



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 18 September 2008

Place

The Council Chamber, South Street, Farnham

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM**, on **THURSDAY 18 SEPTEMBER, 2008, at 7.00PM.**

The Agenda for the meeting is set out over.

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.



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 18 September 2008

Place

The Council Chamber, South Street, Farnham

1 Apologies

Apologies received from Councillor A Lovell.

2 Minutes

To sign as correct record the minutes of the Farnham Town Council meetings held on 19 June 2008 and 26 June 2008 (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 by 12 noon on Wednesday 17 September 2008. 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 Results of South and South East in Bloom Judging

To report that Farnham Town Council achieved a Gold award in South and South East in Bloom and were also the Regional Winners.

Report attached at **Appendix B**.

7 Major Events for the Promotion of Farnham

7a. To receive a report on the progress of events for 2008.

Report attached at **Appendix C**.

7b. To receive a report on the proposal for events for 2009.

Report attached at **Appendix D**.

7c. To receive a report on the progress of the production of a Town Guide for 2009.

Report attached at **Appendix E**.

8 Christmas Decorations – Light Emitting Diode (LED) Bulbs

To consider allocating funds to change tungsten lighting to more efficient LED bulbs to reduce the cost of energy for retailers.

Report attached at **Appendix F**.

9 Cemeteries Review

To note the review of the Cemeteries Service and the implementation of the recommendations of the review.

Report attached at **Appendix G**.

10 Cemeteries Health and Safety Update

To receive a report on the current position regarding the inspection of memorials and to consider the next actions by the Council to address Health and Safety issues and concerns.

Report attached at **Appendix H**.

11 Community and Revenue Grants – The Way Forward

To agree the level of Councillor involvement in the initial review of Grant applications.

Report attached at **Appendix I**.

12 Budget Planning Process

To agree the budget planning process for 2009/10.

Report attached at **Appendix J**.

13 Annual Town Electors Meeting

To agree a date for the next Annual Town Electors Meeting.

5 March 2009 or 23 April 2009.

Part 2 – Items to Note

14 Project Updates

To receive a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk.

Report attached at **Appendix K**.

15 Planning Applications

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

12 June 2008 attached at **Appendix L1**

26 June 2008 attached at **Appendix L2**

10 July 2008 attached at **Appendix L3**

24 July 2008 attached at **Appendix L4**

7 August 2008 attached at **Appendix L5**

21 August 2008 attached at **Appendix L6**

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

16 Reports of Working Groups

Farnham in Bloom Working Group – Report attached at **Appendix M**.

Corporate Development and Audit Task Group – To be circulated prior to the meeting.

Cemeteries Working and Appeals Group – Already included in the Agenda at Items 9 & 10.

17 Reports from Outside Bodies

To receive a report on the Towns and Parishes Meeting.

Report attached at **Appendix N** – by Cllr C Storey.

18 Staff Recruitment

To note that the recruitment a rural Development Co-ordinator (full time) and an Accounts and Asset Co-ordinator (part time) will commence in September/October 2008.

19 Items Tabled

None

The Town Mayor will close the meeting.

19 August 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 Attfield, Carole Cockburn, Victor Duckett, Pat Frost, Bob Frost, Carlo Genziani, Gillian Hargreaves, Stephen Hill, Denise LeGal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp, John Ward.

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



FARNHAM TOWN COUNCIL

A

Minutes Full Council

Time and date

7.00pm on Thursday 19 June 2008

Place

The Council Chamber, South Street, Farnham

Members Present

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

Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Committee and Members Services Co-ordinator)

C 021/08 QUESTIONS BY THE PUBLIC

There were no questions by the public.

C 022/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors, V Duckett, (Mrs) P Frost, C Genziani, D Le Gal, A Lovell, R Steel and A Thorp.

C 023/08 MINUTES

The Minutes of the Annual Farnham Town Council meeting held on 8 May 2008 were signed by the Town Mayor as a correct record.

C 024/08 DISCLOSURE OF INTERESTS

There were no disclosures of interest received for any items on the agenda.

C 025/08 STATEMENTS BY THE PUBLIC

There were no statements by the public.

C 026/08 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor announced that the Town Council Civic Service would be held at St Andrew's Church, Farnham on 6 July 2008 at 2pm.

The Town Mayor announced that on 13 July there would be a tea tent at the Band Concert in Gostrey Meadow in aid of the Mayor's Charity which was for the refurbishment of the Clock at the Gate House at Farnham Castle.

The Town Mayor thanked all the Councillors who had helped cut the grass at West Street Cemetery.

The Town Mayor also announced that she had attended the Festival of Transport and had a wonderful day.

C 027/08 ALL ITEMS ADJOURNED FROM PREVIOUS MEETING

6.a. Human Resources Policies/Procedures

Members were advised of the Council's responsibility for Corporate Governance and were asked to consider the recommendations of the Corporate Development and Audit Task Group (CDATG) to support the process.

The Town Mayor reminded Members that the Policies and Procedures had been circulated to all Members and all comments on the Policies and Procedures had been considered by the Corporate Development and Audit Task Group and incorporated where appropriate into the updated drafts.

Members considered each of the following Human Resources Policies and Procedures:

1. Capability Procedure
2. Discipline Procedure
3. Grievance Procedure
4. Sickness & Absence Management Procedure
5. Flexible Working Procedure
6. Pay policy
7. Equal Pay policy
8. Age in the Workplace Guidelines
9. Procedures for Leave

RESOLVED: To adopt Human Resources Policies and Procedures as identified above and attached to record minutes.

6.b. Corporate and Finance Policies

Members considered each of the following Corporate and Finance Polices:

1. Anti Fraud and Corruption Policy
2. Whistleblowing Policy
3. Dignity at Work Policy
4. Equalities Policy

RESOLVED: To adopt the Corporate and Finance Policies as identified above and attached to record minutes.

RESOLVED:

1. **To delegate to the Corporate Development and Audit Task Group the responsibility to oversee the implementation of all Corporate Governance Policies and associated guidance.**
2. **To delegate to Corporate Development and Audit Task Group the responsibility to be the final arbitrator on all matters of appeal relevant to personnel policies.**

6.c. Risk Assessment Review

The Town Clerk explained that the Town Council has a statutory duty under the Local Government Act to have a programme of Risk Management across all areas of its work. The work is undertaken by the Town Clerk and other officers in the Council prior to developing appropriate actions including policies to identify any areas of risk.

The officers use the Society of Local Council Clerks, Corporate Governance Practitioners Check List as part of this process. The list contains 176 objectives which the Council should consider on Corporate Governance.

The Town Clerk explained that the Council uses a bespoke Risk Management programme for Town and Parish Council's.

The programme works on a simple cross calculation system, risk is scored as:

1. Low (1 point)
2. Medium (2 point)
3. High (3 point)

Multiplied by the likelihood of the occurrence and the likely impact on the Council.

The calculation for all risks are recorded on LCRS 5 **(attached to record minutes)**

Any risk which scores greater than 3 requires additional action which is included on LCRS 7 Action Plan (**attached to record minutes**)

The Town Clerk reminded Members that the day to day risk management of the organisation is undertaken by the Council's staff and usually managed with current workloads and budgets.

Exceptional items are brought to the attention of Full Council as and when they arise.

RESOLVED:

- 1. To note the Corporate Risk Assessment (attached to record minutes)**
- 2. To note and approve the action plan from the Risk Assessment (attached to record minutes)**
- 3. To note the Risk Management is an ongoing process.**

6.d. Project Reports

Members noted that the Project Report from the previous meeting had been amalgamated with the Project Report for this meeting and could be found at the Project Report Item on the agenda (Minute Number C 029/08).

C 028/08 COMPLAINTS PROCEDURE AND VEXATIOUS COMPLAINTS PROCEDURE

Members considered the recommendations of the Corporate Development and Audit Task Group on the adoption of a Complaints Procedure and Vexatious Complaints Procedure.

The Town Clerk explained that the new Complaints Procedure had been based on the complaints procedure established within the Council's existing Cemetery Procedures. It had been expanded to include guidelines for employees dealing with all complaints and guidelines for the complainant.

The Town Clerk further explained that the new Complaints Procedure also included a Vexatious Complaints Procedure. He explained that very occasionally the Council receives a complaint that would become vexatious in nature and it was important that all Council employees and Members knew how to deal with vexatious complainants and how to recognise a vexatious complaint.

Members asked about details of the procedure including the use of forms and how the procedure would work. The Town Clerk explained the procedure in detail that some of the complaints received by the Council were via email and that the complainant would be asked to write in the Council to give their address. This way the Officers would know whether the complainant was a resident.

RESOLVED:

- 1. To agree the adoption of a Complaints Procedure to be effective immediately (procedure attached to record minutes).**
- 2. To agree the adoption of a Vexatious Complaints Procedure to be effective immediately (procedure attached to record minutes)**
- 3. To agree the adoption of the information leaflet and form to be completed by the complainant.**

C 029/08 PROJECT REPORTS

Members received a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk.

The Town Clerk explained that a Marketing Report would be considered at Council in September.

It was noted that the Food Festival scheduled to take place in October had been planned to take place in one of the streets of the town. However due to the gas works taking place it would now be held in the Central Car Park.

It was noted that the Cemeteries Health and Safety Project was on target and that notices regarding testing in West Street would be published shortly.

Councillor Cockburn noted that the Town Council was taking action regarding the common land at Black Pond Lane.

Members noted the LDF Design Statement. Each Councillor was asked to look at his or her Ward to give a 'snapshot' view of how the Ward is now. All Ward Councillors were asked to put this information together including particular characteristics that are special to the Ward and area.

It was explained that LDF Design Statement was a chance for people to have an input on how Farnham should develop in the future.

Members discussed the Management of Assets including the possible transfer of assets from the Borough Council. It was noted that the Outside Workforce may have to be increased depending on what services were transferred. The Town Clerk confirmed that this would be discussed and considered in the Budget.

Farnham in Bloom – Councillor Hargreaves reported that Mr Taitt and Ms Rainer were working really hard to make the Town look good and that help would be needed on Judging Day.

Councillor Maines reported that the Special Needs youngsters from the Abbey School were helping with Farnham in Bloom by cleaning the area around 40 Degreez.

C 030/08 GRANT APPLICATIONS

Members considered a Community Grant Application from the University College for the Creative Arts (UCCA) Degree Show.

The Town Clerk explained that the application was brought before Council due to the fact that the Degree Show was to take place in London, outside Farnham.

Members discussed the application and suggested that it would have been more appropriate to have been promoting Farnham, in Farnham.

It was proposed by Councillor O'Grady and seconded by Councillor R Frost to refer the Grant Application back to the Town Clerk for consideration for a discretionary £200 grant.

A vote was taken, 9 For, 1 Against and 1 Abstention. The vote was carried.

Resolved: That the Grant Application from the University College for Creative Arts (UCCA) Degree Show be referred back to the Town Clerk for decision.

C 031/08 SURREY HILLS – AREA OF OUTSTANDING NATURAL BEAUTY

Members were informed that the Surrey Hills Board is seeking to establish whether there is support for a review to incorporate the Area of Great Landscape Value with the Surrey Hills Area of Outstanding Natural Beauty.

Resolved: that Farnham Town Council would support a review to incorporate the Area of Great Landscape Value with the Surrey Hills Area of Outstanding Natural Beauty.

Part 2 – ITEMS NOTED

C 016/08 PLANNING APPLICATIONS

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

1 May 2008
15 May 2008
29 May 2008

RESOLVED: That the observations made by the Planning Consultative Group held on 1 May, 15 May and 29 May 2008 and dealt with in accordance with delegated authority, be noted.

C 017/08 ITEMS TABLED

None

The Town Mayor closed the meeting at 7.55pm. .

Date

Chairman



FARNHAM TOWN COUNCIL

A

Minutes Full Council

Time and date

7.00pm on Thursday 26 June 2008

Place

The Council Chamber, South Street, Farnham

Members Present

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

Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Committee and Members Services Co-ordinator)

C 037/08 QUESTIONS BY THE PUBLIC

There were no questions by the public.

