory Purchase Act 2004  
Natural Environment and Rural Communities Act 2004: creation of Natural England  
Strategy for England's Trees, Woods and Forests 2007: South East Forestry and Woodlands Framework  
Local Development Frameworks  
Surrey Minerals Plan and Surrey Waste Plan  
Green Arc Surrey/South West London: Countryside in and Around Towns report  
Future of Surrey's Landscape and Woodlands review  
Surrey Hills AONB Management Plan 2008  
Surrey Woodland Study 2008  
Surrey Biodiversity Action Plan review  
Surrey Countryside Access Review 2007/Strategy 2008  
Rights of Way Improvement Plan for Surrey 2007



# FARNHAM TOWN COUNCIL

# H

## Report

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### Report to

Full Council 8 January 2009

### Report of

Catherine Cooper (Major Projects Co-ordinator)

### Title

Spring Festival Craft Market

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| Spring Festival Craft Market  |   |
|---|---|
| <b>Author:</b><br>Catherine Cooper<br>Major Projects Co-ordinator   | <b>Presented by:</b><br>Catherine Cooper<br>Major Projects Co-ordinator |
| <b>Produced for Full Council:</b><br>8 JANUARY 2009   | <b>Date of Report:</b><br>29 DECEMBER 2009                              |
| <b>Summary of Key Issues</b><br><p>The purpose of this report is to consider the location of the Spring Festival Craft Market, as part of the Councils Events Calendar and the activities for Farnham Creates: A Community Arts Festival, which is being organised in partnership with the Farnham Maltings on Saturday 9 May 2009.</p>   |   |
| <b>Overview of 2008 Event</b><br><p>On Saturday 10 May 2008, Downing Street was closed to accommodate a craft market. Farnham Town Council, in partnership with the Farnham Maltings, organised the event with the intention of channelling visitors to the Maltings into the town centre to create footfall and therefore, increase economic prosperity for local businesses.</p> <p>After the de-brief meeting of the event in May 2008, Members and officers decided the craft market should be repeated in 2009, taking into consideration the points raised from the de-brief meeting and report. The points raised are attached at <b>Annex A</b></p> <p>Farnham Town Council received 2 e-mails and 6 letters of complaint directly after the event. However, throughout the year officers have received various comments from local businesses, voicing negative opinions, if a road closure were to be repeated.</p> |   |

## Alternative Options

The Council is aware of the down turn in the economic environment and the impact these changes may have on local business.

The Council may wish to take these pressures in to account in considering the location of the Spring Festival Craft Market in 2009.

Street markets are recognised as being a positive contribution to the economic development of Market Towns and as a positive means of attracting visitors. A series of fixed regular events would form a base on which to develop future surrounding events.

The current street licensing restricts the development of an economically viable market environment, and these issues need to be addressed with Waverley Borough Council.

However, if the Council wishes to defer a repeat of the road closure in Downing Street for 2009 due to the current economic downturn, it may be possible to temporarily relocate this event to Gostrey Meadow due to its close proximity to the Farnham Maltings. However this may not attract visitors into the town centre and would localise visitors to the area of the Maltings.

Officers of the Town Council and staff of the Maltings have visited the Gostrey Meadow site and have agreed the area has potential. Stalls can be strategically placed near the footpaths and if erected in March 2009, the band stand can be used for entertainment. A draft site plan is attached at **Annex B**.

Permission would need to be obtained from Waverley Borough Council for the use of the land.

## Financial Implications:

There are no financial implications relevant to this report at this time.