C 038/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Cockburn, P Frost, R Frost, J Maines and A Thorp.

C 039/08 DISCLOSURE OF INTERESTS

There were no disclosures of interest received for any items on the agenda.

C 040/08 STATEMENTS BY THE PUBLIC

There were no statements by the public.

C 041/08 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor announced that the Town Council Civic Service would be held on 6 July at St Andrew's Church, Farnham. She reminded Members to return their invitation slips to the Mayor's Secretary.

The Town Mayor announced that there would be a 'Mayor's Charity Tea Tent' at the Band Concert in Gostrey Meadow on 13 July. Any donations of cakes would be gratefully received.

The Mayor announced that Gordon Banks would be supporting the Mayor's Charity – the Gatehouse Clock at the Farnham Castle.

C 042/08 FARNHAM TRANSPORT STUDY

Members considered Farnham Town Council's response to the Farnham Transport Study.

Officers had collated suggested comments following a Members Workshop which had been held to discuss the Farnham Area Major Scheme.

Resolved: That the approved comments of the Farnham Town Council's Members Workshop on the Farnham Area Major Scheme be forwarded to Surrey County Council. (Approved comments attached to record minutes)

C 043/08 YEAR END ACCOUNTS

Members received the accounts for the year ending 31.03.08 and were asked to approve the Annual Return.

The Town Clerk explained that Government request that Accounts are signed off by the end of June.

The Annual Return was noted by Members and it was agreed that the Mayor would sign off the Annual Return as the Chairman of the Council.

Resolved: That the Accounts for the year ending 31.03.08 and the Annual Return be agreed and signed by the Town Mayor (Chairman) of the Council.

C 044/08 INTERNAL AUDITORS REPORT

Members received and noted the Internal Auditors report.

The Town Clerk explained that the Internal Auditor goes through all the Council's systems and ensures that the Council is doing everything correctly. In particular paying attention to the Corporate Governance.

The Internal Auditor also paid particular attention to the Council's practice on Risk Management, the restructuring of the organisation and the Financial Regulations.

The Town Clerk confirmed that the Councillors would receive a summary and a full set of the Accounts.

Resolved: That the Internal Auditors Report be received and noted.

C 045/08 STAFF RECRUITMENT – ACCOUNTANT AND ASSET CO-ORDINATOR

Members received a report on the recruitment of an Accountant and Asset Co-ordinator.

The Town Clerk explained that during the financial year 2008/09 it was expected that the Council's turnover would exceed £1 million.

When this occurs the Council is required to move to a different method of accounting practice for the reporting of its Accounts. This standard of accounting is known as SORP accounting.

The Town Clerk went on to explain the reasons as to why the Council's turnover would exceed £1 million.

1. The impact of inflation costs on the budget is expected to be in the region of £30,000
2. The impact of utility charges on the budget will be in the region of £2,000
3. The impact of costs of any additional delegated services from Waverley Borough Council
4. The cost of an additional services or projects the Council chooses to implement
5. The costs of Cemeteries Health and Safety Inspections in the Cemeteries and other assets
6. The cost of recruitment of additional ground staff or contractors to deal with grass cutting in cemeteries.

Members were requested to consider the recruitment of an Accountant for up to 18 hours per week. The post would take over the financial administration procedures of the Council from the Town Clerk although the role of Responsible Financial Officer would still remain with the Town Clerk.

This post would also take over the day to day management of any assets currently owned or which might be delegated to the Town Council.

Members noted that the person required for the post would preferably be a qualified accountant or an unqualified accountant with experience in Local Government Accounting, with the appropriate experience to produce the Council's Accounts to SORP accounting standards.

This would allow the Town Clerk more time to manage the Council's team who are responsible for the delivery of projects and services and to implement additional projects approved by Council.

The Town Clerk explained that in the current financial year 2008/09 the cost of employing an Accountant & Asset Co-ordinator would have no additional impact on the current budget.

This was due to the fact that savings have been made during the year as a result of recruitment vacancies and salary savings in the recruitment to new posts.

In the financial year 2009/10 it was anticipated that the annual cost of the post would be approximately £9,000.

In addition the changes to accounting procedures would require additional auditing fees for the Council as a result of moving over the £1 million threshold of £5,000 pa.

Resolved:

- 1. To recruit a permanent part time Accountant and Asset Co-ordinator**
- 2. To note that the Council is expected to pass the £1 Million accounting threshold and that it will be required to change its procedures for the reporting of accounts**
- 3. To note that once the Council has passed the £1 Million threshold there will be additional charges for the annual audit.**

C 046/08 AMENDMENTS TO CEMETERY REGULATIONS AND MEMORIAL MASONS CHARTER

Members were asked to consider and approve amendments to the Cemetery Regulations originally adopted in October 2006.

Members noted that the reason that amendments were required was due to minor issues raised over ownership of Exclusive Rights of Burial responsibilities and administration practices.

The proposed amendments to the Cemeteries Regulations were as follows:

To provide cheque payment with all paperwork three clear working days before the burial.

To provide a drawing as well as measurements of the coffin.

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

A copy of a photograph is to be provided to the Council if a photograph is requested on a memorial.

A certified translation of any inscription in any language (other than English) must be provided to the Council before approval of an inscription on a memorial.

Amend the Complaints and Appeal procedure to reflect the Council's newly adopted Complaints procedure.

BRAMM REGISTRATION SCHEME

The Members were also requested to consider the Registration of the Town Council with the British Register of Accredited Memorial Masons (BRAMM) scheme.

The BRAMM scheme which is a partnership between burial authorities, the National Association of Memorial Masons, the Institute of Cemeteries and Crematorium Management, was established in 2004 with the aim of establishing a network of nationally accredited businesses and registered fixers (of Memorials) that would ultimately replace individual Registration Schemes.

The BRAMM scheme has established a recognised uniform standard of workmanship and business practice and would assist and make easier the Council's management of its cemeteries.

It was explained that if the Town Council became a registered member of BRAMM, any Memorial Mason could work in the Council's cemeteries provided they were BRAMM certified and registered. If the quality of work that was carried out did not meet with National Standards it would be investigated by BRAMM, on behalf of the Council. Thereby eliminating some of the problems that had arisen during the Health and Safety Inspections.

In addition all the legal paperwork regarding the registration is administered by BRAMM, thereby removing the need for the Town Council to have a locally administered Memorial Masons Scheme.

Members noted that there would be no financial cost to the Town Council to enter the BRAMM registration scheme. Members discussed the time scale for the implementation of the scheme and considered the impact on implementing the scheme within 6 or 9 months.

Resolved:

- a. **To approve the amendments to the Regulations for the Management of Farnham Town Council's Cemeteries. (attached to record minutes)**
- b. **To approve the amendments to the Farnham Town Council Memorial Masons' Registration Scheme.**
- c. **To approve Farnham Town Council's Registration with BRAMM to take effect from 1 April 2009.**

Part 2 – ITEMS NOTED

C 047/08 ITEMS TABLED

Local Development Framework

Members noted that in order for the Council to progress its involvement with the Local Development Framework there may be a necessity to employ professionals to assist with the composition of the Town Council's information on its Wards.

It was proposed by Councillor Steel and seconded by Councillor Attfield to allocate up to £5,000 from Reserves in order to employ Independent Planning Consultants to assist with the LDF project.

Resolved: That up to £5,000 be allocated from Reserves in order to employ Independent Planning Consultants to assist with the Town Council's Local Development Framework Project.

The Town Mayor closed the meeting at 9.15pm.

Date

Chairman



FARNHAM TOWN COUNCIL

Register of Interests Full Council

Time and date

7.00pm on Thursday 18 September 2008

Place

The Council Chamber, South Street, Farnham

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

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

NAME OF COUNCILLOR: _____

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

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

Signed

Dated

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

² A personal interest includes:

Any matter registered in the register of interests

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

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

⁴ State item under consideration.



FARNHAM TOWN COUNCIL

B

Public Report

Report to

Full Council 18 September 2008

Report of

The Town Clerk
Roland Potter

Title

Results of the South and South East in Bloom Competition

1 Purpose of the Report

To note that Farnham Town Council achieved a Gold award in South and South East in Bloom and were also the Regional Winners.

2 Summary of Key Issues

Attached at **Annex 1** is a copy of the score sheets which identify three areas in particular which the Council should work on for its 2009 entry.

1. More residential/community gardens
2. Businesses – focus on quality of private displays and cleanliness of front of premises
3. Improve signage of wildlife areas
4. Being Regional Winners the project will be considered for inclusion in the Large Britain in Bloom Competition in 2009.

3 Suggested Actions

1. **Members are requested to acknowledge the work of the Council's Members, Officers, Partners and Volunteers in achieving this award.**
 2. **Council is requested to endorse Farnham Town Council's entry in the 2009 South and South East in Bloom competition for the Town Centre Contiguous mile and develop a scheme to encourage neighbourhoods to enter the competition.**
-

9 September 2008

Note: The people to contact about this report are Sheila Rayner and Kevin Taitt, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667
Distribution: To all Councillors (by post)



2008 SOUTH & SOUTH EAST IN BLOOM MARKING/REPORT SHEET
TOWN/CITY CENTRE

Farnham in Bloom

Low Gold

Introductory Paragraph for the whole report (50 – 75 words)

Magnificent, a great effort by Town, District and County Council, sponsors, volunteer groups and residents. The tour was extremely well run, covering most aspects of the criteria with plenty of information supplied. The residents and visitors to Farnham must be highly delighted.

SECTION A	SUB-SECTION	MAX POINTS	POINTS AWARDED
Floral Displays <i>Design and quality of features and displays, standards of maintenance, including lawned areas and evidence of spring displays and autumn colour.</i>	1. Public Space and Public Buildings <i>(for example, Town/City Square/ Park / Garden, war memorial, public buildings, displays associated with roads including roundabouts etc.)</i>	25	***
	2. Business & commercial <i>(for example, shops, retail centres, visitor attractions, hotels and restaurants, transport hubs, etc)</i>	15	***
	3. Residential front/communal gardens and balconies	10	***
25% of maximum points			
TOTAL POINTS AWARDED FOR SECTION A		50	

The judges were particularly impressed by:

1. All the displays throughout the Town
 2. Forest lodge sponsored displays
 3. Borelli Yard
 4. Lion and Lamb yard
- Any other comments - That the displays are home grown

Areas suggested for future development:

1. One or two of the commercial/residential displays did not come up to the standard of the Town displays. Perhaps advice could be given to them regarding composts /plants.
 - 2.
 - 3.
 - 4.
- Any other comments -

SECTION B	SUB-SECTION	MAX POINTS	POINTS AWARDED
<p>Permanent landscaping.</p> <p><i>Design and quality of plantings, including trees, shrubs, herbaceous plants and naturalised bulbs, and standard of appropriate maintenance, including grass cutting.</i></p> <p>25% of maximum points</p>	<p>1. Public Spaces and Public Buildings</p> <p><i>(for example, Town/ City Square/Park/Garden, street scene, war memorials, public buildings, roundabouts, car parks etc.)</i></p>	30	***
	<p>2. Residential areas and Commercial premises</p> <p><i>(including places of worship)</i></p>	20	***
TOTAL POINTS AWARDED FOR SECTION B		50	

The judges were particularly impressed by:

1. Library Gardens
 2. Victoria Gardens and the commitment by the volunteers
 - 3.
 - 4.
 - 5.
- Any other comments -

Areas suggested for future development

1. Tanner and Taylor Solicitors need a bit of a revamp.
 - 2.
 - 3.
 - 4.
 - 5.
- Any other comments -

SECTION C	SUB-SECTION	MAX POINTS	POINTS AWARDED
<p>Biodiversity</p> <p><i>Actions to conserve the local environment</i></p> <p>25% of maximum points</p>	<p>1. Wildlife Habitats Understanding the plant and animal species present in the Town/City Centre and their relative importance. Adoption of appropriate control methods where appropriate.</p>	10	***
	<p>2. Protecting the environment Saving natural resources and reducing the carbon footprint.</p> <p><i>(For example: action taken to reduce the use of tap water in maintaining open spaces, residential gardens and plants in containers, recycling /reuse of materials in design and maintenance of landscaping schemes, composting initiatives, locally grown and used produce, minimisation of peat/pesticide/herbicide usage etc.)</i></p>	20	****
	<p>Commercial and community involvement</p>	20	****
TOTAL POINTS AWARDED FOR SECTION C		50	

The judges were particularly impressed by:

1. The Home growing of Floral Display plants
 -
2. Waverley Council on achieving recycling targets
 -
 - Any other comments -

Areas suggested for future development:

1. Information boards for wildlife areas.
 -
2.
 -
 - Any other comments -

SECTION D	SUB-SECTION	MAX POINTS	POINTS AWARDED
Local Environmental Quality <i>Absence of litter, dog fouling, graffiti, fly-posting weeds in hard surfaces and other associated factors.</i> 15% of maximum points	1. Cleanliness of town/city centre area Condition of public space/street furniture, litter/dog bins and management of gap sites.	20	***
	2. Commercial involvement to encourage improved cleanliness.	10	***
TOTAL POINTS AWARDED FOR SECTION D		30	

The judges were particularly impressed by:

1. The overall tidiness of the Town
- 2.
- Any other comments -

Areas suggested for future development:

- 1.
- 2.
- Any other comments -

SECTION E	SUB-SECTION	MAX POINTS	POINTS AWARDED
Public Awareness <i>Publicity and promotion of South & South East in Bloom and local "in Bloom" activities.</i> 10% of maximum points	1. Marketing, publicity and promotion of South and South East in Bloom. Communication of information to businesses residents and visitors and media coverage.	15	***
	2. Sponsorship by Business and Commerce	5	***
TOTAL POINTS AWARDED FOR SECTION E		20	

The judges were particularly impressed by:

1. The amount of Sponsorship
2. With all the In Bloom Banners
- Any other comments -Local residents' awareness of the In Bloom Campaign.

Areas suggested for future development:

- 1.
- 2.
- Any other comments -

OVERALL POINTS AWARDED OUT OF A MAX

200

South & South East in Bloom

Marking Conversion

Points Awards out of 5

Flowers Awarded

1	✿
2	✿✿
3-4	✿✿✿
5	✿✿✿✿

Points Awards out of 10

Flowers Awarded

1-2	✿
3-5	✿✿
6-8	✿✿✿
9-10	✿✿✿✿

Points Awarded out of 15

Flowers Awarded

1-3	✿
4-6	✿✿
7-11	✿✿✿
12-15	✿✿✿✿

Points Awarded out of 20

1-5



6-10



11-15



16-20



Points Awarded out of 25

1-6



7-12



13-19



20-25



Points Awarded out of 30

1-8



9-15



16-23



24-30





FARNHAM TOWN COUNCIL

C

Public Report

Report to

Full Council 18 September 2008

Report of

Major Projects Co-ordinator, Catherine Cooper

Title

Review of Town Council's 2008 Events

1 Purpose of the Report

The purpose of this report is to inform Councillors of feedback form Music in the Park and the current situation with the planning for Farnham Feast of Food in October and Christmas projects.

2 Music in the Park

Ten band concerts were held in Gostrey Meadow, however due to mixed weather the events were transferred to the local church on two occasions. These free events provided a variety of music for the public and each event was supported by a local charity tea tent that provided refreshments as part of their fund raising.

The Music in the Park events were very well received and proved to be very successful, with an average attendance of between 75 to 125 and a peak attendance of 300 people on 27th July.

A questionnaire was completed by 105 people attending the concerts and the results are outlined in **Annex 1**.

3 Farnham Feast of Food

Events planned for the campaign include:

Food Festival, Saturday 11th in Central Car Park between 10am – 4pm.

The arrangements so far are:

- 34 stalls of regional producers and Farnham retailers attending the Festival to sell their products. (24 confirmed so far)
- Food demonstration by local Chef Steve Drake of Michelin Star establishment; Drake's Restaurant in Ripley.
- Face-painting for children by Magical Faces. All profits to go to the Town Council.

- Eagle Radio's Love Crew will be attending between 11:00 – 14:00 who will be arranging a grand prize draw. Prizes are being donated by local establishment involved with the campaign.
- Entertainment provided by Grandpa Spells Jazz Band between 14:00 – 16:00.
- Italian Market, Friday 24th, originally arranged to be located in Castle Street between 9am – 4pm.
- The Farmers' Market on 26th will be included in the campaign.

Involving Local Business

The Council has tried to engage and encourage the local food retailers and the Chamber of Commerce to work with the Town Council to support the event. Unfortunately of the 110 letters sent to businesses only thirteen retailers have responded. Despite an initial interest expressed by the local Chamber of Commerce, they feel that they are unable to contribute by providing a stall or contributing to the cost of the publishing the programme as there were insufficient numbers of chamber members involved in the festival.

Involving other Partners

The Town Council had initially intended to apply for a road closure on West Street to provide the venue for the market, however due to the presence of the gas installation works it was agreed to work with Waverley Borough Council to provide a one off location in the Central car park. The Borough Council share the Town Councils' objective to encourage visitors into the town centre particularly at this difficult time and was pleased to make the Council's facilities available.

The Town Council's Officers had received the support of Surrey County Council and the deed owner of the taxi rank area to make available the bus stopping area and the adjoining taxi rank; however this has been refused by the Borough Council due to licensing and environmental issues regarding ownership of land and the general licensing of the area. The Council's officers are still waiting for the Borough Councils' recommendation of an alternative venue.

Christmas

Planning is already under way for Christmas and the Young Person of the Year projects. It is planned to hold the "Christmas Light switch on ceremony" in East Street on Saturday 22 November 2008 for the last time. After this year the switch on the event will be relocated to Gostrey Meadow.

Entertainment

Eagle Radio has contacted the Council asking to be involved with the festivities this year. This year Eagle is offering 2 packages:

PACKAGE 1 - £1,000

Love Crew to warm up the crowd on stage / health & safety announcements etc
 1 x Flagship Presenter for 2 hours on Main Stage
 Promotional Love Crew at event for duration
 16 x event mentions On Air in run up to event
 2 x On Air Live Links from the event
 Weblink at 964eagle.co.uk

PACKAGE 2 – No Cost

Love Crew to warm up the crowd on stage / health & safety announcements etc
 1 x Mainstream Presenter for 1 hour on Main Stage
 Promotional Love Crew at event for duration
 10 x event mentions on air in run up to event
 Web link at 964eagle.co.uk

(However, a presenter is ideally required for 2 hours to fill in the gaps between the schools singing etc, therefore package 2 cannot be taken into consideration.)

Enquiries have also been made with Delta radio who are also very keen to participate in the event and could offer Stuart Clark, the popular breakfast show host and Team Delta would be available for a charge of £200 in addition they would provide all the event mentions within the cost

Members are asked to consider the offers from both Eagle and Delta and decide which would be best for the Christmas Lights Switch On.

3 Suggested Actions

- **To note the events planned for the remainder of the year.**
- **To approve the use of Delta radio for the Christmas Switch on.**

5 September 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 1

Q1 Please rate your enjoyment of today's concert

Really enjoyed.....	57.1%
Enjoyed.....	30.5%
Not Sure.....	5.7%
Didn't enjoy.....	1.0%
Really didn't enjoy.....	2.9%

Q2 Have you come to the concert

On your own.....	21.0%
With friends.....	33.3%
With family.....	42.9%
With colleagues.....	2.9%
Other.....	0.0%

Q3 What mode of transport did you use to get here today

Car.....	58.7%
Walking.....	37.5%
Bus.....	1.0%
Train.....	1.0%
Other.....	1.0%

Q4 How do you rate the venue

Good.....	92.4%
Ok.....	5.7%
Poor.....	0.0%

Q4 How do you rate the band

Good.....	78.1%
Ok.....	16.2%
Poor.....	6.7%

Q4 How do you rate the refreshments

Good.....	70.5%
Ok.....	14.3%
Poor.....	2.9%

Q5 Are you planning to come to any of the other concerts

Yes.....	75.2%
No.....	2.9%
Not sure.....	17.1%

Q6 How did you hear about the concert

Farnham Herald.....	25.7%
Been before.....	5.7%
Leaflet.....	21.9%
Council offices.....	4.8%
Notice board.....	5.7%
Word of Mouth.....	20.0%
Making Waves Magazine.....	5.7%
Other.....	22.9%

Q7 How could FTC improve the band concert

66.7%

Q8 Are you a

Resident of Farnham.....	77.1%
Day Visitor.....	20.0%
On Holiday.....	0.0%
Other.....	1.0%

Q9 Age

Under 16.....	9.5%
16-25.....	12.4%
26-35.....	3.8%
36-45.....	10.5%
46-55.....	12.4%
56-65.....	19.0%
66-75.....	17.1%
76 plus.....	18.1%
	0.0%



FARNHAM TOWN COUNCIL

D

Public Report

Report to

Full Council 18 September 2008

Report of

Major Projects Co-ordinator, Catherine Cooper

Title

2009 Events

1 Purpose of the Report

The purpose of this report is for members to agree on the proposed list of events (see **Annex 1**) scheduled for next year and the locations of road closures, where required. The events are split into the 4 seasons.

2 Summary of Key Issues

Spring

3 Continental Markets have been scheduled for 2009; this will be dependent on whether Farnham Town Council can resolve the current trading issues with Waverley.

The first Continental Market for 2009 is scheduled for Easter weekend. This will replace the Council's commitment to the Easter Extravaganza event. Officers identified that the Easter Extravaganza project is a community based event similar to Festival of Transport and the Carnival. The Council's Easter Extravaganza was unsuccessful this year due to the poor weather and several representatives of Rotary Club expressed their disappointment with the Council.

After the de-brief meeting of the Spring Festival in May, Members and officers decided the Spring Festival Craft Market should be repeated in 2009, taking into consideration the points raised from the de-brief meeting and report. Members are required to decide the location of the Arts & Crafts market and whether Downing Street should be used again.

Summer

Due to the success of the band concerts this year, 11 concerts have been scheduled for 2009. The band concerts have been provisionally planned for the first 3 weeks in June, July, August

and September, therefore with the Farmers' Market; this will create an event for residents every weekend from June to September.

The Council will look at opportunities to raise sponsorship with local businesses.

A new event planned for Summer 2009 is the Gardening Festival. This will be a finale to the South East in Bloom competition, Farnham in Bloom and the Secret Gardens. This festival will be located at the Maltings and will include the Allotment Competition.

Autumn

The Farnham Feast of Food will be developed further in September 2009. . The event will be moved forward by 2 weeks to coincide with British Food fortnight and to involve harvest festivals within the project, which generally take place at the end of September.

The location of the Food Festival will require a road closure, which is expected to take place this in West Street from the junction of Downing Street along West Street to The Hart.

Winter

In discussions between Officers and the Maltings it was agreed that the current date for the Switch-On is too early in the calendar because traditionally, in most towns it is scheduled for 1st December.

However, as the local schools are a vital part to the Switch-On, Saturday would be the easiest day for children and other partners to participate; therefore the event will be scheduled for the Saturday nearest 1st December. In 2009 this will be Saturday 28th November.

The Christmas Switch-On will take place in Gostrey Meadow and therefore will not require a road closure as in previous years.

3 Suggested Actions

To approve the schedule of events for 2009.