## Legal and Policy Implications

Farnham Town Council already holds a premises licence for Gostrey Meadow

## Farnham Town Council are requested to:

- **To decide the location of the Spring Craft Market.**

29 December 2008

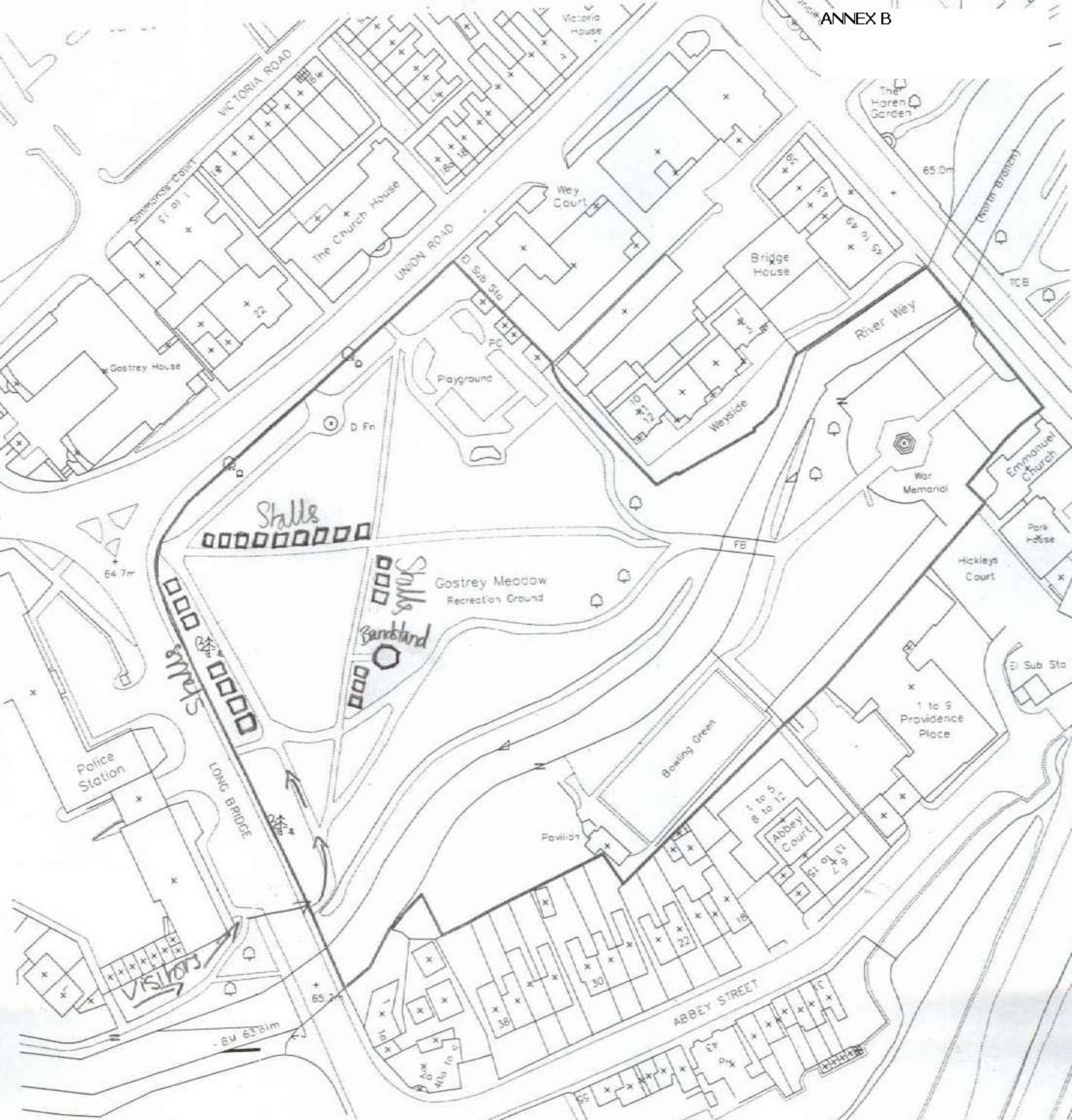
Note: The person to contact about this report is Catherine Cooper (Major Projects Co-ordinator), Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



## ANNEX A

| Issue                          | Problem   | Alternative/Suggestion  |
|--------------------------------|---|---|
| Traffic Management             | Victoria Road could not cope with the amount of traffic it received, in relation to Downing Street. The problem was not helped by slow reactions of the public at the junction. | Traffic lights at the junction of South Street would need to be rephrased or temporary lights would need to be positioned at Victoria Road and South Street.  |
| Traffic Management - Signage   | The signs, designed by Ringway, which informed the public of the road closure, were too small and not noticeable.   | Farnham Town Council would investigate into the possibility of designing and purchasing its own signs from an external company for similar future events. The signs could be positioned on all routes into the town centre and further afield on the A31. |
| Traffic Management – Car Parks | The sign stating that Wagon Yard Car Park was open as normal did not reach the public. The car park was empty for most of the day. Central car park was generally full.         | Temporary signage would be required to inform the public of the capacity of the car parks. This would require manual updates by staff on duty.  |
| Stalls – Number                | The Maltings were unaware of the size of stalls and therefore, 15 were not enough for the size of the street.   | For future events, Farnham Town Council will arrange the market and liaise with the stall hire company before the event.  |
| Stalls – Range                 | The Maltings arranged companies to attend from their monthly market. Therefore, there was not a great range of stalls on display.   | Again, Farnham Town Council will organise the market and ensure there are a good range of stalls. The council would also ensure there is not a stall selling the same products outside a shop, which specialises in that area.                            |
| Entertainment                  | There was no entertainment organised in the morning and therefore, the market did not create an atmosphere until the afternoon.   | A range entertainment from the beginning of the event and then regularly throughout the day.  |
| Local Businesses               | Local businesses did not get involved in the event.   | For future events, Farnham Town Council would try to encourage retailers to be proactive and highlight the benefits of being involved in local events.  |
| Communication                  | It was stated there was a lack of communication between the council and retailers regarding the road closure, despite the correspondence sent.                                  | Farnham Town Council will inform retailers as soon as possible about any event which is likely to affect their business. Follow-up letters would be sent and the council would liaise with the Chamber of Commerce.                                       |