5 September 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 1

Farnham Town Council Provisional Calendar of 2009 Events

Day	Date	Month	Time	Event	Location
Sun	25th	January	10am - 1.30pm	Farmers Market	Central Car Park
Fri-Sat	14th - 15th	February	TBC	Continental Market	TBC
Sun	22nd	February	10am - 1.30pm	Farmers Market	Central Car Park
Fri - Sun	20th -22nd	March	TBC	MALTINGS: Sugarcraft	Maltings
Sun	22nd	March	10am - 1.30pm	Farmers Market	Central Car Park
Fri - Sat	10th - 11th	April	TBC	Continental Market	TBC
Sun	26th	April	10am - 1.30pm	Farmers Market	Central Car Park
Sat	9th	May	TBC	MALTINGS/FTC: Spring Festival	Downing Street???
Sun	24th	May	10am - 1.30pm	Continental Market	Central Car Park
Sun	7th	June	3pm - 5pm	Band Concert	Gostrey Meadow
Sun	14th	June	3pm - 5pm	Band Concert	Gostrey Meadow
Sun	21st	June	3pm - 5pm	Band Concert	Gostrey Meadow
Sat	27th	June	TBC	Farnham Carnival	Castle Street
Sun	28th	June	10am - 1.30pm	Farmers Market	Central Car Park
Sat	4th	July	TBC	Hale Carnival	Hale
Sun	5th	July	3pm - 5pm	Band Concert	Gostrey Meadow
Sun	12th	July	3pm - 5pm	Band Concert	Gostrey Meadow
Sun	19th	July	3pm - 5pm	Band Concert	Gostrey Meadow
Sat	25th	July	TBC	Maltings/FTC: Gardening Festival	Maltings
Sun	26th	July	10am - 1.30pm	Farmers Market	Central Car Park
Sun	2nd	August	3pm - 5pm	Band Concert	Gostrey Meadow
Sun	9th	August	3pm - 5pm	Band Concert	Gostrey Meadow
Sun	16th	August	3pm - 5pm	Band Concert	Gostrey Meadow
Sun	23rd	August	3pm - 5pm	Farmer's Market	Central Car Park
Sun	6th	September	3pm - 5pm	Band Concert	Gostrey Meadow
Sun	13th	September	3pm - 5pm	Band Concert	Gostrey Meadow
Sat	19th	September	TBC	Launch of Farnham Feast of Food	
Sat	27th	September	10am - 1.30pm	Farmers Market	Central Car Park
Sat	3rd	October	TBC	Food Festival	West Street???
Sat	9th - 10th	October	TBC	Continental Market	TBC
Sat - Sun	17th - 18th	October	TBC	MALTINGS: Festival of Crafts	Maltings
Sun	25th	October	10am - 1.30pm	Farmers Market	Central Car Park
Sun	22nd	November	10am - 1.30pm	Farmers Market	Central Car Park
Sat	28th	November	TBC	Christmas Lights Switch-On	Gostrey Meadow
Sat	28th - 29th	November	TBC	MALTINGS: Gift	Maltings
Sun	13th	December	10am - 1.30pm	Farmers Market	Central Car Park



FARNHAM TOWN COUNCIL

E

Public Report

Report to

Full Council 18 September 2008

Report of

Major Projects Co-ordinator, Catherine Cooper

Title

Farnham Town Guide 2009

1 Purpose of the Report

To inform members of the decisions made regarding the 2009 Town Guide and discuss the current proposal for a combined Events Guide from the Farnham Maltings.

Summary of Key Issues

4 local companies were consulted for quotes to re-design and print the 2009 Town Guide as the company used last year has gone out of business.

Farnham Town Council received 4,000 copies last year with an additional 3,000 copies purchased.

Officers informed the potential companies that the main points to be reviewed for the 2009 guide is:

- A consistent layout
- Accommodation to be added
- Overview of events to be added.

One prospective company contacted businesses who had advertised in the last Town Guide. Most advertisers agreed they would advertise again but were concerned about lack of distribution. The majority of advertisers said "they were unaware of how the Guide was to be distributed."

The Council's Officers identified a preferred provider of the Town Guide which was Starfish. This company is based in Portsmouth and will produce 15,000 free copies based on last year's advertising costs and are the preferred supplier due to their experience and reputation.

They have worked on Test Valley guide for 3 years running, Visit Hampshire's for 3 year and Portsmouth Southampton and Guildford guides for 2 years.

Starfish produced 3 different and unique designs which were considered by a panel of Councillors including Councillors Fleming, Hargreaves, Le Gal and Hill '. The Councillors raised a number of issues which the officers have subsequently raised with the company.

The next stage is for the Projects Co-ordinator to provide information to Starfish about specifics for the guide e.g. The planned distribution service with Take One Media. This will allow a rate card can be designed and distributed to perspective advertisers.

Farnham Events Guide

The demand for a general Farnham events guide has been raised by officers of the Council. Officers discussed this demand with the Farnham Maltings who produce their own events guide 3 times a year.

The Maltings suggested redesigning their events guide to a Town events guide so as to serve the wider local community. This would be in partnership with the Council and therefore would include the Town Council's events and major community events like the Carnival.

The guide would be created 3 times a year, January – April, May – August and September to December.

The Maltings are enthusiastic to take on this project but require a financial contribution.

Financial Implications

The initial costs have been identified as between £6K and 12K depending on circulation. (see **Annex 1**)

3 Suggested Actions

- **To note the progress with the development of a new Town Guide.**
- **To agree that Council Officers be allowed to negotiate a contribution with the Maltings to develop a shared calendar within the current budget.**
- **To defer the Maltings project until the next financial year and for an accurate and renegotiated cost to be included in the 2009/10 budget proposals.**

5 September 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)

insert Maltings logo

Proposal: for the Maltings and Farnham Town Council to work in partnership to produce and distribute a single brochure of key town events and the programme of events held at the Maltings

Budget: the breakdown of costs below is for the first edition of the brochure (there will be three per annum to cover Jan-Apr; May-Aug; Sep-Dec). The first joint brochure will be more expensive than future editions due to increased design costs and a greater circulation. All figures exclude VAT. We are seeking a contribution of between £6k and £11.5k from FTC for 2009 depending on distribution levels.

DECISIONS REQUIRED:

Farnham Town Council is asked to

- agree in principle to the idea of a joint brochure
- agree the printing and distribution levels for the first and subsequent editions
- agree to contribute a percentage of the costs as outlined below

	7,500 copies	12,500 copies	20,000 copies	notes
design	2,000	2,000	2,000	<i>Design costs would reduce to £1,400 for future editions.</i>
print	3,437	3,570	5,232	<i>These costs are for full colour (more or less the same cost as for single colour).</i>
postal distribution	723	1,260	1,741	<i>20,000 would enable distribution to every household in Farnham for the first edition. *12,500 estimate figure</i>
postage	1,424	2,268	4,116	<i>*12,500 estimate figure</i>
distribution around the town by Farnham Town Council	in kind	in kind	in kind	<i>It is expected that the Town Council would use their existing infrastructure to continue this distribution.</i>

Maltings staff time	1,500	1,500	1,500	<i>10 days @ £150 a day</i>
plus 2,500 run ons	750	750	750	<i>Copies of the brochure for distribution by hand.</i>
TOTAL	9,834	11,348	15,339	
less contribution from Farnham Maltings	7,500	7,500	7,500	
contribution sought from Farnham Town Council for first edition	2,334	3,848	7,839	
estimated contribution required from Farnham Town Council for editions two and three	4,000	tbc	tbc	



FARNHAM TOWN COUNCIL

F

Public Report

Report to

Full Council 18 September 2008

Report of

Sheila Rayner
Town Development Co-ordinator (Assistant Town Clerk)

Title

Christmas Decorations – Light Emitting Diode (LED) bulbs

1 Purpose of the Report

The purpose of this report is to consider the exchange of traditional tungsten bulbs to LEDs in cross street decorations.

2 Summary of Key Issues

1. Currently a majority of Farnham Town Council's Christmas Light Decorations are fitted with tungsten bulbs
2. Tungsten bulbs are very costly to run
3. Retailers in the Town provide the power for the Christmas Decorations, free of charge
4. Energy costs are rising rapidly
5. When a tungsten bulb fails it is very clearly visible
6. LED bulbs run on approximately 80 -90% less power than tungsten, therefore will cost less to run
7. LED bulbs are more durable than tungsten bulbs
8. LED bulbs are smaller and so when they fail are less noticeable

As a result of the rising cost of power the benefit of exchanging tungsten bulbs with LED bulbs would be to reduce the cost of providing power by local retailers and improve the effectiveness of the decorations.

3 Financial Implications

The additional cost of replacing tungsten bulbs with LED bulbs would be £2,278.12.

The funds could be identified from potential savings within the current budget or a sum of up to £2,278.12 could be allocated from General Reserves.

4 Suggested Actions

- 1. To approve the replacement of tungsten bulbs with LED bulbs.**
- 2. To fund the cost from potential savings within the current budget of a sum of up to £2,278.12 to be allocated from reserves.**

5 September 2008

Note: The person to contact about this report is Town Development Co-ordinator (Assistant Town Clerk) Sheila Rayner, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN.
Tel: 01252 712667

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

G

Public Report

Report to

Full Council 18 June 2008

Report of

Roland Potter (Town Clerk)

Title

Cemeteries Service Review

1 Purpose of the Report

To note changes to the Council's Cemeteries Service as a result of a review by the Cemeteries Working and Appeals Group (CWAG) and to approve the delegation of the Responsible Officers authority to other officers.

2 Summary of Key Issues

- Change of the branding of the cemeteries service to Bereavement Services to reflect more accurately the nature of the services provided by the Town Council to the bereaved. (section 4 below)
- The adoption of a national excellence criterion as a framework for the future management of the Councils Bereavement services and cemetery operations. (section 5 below)
- Change of the hours of operation of the Council's Bereavement Services from a part-time service delivered 9.00am to 1.00pm, Monday to Friday to a daily full time service delivered 9.00am to 4.30 pm. (section 6a below)
- Change of the internal management structure for the delivery of Bereavement Services and Cemetery Operations. (section 6b below)
- The introduction of a Business Continuity Strategy, to include trained Council Officers capable of providing the Bereavement and cemeteries service from remote locations in the event of a pandemic(section 7 below)
- In order to improve the Council services a number of members of staff have been trained to provide the front line Bereavement Services and members of the cemeteries management team will study for more advanced qualifications in cemeteries management. (section 8 below)
- From 1st January 2009 it is anticipated that funeral directors will be able to access the provisional booking service at any time through the use of an online booking system. (section 9 below)
- The trialling of a new standard of grounds maintenance to improve the general

appearance of the cemeteries (section 10 below)

- The general improvement of cemeteries with the introduction of new planting schemes and the extension of services to provide a garden of reflection in West Street Cemetery. (section 11 below)
- The future use and maintenance of the Chapel buildings. (section 12 below)
- To authorise the delegation of the responsible officers powers to other officers with regard to cemeteries. (section 13 below)

3 Background Information

In June 2007 the Town Council adopted a series of aims and objectives to improve the local services delivered by the Council. These aims included:

- To provide local services to the highest possible standard
- To provide a responsive local service, capable of addressing issues of local concern in a prompt and effective manner.
- To ensure the Town Council's services are subject to regular review to ensure that they are fit for purpose and to promote a culture of continuous improvement.

As a result of a number of changes in working practice including; Full time staff reducing their hours, and the loss of staff. The CWAG were also aware of concerns regarding the standard of customer service provided by the Council. These concerns included both the standard and availability of the booking service, standards of grass cutting and the general image of cemeteries.

4 Rebranding of the Service

The Council has always referred to the services it delivers to the bereaved as cemeteries services. This label does not reflect the care, consideration and support which are provided to the bereaved by the Council. It is also easily confused with the practical delivery of services within the cemetery e.g. grass cutting, memorial inspections etc.

The CWAG have therefore recommended that the name of the front line service which deals directly with the bereaved at the first point of contact should be rebranded as Bereavement Services. This will acknowledge that the customer on these occasions have suffered a bereavement and will distinguish the service from the general operations of the cemeteries.

5 Management Framework

The Institute of Cemeteries and Crematorium Management (ICCM) is the nationally recognised organisation who have an established a national criteria for the management and delivery of services which is geared to a national Charter for the Bereaved.

The CWAG considered the criteria for the excellence award and the adoption of the charter had have agreed that due to the size, resources and the services the Town Council are able to deliver at this time it would not be appropriate to apply for recognition under the Excellence Criteria or the Charter.