# FARNHAM TOWN COUNCIL



## Minutes

### Planning Consultative Group

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#### **Time and date**

3.45pm on Thursday 18 December 2008

#### **Place**

Council Chamber, South Street, Farnham

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#### **Members Present**

- \* Cllr C G Genziani (Chairman)
- o 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 105/08

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 08/2029**

Retention of an outbuilding (revision of WA/2008/1179)  
18 Heath Lane, Farnham

Previous comments of The Planning Consultative Group held on 24 July 2008 were as follows: No objection, however Farnham Town Council would register disapproval of retrospective applications.

**No objection, however Farnham Town Council would register disapproval of**

**retrospective applications**

**WA 08/2030**

Erection of extensions and alterations following demolition of existing  
6 Upper Way, Farnham

**Concerned about the loss of parking and effect on the neighbouring property number 4.**

**WA 08/2034**

Application for a Certificate of Lawfulness under Section 192 for construction of a first floor extension as approved by permission reference FAR/418/61  
Hawthorn Cottage, Hawthorn Lane, Rowledge

**Farnham Town Council deplores retrospective planning applications and since the original permission was given in 1961 we would suggest that a completely new application for permission is submitted.**

**WA 08/2035**

Erection of single storey side extension  
17 St Peters Gardens, Farnham

**No objection**

**WA 08/2041**

Erection of conservatory and extension  
34 The Crescent, Farnham

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

**WA 08/2054**

Erection of first floor extension converting bungalow to house  
49 Abbots Ride, Farnham

**Concerned about the potential adverse impact on the residential amenities of the neighbouring properties. All materials used should be in keeping with the existing building.**

**WA 08/2057**

Erection of conservatory  
34 Bullers Road, Farnham

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

**WA 08/2058**

Erection of single storey, two storey and first floor extensions  
4 Shrubbs Lane, Rowledge

**No objection.**

**WA 08/2062**

Erection of detached bungalow  
Silver Hill, 53 Dene Lane, Farnham

**Objection.**

**This would be a precursor to further infill development. The development would have a detrimental impact on the surrounding rural area.**

**WA 08/2068**

Erection of a single storey extension following demolition of existing conservatory (follows invalid application WA/2008/1728)  
7 Avon Road, Farnham

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

**WA 08/2071**

Erection of replacement dwelling, garage and attached indoor swimming pool following demolition of existing dwelling  
1 Swifts Close, Farnham

**Concerned about the impact of the swimming pool on a site with no main drainage. Concerned that the infrastructure will not be able to cope with the proposed development. This may have a detrimental impact on the neighbouring properties.**

**WA 08/2073**

Erection of first floor extension and single storey extension  
104 Burnt Hill Road, Farnham

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

**WA 08/2076**

Loft conversion and provision of dormer windows  
13 Clifton Close, Farnham

**No objection.**

**WA 08/2082**

Construction of a dropped kerb  
96 Alma Lane, Farnham

**No objection subject to the consent of the Highways Authority**

**WA 08/2084**

Erection of extensions and alterations  
30 Abbots Ride, Farnham

**Concerned that the building line is moving closer to the road.**

**WA 08/2090**

Erection of extensions and alterations  
Woodrow Cottage, Rowhills, Farnham

**No objection.**

**WA 08/2096**

Erection of two storey extension, single storey extension following demolition of existing garage and re-positioning of fence (follows invalid application WA/2008/1277)  
3 Lea Close, Badshot Lea

Previous comments of The Planning Consultative Group held on 7 August 2008 were as follows: Concerned that the proposed extension is over bearing and the detrimental impact on the residential amenities of number 2. Also concerned about the loss of garage parking space.

**Concerned that the proposed extension is over bearing and detrimental to the residential amenities of number 2. Also concerned about the loss of garage parking space.**

**WA 08/2112**

Erection of single storey extension  
Millars Cottage, Dippenhall Road, Dippenhall

**No objection.**

**WA 08/2116**

Erection of extension (variation of WA/2007/2450)  
17 Longley Road, Farnham

Previous comments of the Planning Consultative Group held on the 18 December 2007 were as follows: Concerned about the impact on the residential amenities of the neighbouring properties.  
Previous comments of the Planning Consultative Group held on the 11 October 2007 were as follows: Concerned about the impact on the residential amenities of the neighbouring properties.

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

**WA 08/2120**

Variation of condition 2 of WA/2007/1413 condition seeks to retain obscure glazing to specific windows)  
Coolgreany, Valley Lane, Farnham  
Previous comments of the Planning Consultative Group held on the 5 July 2007 were as follows: No objection

**No objection.**

**WA 08/2122**

Application for consent to display non-illuminated sign  
35-36 The Borough, Farnham

**No objection subject to the approval of the Listed Buildings' Officer.**

**WA 08/2123**

Application for Listed Building consent to display new signage, remove existing signs and external light and paint exterior

35-36 The Borough, Farnham

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**No objection subject to the approval of the Listed Buildings' Officer.**

**WA 08/2125**

Erection of roof extension (revision of WA/2008/1414)

3 Bryn Road, Farnham

Previous comments of the Planning Consultative Group held on 21 August 2008 were as follows: Materials used are in keeping with the original building.

**The materials used are in keeping with the original building.**

The meeting closed at 4.45pm

Date

Chairman

### REPORT FROM THE MEETING OF TOWNS AND PARISHES WITH WBC

Monday 8<sup>th</sup> January at The Burys

Janet Maines was in attendance from Farnham Town Council

#### **MATTERS REQUESTED FROM TOWNS AND PARISHES**

**Witley Parish Council** highlighted the problems in the village that have arisen from admissions to the infant schools. No other village highlighted this problem although it still is a problem in Farnham.

**Churt Parish Council** withdraw their item on the Revised Code of Conduct. There was some discussion on the Making and Enforcement of Byelaws with no enthusiasm for the possibility to be taken up by the parishes.

**Farnham Town Council** asked for an update on road sweeping and litter clearance.

The Street Cleaning Rota should be in a format by early spring that it can be published on Websites. The contract can be varied to include emptying of extra litterbins and cigarette butt containers. The variety and positioning of these needs to be agreed with WBC and officers from WBC will walk the patch as part of this discussion. Individual problems should be brought to the attention of Paul Redmond at WBC. Leaf clearance is currently on a two weekly schedule. Difficulties of 'who does what' between Glendale and Veolia, the two contractors, is apparently no longer a problem.

#### **TRANSITION COMMUNITIES**

It was news to both Victor and myself that Finn Jackson, the Transition Town Farnham Coordinator existed! This is apparently a bottom up initiative and some activity is happening in Farnham. He has a group of about 15 volunteers from the local community and has distributed information about their ideas to some areas. In short the projects are based on 'grow your own' reduce energy use, reduce the need to travel etc. If the Town Council wishes to know more then Finn would be willing to give a presentation to the Town Council.

#### **TOWN AND PARISH COUNCIL EMERGENCY PLANS**

Some parishes have already drawn up their emergency plans. They are really an information source on where the problems are likely to arise and contact details of organisations and facilities that can be made use of in emergency situations. Bramley did this in 2006 and keep it up to date.

The suggestion is that towns and parishes should have an Emergency Coordinator and an Assistant Coordinator who would prepare and maintain the resource register and assess local risks. In the main this seems to be the Clerk in the parishes. Volunteers who would help in an emergency need to be trained. SCC has plans for a possible Pandemic although no details of plans for burials were forthcoming. The only suggestion from one member was to empty the swimming pool and use that as a collection point!!! It is one of the areas where the burial authorities need to be consulted.

#### **SOUTH EAST ENGLAND RURAL FORUM**

This report was postponed to the next meeting.



### **BUDGET PROSPECTS 2009/10**

A presentation was given by the Director of Finance, Paul Wenham, that highlighted the difficult situation at WBC next year. Currently the average parish charge by the parishes on a Band D property is £39.74. There was also an indication of the willingness to develop services locally. The statement was included 'devolution with phased transfer of budgets'. It was highlighted that the towns and parishes budgets are not capped.

### **DATE OF NEXT MEETING**

Monday 2<sup>nd</sup> March 2009