However it is recommended that the Council's officers should use those standards which are appropriate to the Town Council to measure and develop our standard of service. This will include the setting of standards through performance management and consultation with users and partners.

6a Review of customer service

The Council had provided a part-time service from April 2005 and concern had been expressed by funeral directors that they needed to access the service over a longer period.

However, at this time only one member of staff had experience and had been trained in

administering the cemeteries service.

The structure of service delivery up to September 2008 is identified in **Annex 1** attached.

As a result of the review the following actions have been taken:

6b New Service structure

From Monday 8 September a new structure has been implemented to provide a front line booking service to the bereaved from 9.00 am to 4.30 pm Monday to Friday. This service will be provided only by trained staff, however all administration will continue to be provided by Mrs Tunley. (**Annex 2**)

The full service of cemeteries operation and bereavement administration will be managed by Mr K Tait and Miss W Coulter

7 Business Continuity

As part of the Council's new structure for the management of cemeteries, the Cemeteries Management Team is trained to provide the full bereavement and cemeteries operation from a remote site. This team which will manage and implement the Council's emergency plan in case of a pandemic.

8 Training

All members of staff working in the Council's front office have received a day's in house training to provide the initial Bereavement Service.

In addition as a back up to this service all trained members of the Council staff are able to provide the full service if and when appropriate

Mr K Tait and Miss W Coulter have attended an introductory cemeteries management course. This will be followed with additional training in cemeteries management to Diploma level as required by the national body of the Institute of Cemetery and Crematorium Management.

Miss C Cooper, Mr R Cooper, Mrs G Gordon, Mrs J Stanton, and Mrs S Tunley have attended a one day internal training course on cemetery administration.

In addition all staff will attend a training course on "dealing with difficult people"

There will also be an awareness training workshop for all elected members who are interested.

9 Future Improvements

From 1 January 2009 it is anticipated that the Council's cemeteries provisional booking service will be available on-line through computers and mobile phones to all funeral directors. This will allow the funeral director to provide all the necessary information for a provisional booking all year round and any time of the day.

10 Cemeteries maintenance

10a Explanation of pressures on resources to cut grass in cemeteries

The Council's grass cutting schedule usually starts in March and is completed by early October.

Due to the changes in the climate bringing milder weather and more rain, the growth of the grass has increased and the growing season has extended requiring the Town Council to

provide additional cuts. The changing climate will require the Council to consider extending the grass cutting season to provide an all year round service.

Additional pressures on resources can be identified in the expansion of Farnham in Bloom draws 2 members of staff away from grass cutting for 2 days to maintain and water the hanging baskets and floral displays.

In addition the physical inspection of memorials within the cemeteries and the potential making safe of memorials have already diverted resources for short periods, however this will become a major resource implication during October to March 2008/09, when additional works will have to be completed.

10b Grounds maintenance in 2007/08

In 2007/08 the Council cut the grass in the cemeteries 14 times to control the growth. This was double the normal cuts which are anticipated in the cemeteries.

In 2007/08 the Council increased its staff temporarily from March to October by one additional casual member of staff.

10c Grounds maintenance in 2008/09

In 2008/09 the Council had completed 7 cuts in all the cemeteries by mid August. In order to increase the quality of our service the Council has employed 2 additional temporary members of staff and utilised the 2 house keeping staff to improve our service.

The additional temporary resources have allowed the Council to improve its services to the allotments with further maintenance.

The current grass cutting regime requires all cemetery areas to be cut to less than 2 inches and every grave to be strimmed on average every 5 weeks.

10d Grounds maintenance standards for 2008/10

In order to obtain value for money and deliver an improved service CWAG has reviewed the Councils grounds maintenance standards and procedures and have recommended the following action be taken in 2008/2010.

1. There should be 4 levels of cut, Wild areas, 3 to 4 inches, minimum of 2 inches (approx) but less than 3 inches, 1 to 2 inches.
2. C section in West Street should be allowed to grow wild and will be cut twice a year.
3. The old part of West Street Cemetery will be cut at 3 to 4 inches.
4. The remaining parts of West Street Cemetery and all other cemeteries including children's graves will be cut to a minimum of 2 inches and less than 3 inches.
5. Areas around cemetery buildings, war graves and graves of local importance will be cut to 1 to 2 inches.
6. Graves will be strimmed on every other cut except war graves and graves of local importance.
7. That grass cutting should continue through the winter months.

11 Cemetery improvements

The CWAG has identified that initially work will be focused on the West Street Cemetery to introduce planting schemes on the corner of grave sections and referencing. In addition an area of land within the cemetery has been identified as an area to create a garden of reflection and remembrance. The project has to still to be estimated and will be included in the Council's budget proposals for 2009/10.

There will also be general remedial works provided in all cemeteries including the boxing in of waste bin areas and footpath works are being estimated for the Council's budget process.

12 The future use and maintenance of Chapel Buildings

The Council owns 4 cemetery buildings within 3 of its cemeteries. The chapel situated within the West Street Cemetery is a Grade II listed building.

3 of the chapels are in a poor state of repair, however due to the listed building status of the West Street Chapel the Council will be taking remedial action to prevent the further deterioration of the building. This particular building is suffering from poor and bad maintenance by previous authorities and the responsibility and liability now falls to the Town Council.

The Council's officers and Members have held a meeting with the Listed Buildings Officer from Waverley Borough Council who has indicated that he would support the building being renovated for the continuation of the cemetery function. The Council are now liaising with the District Council to obtain details of appropriate specialised companies to repair the external fabric of the building.

A report on the future use of the buildings will be included in the budget reports to be considered by the Council.

13 Delegation of Responsible Officer Powers

The Council's Responsible Officer is the Town Clerk, however it is important that at certain times trained and experienced officers can be delegated certain responsibilities with regard to the Council's Bereavement Services and Cemeteries operations when the Town Clerk is not available. This will particularly apply with regard to burials which require to be provided within 24 hours or in a pandemic.

Members are requested approving the delegation of this authority to members of the Cemeteries Management Team (Mr K Tait and Miss W Coulter) when the Town Clerk is not available

14 Financial Implications

There are no financial implications at this time.

15 Legal Implications

The ability to delegate the powers of the Town Clerk as the Responsible Officer a certain times will allow the Council to respond quickly and within the law when required.

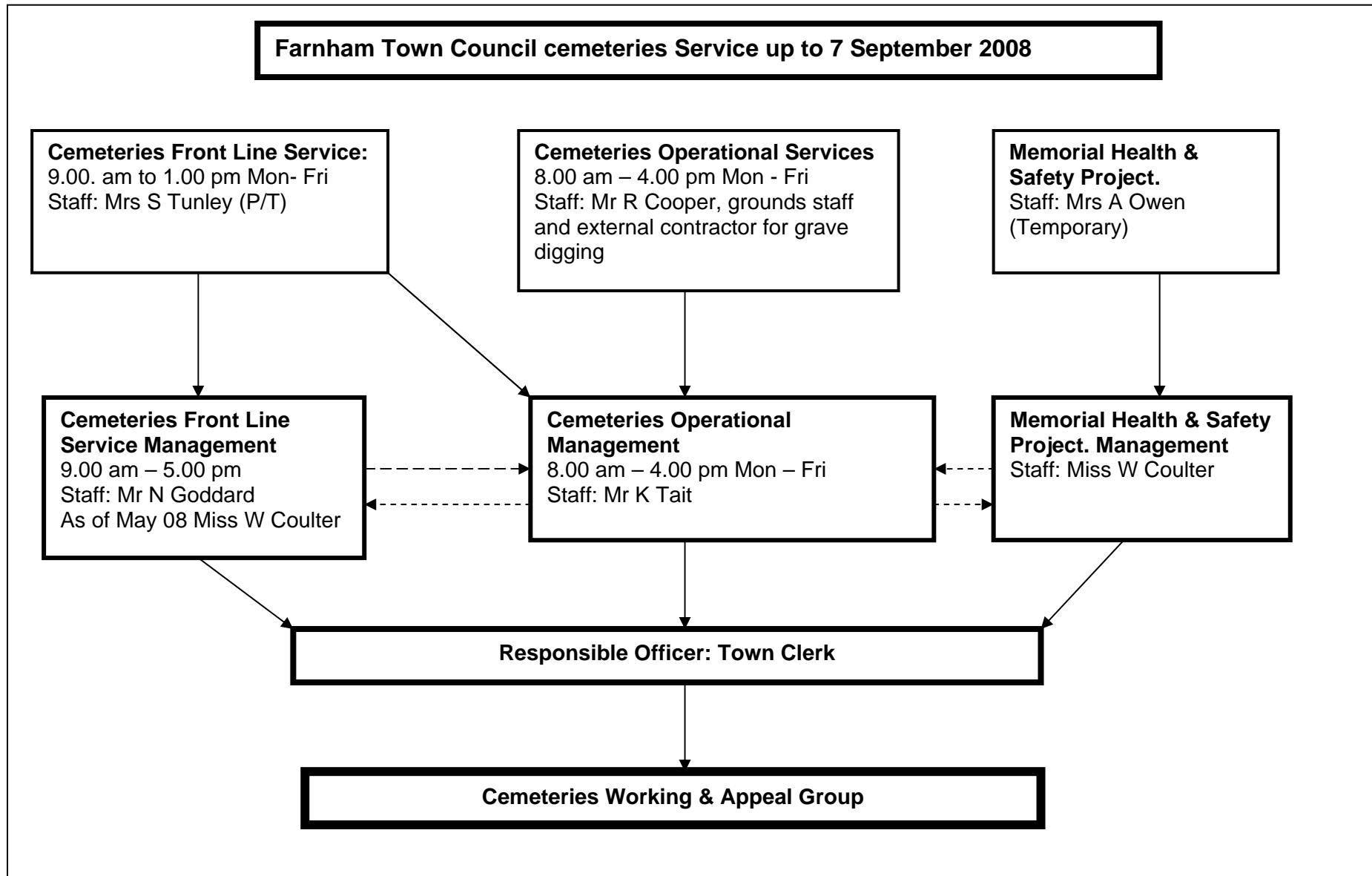
16 Suggested Actions

- a. To note the changes to the Council's Cemeteries Service as outlined in the report.**
- b. To approve the delegation of the powers of the Town Clerk to the Cemeteries Management Team when the Town Clerk is not available.**

10 September 2008

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

Distribution: To all Councillors (by post)



Farnham Town Council Bereavement Services from 8 September 2008

Front Line Bereavement Services:
 9.00. am to 4.30 pm Mon- Fri
 Staff: Miss C Cooper, Miss W Coulter, Mrs G Gordon, Mrs J Stanton, Mrs S Tunley (P/T)

Cemeteries Operational Services
 8.00 am – 4.00 pm Mon - Fri
 Staff: Mr R Cooper, grounds staff and external contractor for grave digging

Memorial Health & Safety Project.
 Staff: Mrs A Owen (Temporary)

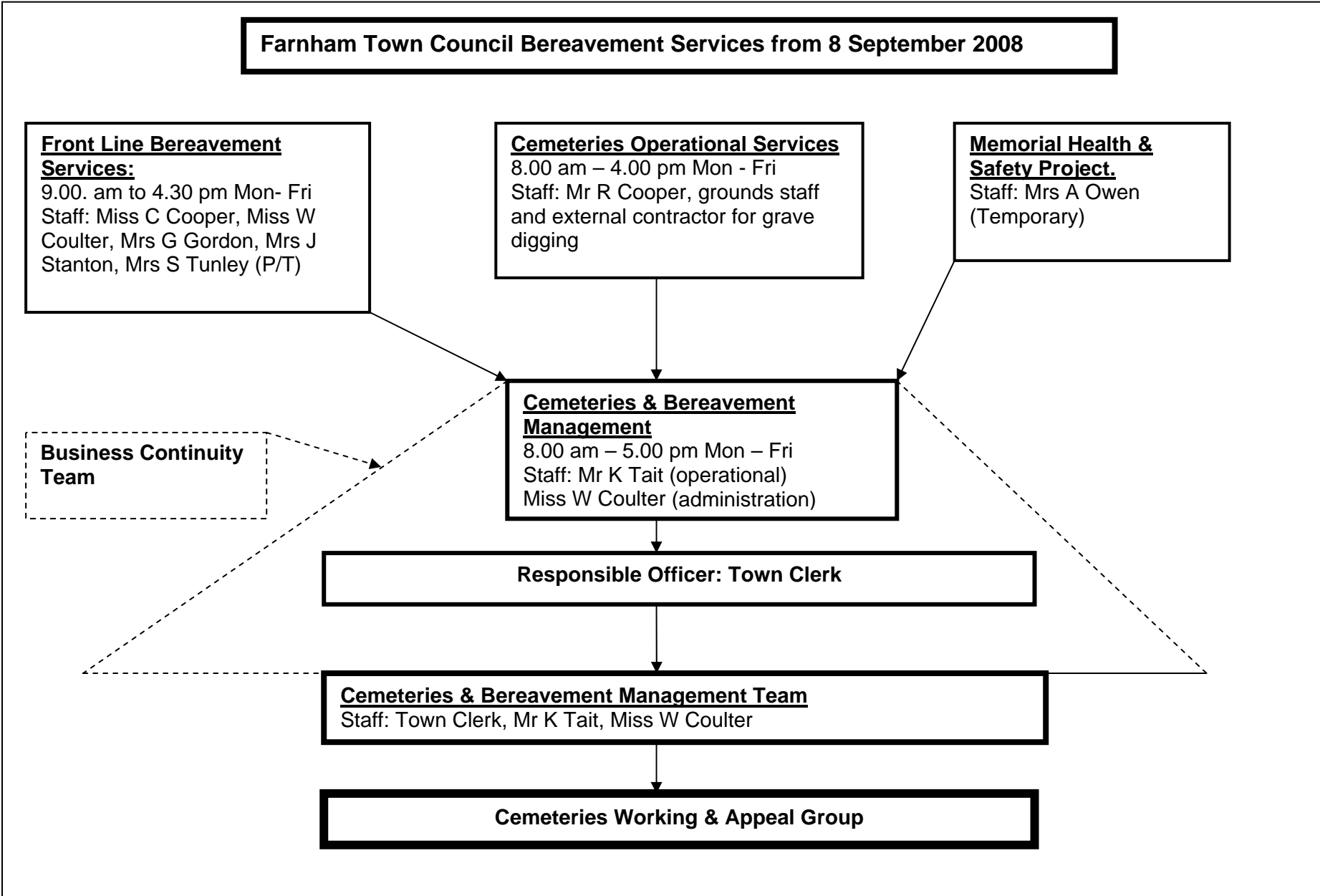
Business Continuity Team

Cemeteries & Bereavement Management
 8.00 am – 5.00 pm Mon – Fri
 Staff: Mr K Tait (operational)
 Miss W Coulter (administration)

Responsible Officer: Town Clerk

Cemeteries & Bereavement Management Team
 Staff: Town Clerk, Mr K Tait, Miss W Coulter

Cemeteries Working & Appeal Group





FARNHAM TOWN COUNCIL



Public Report

Report to

Full Council 18 September 2008

Report of

Wendy Coulter (Committee and Members Services Co-ordinator)
Roland Potter (Town Clerk)

Title

Update on Cemeteries Health and Safety (of Memorials) Project

1 Purpose of the Report

To update Members on the current progress of the Health and Safety (of Memorials) Project and to seek approval to continue with the next phase of the Project to take further action to make the unrepaired Memorials safe.

2 Summary of Key Issues

The Council's duty and responsibility

Under the Health and Safety at Work Act 1974 and Occupiers Liability Act 1957 and the Local Authorities Cemeteries Order 1977, the Town Council as the Burial Authority for the Cemeteries of West Street, Green Lane, Badshot Lea and Hale has a duty and responsibility to carry out Health and Safety Inspections in its cemeteries including Inspections of Memorials.

The Council's intentions

There is a perception that Council will lay down memorials indiscriminately.

However, it has never been this Council's intention to lay down large numbers of memorials in its cemeteries.

It has been the Council's intention, and practice to inform the members of public and interested parties of the Council's actions throughout the whole process.

We are trying to encourage owners to take responsibility for their memorials.

Farnham Town Council will carry out its duties under the Health and Safety At Work Act 1974 and will ensure that those who have a legal duty to maintain their memorials do so at no further cost to the Farnham Tax Payer.

Attached at **Annex 1** is a Press Release issued by the nationally recognised Institute of Cemeteries and Crematorium Management (ICCM) on inspections of Memorials for Health and Safety. It demonstrates why the inspections need to be carried out and the intention behind the exercise.

3 Current Situation of Memorial Testing in Farnham Cemeteries

Background Information

The 'purchaser' of the Exclusive Right of Burial does not purchase the land of the grave, this belongs to the Town Council. The 'purchaser' purchases the 'Exclusive Rights of Burial' only that means they buy the exclusive right to be buried in that particular grave for the amount of time that the Burial Authority sees fit.

Until recently the purchaser would purchase those rights from the Burial Authority (the Council) for 100 years. However, since March 2008 the rights can only be purchased for 30 years. This is in an attempt to keep in touch with purchasers and keep the Council's records up to date.

Farnham Town Council, as the Burial Authority has a duty and the power to inspect and make safe any unsafe memorials.

Memorials which have been placed on 'purchased' graves are legally the responsibility of the owner of the Exclusive Rights of Burial. This means they have a duty to maintain and upkeep the memorial.

However, in Farnham Town Council's cemeteries there are many graves that are not purchased and many of these have had memorials placed on them. This is in breach of the Town Council's regulations, but has occurred in the past before the Town Council took responsibility for the Cemeteries.

For graves that have not been 'purchased' the Council does not have any record of persons who are responsible for the memorials. As these memorials are technically illegal, they are the responsibility of the Council.

Project Progress

Memorial testing following ICCM guidelines has been carried out in Badshot Lea and Green Lane cemeteries and has made temporarily secure memorials that were considered to be a risk.

Notices were placed on the insecure memorials requesting those responsible to contact the Council.

The Council has also followed ICCM guidelines for its administration practices following the memorial testing.

Council's officers have written twice (where necessary) to all the last known owners of Exclusive Rights of Burial for those memorials that have failed the inspections requesting them to contact the Council.

Following experience gained from the administration process for Badshot Lea, there is very little merit in giving more than six weeks response time for the initial letters that receive no reply. After six weeks a second letter is sent and if no reply is received after four weeks the grave number is added to the list of untraceable contacts.

We have now advertised contact information in the local press for owners or interested parties of untraceable memorials in the following ways. A notice was placed in the Farnham Herald requesting anyone with information regarding the memorials to make contact with the Council.

Complete lists of the untraceable memorials were displayed in the notice board at Badshot Lea and on the Town Council's website and available in the Town Council offices.

This complete cycle has been completed for Badshot Lea cemetery and we are nearing completion of this process for Green Lane.

Progress on untraceable memorials and numbers of unsafe memorials

Badshot Lea has 136 memorials that are unsafe with untraceable contacts (a full list is attached at **Annex 2**). Numbers cannot be confirmed yet for Green Lane as the administration process has not yet been completed; so far however the list numbers 171 (current list attached at **Annex 3**). The final round of letters for Green Lane will be sent out w/c 29.09.2008. The full list of untraceable contacts should be available for Green Lane Cemetery by the end of October 2008.

Current progress on memorial testing

Notices were put up in the West Street Cemetery notice board, in the local press and on the Council's website during June 2008 informing members of the public and interested parties that the testing of memorials would be carried out in West Street Cemetery Section C during August 2008.

The Council's process for carrying out inspections on Memorials

Before carrying out any inspections of memorials the Town Council sought the guidance of the nationally recognised (ICCM) As officers were aware of concerns raised with the Local Government Ombudsman. Although the Ombudsman has no jurisdiction over the Town Council the Council has complied with the response of the ICCM to the report. Attached at **Annex 4** is a report of the ICCM in response to the Ombudsman's Special Report on Memorial Safety.

The Town Council has carefully followed the advice given by the ICCM in its processes for inspecting memorials in its cemeteries. As officers we are satisfied that we have followed all the procedures, however following our inspections we have found that there are memorials within our cemeteries that will need to be laid down for safety.

4 Suggested Actions

Memorials on 'un-purchased' graves

For memorials that are placed on un-purchased grave plots, the responsibility of the maintenance of the memorial lies with the Council.

It is suggested that any unsafe memorial, where the responsibility of the maintenance lies with the Council should be laid down.

Memorials on 'purchased' graves where no owner has been traced

As is becoming clear from the Council's attempts to contact owners there are a number of Memorials on graves where the owners cannot be traced. Unfortunately these memorials are unsafe and do pose a hazard. Unless owners come forward the Council has a duty to make those memorials safe and therefore it is suggested that the memorials be laid down.

For Members attention attached at Annex 3 is a document issued by the ICCM and the Confederation of Burial Authorities regarding a Court Judgement that was made in favour of a Council that had to lay down unsafe memorials.

Memorials of local, architectural or historical value

Officers are concerned that memorials should not be laid down if they are of a local, architectural or historical value. Any memorials that are considered to fall into this category following assessment by officers and consultation with local groups such as the Buildings Preservation Trust and local historians should be referred to the Cemeteries Working and Appeals Group for their inspection and recommendation. It is suggested that these memorials should be repaired in order to preserve their local, architectural or historical value and their merit within the cemeteries.

Kerbstones

Kerbstones are particularly problematic and tend to suffer damage more readily. However, it is often more difficult to prove the case of a safety hazard with kerbing.

It has been the practice of the Council to inform 'owners' that as they are legally responsible for the upkeep of memorials on their graves they should repair the kerbing.

However, the Council has the same issues of tracing owners as with the Memorial Headstones. So, in some cases it will be necessary to remove these kerbstones from the graves to a place of safe storage which may include the sides of the Cemeteries or incorporation into the sides of footpaths.

5 Legal and Policy Implications

Article 3 of the Local Authorities Cemeteries Order 1977 expressly empowers burial authorities to do "all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery", save that they are not thereby authorised to take any action in relation to:

(b) any vault, or any tombstone or other memorial, ***other than action which is necessary to remove a danger which arises by reason of the condition of the vault, or the tombstone or other memorial, itself***".

This means that Farnham Town Council, as the burial authority, has the power to take action necessary to remove or make safe dangerous memorials.

6 Financial Implications

There may be additional costs in the laying down of memorials which would be taken from reserves.

With reference to memorials of historical, architectural or local value, it may be necessary to employ the services of a stonemason at a cost to the Town Council.

7 Managing Public Relations

The following is a series of proposals to assist with the management of public relations during the period of laying down of memorials:

1. Place 'laying down' notices on all memorials to be laid down.
2. Place a general 'laying down' notice in the Cemetery notice board.
3. Place a general 'laying down' notice on the Town Council website.
4. Consider a press release or article based around memorials where permission has been given to lay down from owners. A photo would be taken of work done and incorporated into an article.

For Members information, we have recently had to lay down a memorial in West Street Cemetery that had been severely damaged by a vehicle. The laying down was carried out by our Outside

Workforce Team and gives an excellent example of the standard of work and care that would be taken on all unsafe memorials that came under the Council's responsibility.

8 Suggested Actions

- a. To authorise a prioritised programme laying down of memorials in Farnham Town Council's Cemeteries which have been found to be unsafe and no owners can be traced.**
 - b. To approve the public relations strategy to inform the public.**
-

5 September 2008

Note: The person to contact about this report is the Committee and Members Services Co-ordinator or the Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN.
Tel: 01252 823191.

Distribution: To all Councillors (by post)

Memorial Safety – Press Release

Since Victorian times memorials have been erected at the head of graves as a permanent reminder of those buried within. Research has shown that the average length of time that relatives actively visit graves is only about 10 years. It has wrongly been assumed that memorials are permanent structures that have been installed to the highest standards and will therefore last forever without any need for repair.

Unfortunately, this assumption has cost the lives of six people in the past 12 years, most of whom have been children, and there have been a countless number of accidents ranging from bruising to severe crush injuries and bone breakages.

Following research into memorial safety it is clear that cemetery managers now have to tackle years of neglect and poor workmanship, even though the memorials do not belong to them, they are still the property of owner of the grave rights. Guidance has been issued from national bodies within the industry following the research and it indicates that cemetery managers have a responsibility, under the Health and Safety at Work Act 1974, to ensure that risks within their cemeteries are properly managed. To do this they must inspect all the memorials in their cemeteries to ensure they withstand a reasonable pressure that may be applied by users of the cemetery should they slip and use the memorial to try and stabilise themselves for instance. Approved methods for carrying out this test do exist and staff should be properly trained and use the correct equipment in order to identify the potential dangers of unstable memorials.

Some authorities have started this work in order to protect visitors to their cemeteries, only to find that the standards of workmanship often leave a lot to be desired, this can be particularly evident within newer sections of cemeteries where failure rates of between 35% and 95% have been regularly experienced. In the vast majority of these failures poor workmanship can be clearly evidenced.

The Health and Safety Executive are concerned about this trend and now expect burial authorities to be inspecting memorials at least every 5 years and to be making safe any memorials that fail the inspection process. Some cemeteries that have been found with high numbers of unsafe headstones in their cemeteries have had improvement notices placed on them by the HSE or have even been closed down until the cemetery has been made safe. This seriously affects members of the public who wish to visit relatives buried in the cemetery and also those wishing to have funerals during a period of closure.

To make safe the memorials cemeteries are considering a range of options based on a proper risk assessment. This will include placing notices on memorials, setting memorials in the ground, temporary make safe systems, laying memorials down, barrier fencing each memorial or fencing/cordoning whole sections if the problem is severe enough. Of course cemeteries try and advertise that they need to carry out this work, they place notices within the cemeteries and owners are advised when their memorial is found to be unsafe, where this is possible. When memorials have to be laid down or are fenced off for safety purposes, it is inevitable that some families will tend to become upset.

ANNEX 1

This work is costing millions of pounds throughout the UK and it creates a significant workload for cemetery managers, add to this the upset they know it may cause to bereaved families and this becomes a potentially huge problem area. There is a temptation to ignore the problem, but someone could be killed or managers could be investigated and found guilty of criminal negligence. There is also the danger that the making safe of large numbers of dangerous memorials would cause a public outcry. The manager is faced with a 'no win' situation, so must then consider the safety of visitors to the cemetery a priority.

If memorials are laid flat in the cemetery, if others are fenced or cordoned off, it is not because this is some contrived way for the burial authority to make money, quite the opposite this costs money. Nor are they simply trying to upset families, this wouldn't make sense for dealing with an upset family is no fun for anyone. So why are cemeteries doing this? To protect unsuspecting families that visit their memorials, sometimes only months after they have been installed, only to find that it is dangerous and could fall and injure someone.

The staff at the cemetery will be happy to help the public make memorials safe again if they have been found to be dangerous. Those advised that their memorial is unsafe should be thankful it has not hurt anyone. Cemetery staff will always advise the public to use a qualified mason to re-erect memorials to the highest national standards, if this is ignored by the owner then they could be liable for any injury it causes. See local cemetery staff for more details, they are there to help and protect you.

In the meantime, the public should be aware that cemeteries are potentially dangerous places, particularly if they have not yet been inspected. Visitors to cemeteries should keep to footpaths, avoid touching any memorials and ensure their children are supervised at all times.

ANNEX 2

BADSHOT LEA CEMETERY

Health and Safety Inspections have been carried out on the memorials of the grave plots listed below.

Farnham Town Council has been unable to contact the owners of the grave plots or the next of kin of the persons listed below.

If you have a legal interest or you are related to any of the persons listed below, please contact the Council giving the plot number and the surname of the deceased as a reference, telephone number 01252 712667, before end September 2008.

Thank you.

NAME OF DECEASED	PLOT NUMBER
AcAFFER Margaret	A193
BACKHURST Frank	A432
BACKHURST Roseamund E	A432
BARNELL William	A329
BEDFORD Mary Elizabeth	A322
BEDFORD Walter Harold	A322
BLACKMORE Fred	B83
BLACKMORE Rose E	B83
BLAXLAND Edward	A282
BLAXLAND Emma Sophia	A282
BONE Ada Louise	A129
BONE Anne	A630
BONE Eli	A629
BOULTER Ethel	A631
BOULTER Sidney Charles	A631
BROWN Barbara	A635
BROWN Ellen Edith	A634
BROWN Henry	A634
CHANDLER Emily Marion	A374
CHANDLER Jill Andre	B122
CHANDLER Louisa	A360
CHANDLER Walter Henry	A374
CHANDLER Walter James	A360

ANNEX 2

NAME OF DECEASED	PLOT NUMBER
COOK Caroline Annie	A259
COOK Ernest George	A334
CULTER Kate	A300
DENYER Charles William	A470
DENYER Edna Phyllis	A470
DIXON George William	A338
DOIG John	A277
DOIG Sarah	A277
DOUGHTY Edith Joyce	A258
DOUGHTY Jane Alice	A258
DOUGHTY William J	A258
DUNHAM Phoebe Harriet Amelia	A106
DUNHAM Win	A106
ELLEN Ivy Dora	A664
FINBOW John	A147
FINBOW Julia Lottie	A147
FRANKLIN Mabel	A139
FRENCH Sarah	A31
FRENCH William	A31
FRIEND Pamela Beatrice	A636
FRY Cornelius	A146
FRY Elizabeth Sarah	A146
GARTHGREEN Annie	A619
GATELEE Ada Marjorie	A620
GATELEE Campbell St John	A620
GETLEY Edward	A427
GETLEY Edward John	A427
GIBBS Fanny Elizabeth	A66
GOODE Alice Ruth	A642
GOODE Walter	A164
GOVIER Henry	A51
GRAY Alfred	A125
GRAY Rosina	A125
GREEN Alfred	A54
GREEN Mary	A54
GREEN Omar Charles	B387
GREGORY William	A166
GUNNER Edith Daisy	A397
GUNNER John William	A397
HAEDSELL Emily Ada	A294

ANNEX 2

NAME OF DECEASED	PLOT NUMBER
HARRIS Elizabeth Enid	A425
HASDELL Frederick Henry	A294
HOOKER Charles	A306
HOOKER Maud Mary	A306
HOPEGOOD Frances Emma	A69
JEFFREY Donald Thomas	A259
JEFFREY Elsie	A259
JORDAN Sarah Ann	A642
JORDAN Walter	A642
KERSLEY Daisy	A251
KERSLEY William George	A251
KING Emma Eliza	A173
KING Frederick James	A173
KING Lillian Marjorie	A371
KING Thomas Harold	A371
MANN Frederick	A172
MARSHALL Arthur George	A533
McCONNELL Elizabeth	A193
McSORELY Thomas Cecil	A469
McSORLEY Dorothy E	A428
McSORLEY James	A428
MOON William George	A144
NEWELL Charles Robert	A289
NEWELL Elizabeth Annie	A310
NEWELL Martha Lucy	A288
PHILPOT Ellen	A617
PHILPOT Percy	A617
PULLINGER Daisy	A322
PULLINGER Sydney George	A322
RAMPTON Edith Bertha	A284
RAMPTON Ernest John	A284
ROBERTS George Alfred Anscombe	A189
ROBERTS Violet Nancy	A189
ROGERSON Hilda Beatrice	A94
ROGERSON James Jessie	A94
RUDD Elsie M	A378
SIMMONS Hector William Garth	A619
SMALL Amy May	A325
SMALL Mary Elizabeth	A86
SMALL Peter John	A495

ANNEX 2

NAME OF DECEASED	PLOT NUMBER
SMALL William Henry	A85
SMALL William Henry	A325
SMITH Alice	A180
SMITH Elsie Methven	A180
SMITH James	A180
SMITH James Athol	A265
SMITH Mary Sophia	A180
SMITH Rose Constance	A132
SMITH Sydney	A180
SMITH Thomas	A133
STEVENS Sarah	BC4(L)
STONEHOUSE James	A170
STONEHOUSE Sarah	A170
TATTON Albert Lightowler	A641
TINSEY Albert Edward	A389
TINSEY Florence	A389
UIZE Florence	A640
UNIZE William	A640
VINCENT Robert	A639
WARNER Eva Laura	A156
WEBB Alfred Fredrick	A368
WEBB Louisa Jane	A134
WILKINS Albert	A145
WILKINS Albert W W	A145
WILKINS Elizabeth	A145
WILKINS Isobel M	A145
WILKINS Kenneth Malcolm	A145
WILKINS Phyllis Lillian	A145
WILKINSON Alfred V	A388
WILKINSON Leighton William	A156
WILKINSON Nellie	A388
WILKINSON Olive Laura	A506
WOODS Elizabeth	A226

ANNEX 3

GREEN LANE CEMETERY

Health and Safety Inspections have been carried out on the memorials of the grave plots listed below.

Farnham Town Council has been unable to contact the owners of the grave plots or the next of kin of the persons listed below.

If you have a legal interest or you are related to any of the persons listed below, please contact the Council giving the plot number and the surname of the deceased as a reference, telephone number 01252 712667, before end December 2008.

Thank you.

NAME OF DECEASED	PLOT NUMBER
ASHBERY Percy	B1022
BAILEY Albert	D2065
BAILEY May	D2065
BAKER William Henry	A0026
BALL Lillian Bessie	A0066
BARDSLEY Phillip	D2061
BARDSLEY Stella R	D2061
BARLING Thomas Benall	A0477
BARRETT Benjamin	B0656
BATES May Emmeline Curling	B1166
BEARD Edith Sayles	A0252
BECKETT Gwendoline Millicent	B1183
BELLINGHAM SMITH Barbara Mary	C1348
BIRKBECK Edith Marion	A0407
BIRKBECK Edith Marjorie	A407
BIRKBECK Mauris	A407
BIRKBECK Morris	A0407
BOXALL Jesse	C1447
BOXALL Lily Mary	C1447
BREWER Edith May	D2232
BREWER Wilfred Thomas	D2232
BRIDEWELL Cyril William	A128
BRIDEWELL Dorothy May	A128

ANNEX 3

NAME OF DECEASED	PLOT NUMBER
BROUGHTON Alice	B0765
BUCKINGHAM William E	A0547
BUCKINGHAM William Edward	A0547
CALDER HARRY Perceval Frederick	B1013
CHIVERTON Maud	B0796
CLARK Harriet	B1260
CLARK Robert Henry	B1263
CLARK Robert William	B1263
CLARKE George	D1870
CLARKE Kate	D1870
CLAYDEN Arthur	D2058
CLAYDEN Doris	D2058
COLLIER Dorothy Mayer	D1997
COOPER Gordon Henry George	D2018
CORPS Mary	B0937
COX Gladys Maud	D2180
COX Herbert Robert	D2180
CRAFTS Edward Slater	B1289
CULVER Ellen	B1049
DOWELL Alice Maud	A034
DOWELL Marion Isabel	A034
EADE Alfred James	B1304
EADE Fanny	B1304
FARRAR Francis Arthur	A0361
FRANK Lawrence Ward	A0088
FRY Alan Douglas	D0179
FRY Eva Elsie	B0671
FRY George William	B0671
FRY John Clarence	C1412
FRY William	B0671
FULLER Walter	D2262
GAIGER Robert Joseph	A0389
GARDINER Eva Annie	D2283
GARDINER George	D2283
GATCUM Frank	D2021
GATCUM Mabel Hannah	D2021
GIPSON William James	D2060
GOULDER Edith Amelia	B1239
GOULDER George	B1239
GROVES Ethel Mary	A095
GROVES Winifred Catherine	A095

ANNEX 3

NAME OF DECEASED	PLOT NUMBER
GUYER Alfred Henry	A0580
HACK Hilda	CC1651
HALL Alice Eva	C1536
HALL Frank	C1536
HAMMOND Fred	A466
HAMMOND Fred	A0466
HARRIS Charles John	D2242
HARVEY Frances Maud	D2117
HAZELL Albert Henry	B1096
HAZELL Lucy	B1096
HEARD George	D2051
HEARD Leslie Stewart	D2148
HETERINGTON Alice Margaret	A0399
HOLE Dorothy Edith	B1263
HOLE Frank Walter	B1263
HOWARTH John	B1314
HUMPREYS Edward Henry	B1062
HUMPREYS Elsie Elizabeth	B1062
HUMPREYS Patricia	B1062
HUNT Steven David	D2147
INGLE Jean Alma	B0781
JAMESON Hugh Phillip	D1926
JENNER Charles James	A0025
JENNER Julia Louisa	A0025
JONES Sarah Ann	A1875
JORY Melvin	D2284
JURY Albert	D2285
JURY Ellen Kate	D2285
KHIGHT Ellen Henrietta	B1174
KIRKPATRICK Kathleen Amy	B1049
KNIGHT William Charles	B1174
KNOWLER Arthur Eric	B1202
KNOWLER Dorothy	B1202
KNOWLER Eric	B1202
KNOWLER Patrick Eric	B1202
LAMPARD Ellen Julia	D2265
LANGLEY Cyril William	D2139
LEEFE John Beckwith	A0286
LILLINGTON Alice Dorothy	B1072
LILLINGTON Sidney William George	B1072
LIVINGTON Ada Rose	D1953

ANNEX 3

NAME OF DECEASED	PLOT NUMBER
LIVINGTON Shirley Richard John	D1953
LUNN Albert Henry	B0979
LUNN Charlotte	B0979
LYONS Edith	A0244
MARLOW Ellen	D2191
MARLOW George Samuel	D2191
MARSHALL George Henry	D2051
MARSHALL Nellie Mary	D2057
MARSHALL William Arthur	D2057
MENZIES William Dixon	D2020
METTLER Minnie	B1244
MOON Elizabeth	D2174
MOON William Robert	D2174
NASH Harvey	B0741
NEWBY Adelaide Mabel	D2290
NICHOLLS John Sebastian	D2327
OSGOOD Edward Raymund	A0234
OWEN Ellen Harriet	C1364
OWEN Frederick Charles	C1364
PACKER Eliza Caroline	A0006
PACKER James William	A0006
PAINTER Beatrice Maud	B1162
PAINTER Frederick George	B1162
PALMER Helen Mary	B1049
PARRATT Florence May E	B0999
PERRY David James	E2369
PHILLIPS Dorothy Freda May	D2137
PHILLIPS John A.C	D2137
PIKE Sandra	B1295
PIKE Thomas William Richard	B1295
PINK Margaret	CC1747
PINK Reginald	CC1747
POULTER Francis Arthur	B1015
PRICE Constance Annie	A0035
PRICE Kathleen Ivy	D2063
PRICE Willie R.G	D2063
PULLEN Marjory	B0805
RADFORD Frederick	D2305
RANKIN Gracia	A0265
RIBBANS Annie	B0650
ROBINSON Laura	C1367

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NAME OF DECEASED	PLOT NUMBER
ROSS Cora Irene	B1198
ROWBOTTOM Fanny Elizabeth	A1882
ROWBOTTOM Frank	A1882
SANDY George Thomas	D1939
SANSOM Mary	A118
SIMPSON Rose May	D2242
STANHAM George G	A0410
STAPLEY Mary	D2051
STONE Ethel Herniman	D2164
STROUD Emma Biddick	B1183
TRIMMER Edward	B0946
TRIMMER Mary	B0946
TRUSLER Annie Kate	A0668
TRUSLER Charles	A0668
WALSH Annie	A0596
WALSH Annie	A0596
WATT Dorothy	A0059
WEDGEWOOD Mary Daffodil	D2044
WELLS Charles Arthur	D2093
WELLS Elizabeth	D2093
WEST Alfred	D1832
WEST Anne	D1857
WEST Annie	D1832
WEST Jack	D1857
WHITE Katherine Louisa	A0457
WILDEBLOOD Ethel	A0040
WILLIAMS Helen Rose	A0042
WILLIAMS Sarah mason	A0042
WILSON Cecilia Frances Mary	A0241
WILSON Harry Young	B0898
WYATT Margaret Ellen	D2008

RESPONSE TO THE OMBUDSMAN'S SPECIAL REPORT ON MEMORIAL SAFETY

General

Much of the advice given within the report is welcomed and reinforces the position the ICCM have taken with memorial inspection over many years. It also reinforces the need for one set of clear advice to local authorities. Unfortunately, due to the wide range of different examples used and the different guidance included much of the report serves only to further confuse practitioners. It is clear training is required, but as the guidance is often diametrically opposed, which training is suitable?

This leaves the reader looking at the foreword and the executive summary to identify the main issues raised by the Ombudsman. The foreword clearly states what the main message of the report is:

Main message:

The Ombudsman believes it should not be necessary for burial authorities to lay down grave memorials on any large scale

Comment

If authorities follow a correct process as suggested in the ICCM guidance, then it is unlikely that any case could be brought against the authority for maladministration.

Authorities should consider:

- *Pre-inspection notification – press, media, notices in cemeteries/churchyards, local newsletters, open cemetery inspection days etc. Decisions on whether to write to every owner of a right must be decided by the authority taking in to account the workload involved. Some guidance could be obtained from the statutory notice procedure specified in Schedule 3 of the Local Authorities Cemeteries Order 1977, as this is sufficient for the actual removal of memorials in certain circumstances.*
- *Training of staff and use of ICCM inspection techniques*
- *Site risk assessments and work programmes*
- *Consideration of a range of make safe methods, including temporary supports, how long they will remain in place, interim inspection of supports and action to be taken upon removal.*
- *When make safe action is appropriate and when to carry this out*
- *Post-inspection notification – letters to last known addresses, notices on memorials, response periods.*
- *Action to be taken if owners are not contacted*
- *Ongoing inspection programmes*
- *Memorial Safety Policy – identifying and making public all stages of the process*

If the above is followed, risk assessed and properly considered there is no reason why an authority may not consider that the prime responsibility for the memorial lies with the owner and that it may be inappropriate to spend considerable amounts of public money simply to avoid the laying down of memorials. In fact authorities who have made the judgement not to individually contact right owners prior to the inspection AND who have then taken a balanced decision to lay reasonably large numbers of memorials down have been investigated by the Ombudsman and maladministration was not upheld.

The ICCM re-emphasise that everything should be done to minimise the effect this process has on the bereaved. However, this must be set against the availability of funding and authorities with limited funds

ANNEX 4

should not be precluded from meeting their health and safety responsibilities simply because they cannot afford to employ staff to write thousands of letters that will not be responded to and repair hundreds of memorials.

Moving on to the executive summary:

General advice

- Councils have an overriding duty to take, as far as reasonably practicable, measures to prevent injury or death from unstable memorials.

Comment

ICCM fully agree with this statement

- Councils must balance the (sometimes slight) risk of injury on the one hand and the certainty of distress and outrage if memorials are laid down on the other.

Comment

ICCM agree with this statement, however, under the Health and Safety at Work Act 1974, burial authorities have an obligation to manage the risk, whilst there is a moral obligation to consider the response of the bereaved to any memorial safety programme.

Information

- Councils should give public notice in advance of carrying out a general testing programme.
- Councils should notify individual owners of rights of burial that testing is to be carried out, unless records are out of date, or urgent action is required in the interests of health and safety.

Comment

ICCM agree that as much public notice should be given as possible, however, the notice should be reasonably practicable. Elements of Schedule 3 of the Local Authorities Cemeteries Order 1977 would be appropriate as minimum guidance as follows:

“4. Before exercising the said powers in respect of any grave on which there is a tombstone or other memorial the burial authority shall, in the circumstances in which this paragraph applies, subject to paragraph 6, serve copies of the said notice and of paragraphs 9, 10, 12, 15, 17 and 18 on the owner of the right to place and maintain it or (if they have a record of his name and address) on the person granted permission to place it.

The circumstances in which this paragraph applies are where-

a burial in the grave has taken place;

the right to place and maintain, or the permission to place, the tombstone or other memorial has been granted or renewed;

the right, or permission, to place any additional inscription on the tombstone or other memorial has been granted; or

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notification of any assignment or transmission of the right to place and maintain the tombstone or other memorial, or of the address of the owner of such right or of the person granted permission to place it, has been given,

*within the **30 years** preceding the first display of the notice under paragraph 3.”*

This appears to indicate that whilst writing to every right owner prior to the inspection might be commended by the Ombudsman, it may be financially restrictive and is certainly not a requirement where memorials are able to be removed under statutory notification. It is difficult to see what action could be taken by the Ombudsman if individual notification was not given for sound practical reasons. In particular, some closed churchyards have limited records and owners of rights are difficult to even identify. As mentioned earlier, this issue has already been tested and the authorities have not been charged with maladministration.

- Councils should notify the owner of the right of burial, if known, if a memorial fails the test.

Comment

ICCM fully agree that reasonable efforts should be made to contact the owner of the right, if known. Further to this, efforts should also be made to establish a new owner of the right if it is found the original owner is dead. This will involve a legal transfer of the rights.

- A council should display, in the cemetery itself and on the council's website, lists of memorials which failed the test. Individual notices should be placed on or near a memorial which fails the test, giving the council's contact details and the period for making contact.

Comment

ICCM agree that a list of failed memorials may be good practice and a useful means of advising the public, however, some burial authorities are not computerised and this could create substantial additional work that will need to be considered. It is hoped that missing this simple point would not render an authority liable to a charge of maladministration.

ICCM agree that individual notices should be placed on or near memorials giving reasons and contact details.

- Councils may offer demonstrations of their safety testing procedure to owners and interested members of the public.

Comment

ICCM fully support this as an additional means of raising public awareness of the memorial safety process.

Training

- Personnel carrying out testing must be properly trained.

Comment

ICCM fully support the need for suitable training to be provided to persons carrying out memorial inspections. We also support the stance that failure to train staff could result in a charge of maladministration, as poorly inspected memorials could remain in an unsafe condition, placing the public at risk or could be attract make safe precautions unnecessarily. The sooner one single set of guidance

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can be agreed to assist consistency of inspection the better and the ICCM continue to work to this end. Once an appropriate set of national guidance is agreed the ICCM guidance will be withdrawn.

Risk assessment

- Councils should have a system for assessing the risk posed by individual unstable memorials. Simply to lay down all memorials that move is inappropriate.

Comment

ICCM fully agree that appropriate risk assessments should be central to the memorial safety process and that a range of options for the treatment of unsafe memorials should be considered

Survey

- The maximum period between inspections should be five years.
- More frequent inspection may be required for individual memorials whose condition requires it, or generally where other factors dictate shorter periods.

Comment

ICCM fully agree with the above comments on the periods between inspections. Once again shorter periods of inspection should be driven by the risk assessment process.

Testing

- Councils should have a testing policy.

Comment

ICCM fully agree with the above comment on the memorial safety policy. This document is essential to inform the public, other key stakeholders and the authority's own staff.

Making memorials safe

- Councils should have regard to alternatives to laying down if a memorial fails the test.

Comment

ICCM fully agree with the above comment and agree that authorities should adopt a flexible approach to avoid unnecessary distress to the bereaved. All efforts should be made to seek appropriate funding from the authority.

- A temporary support and warning notice is likely to cause less public outrage than laying large numbers of memorials flat.

Comment

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Whilst there may be a lower number of complaints then this is not always the case and some larger memorials are not able to be adequately supported on a temporary basis. Major outrage was created when Cannock Chase arranged to have temporary make safes fitted to memorials that failed the testing procedure. This was a subject raised and discussed in Parliament. Cannock Chase still have a decision to make on how they will deal with memorials where owners cannot be traced, this could cause further upset to the public. They will have to lay large numbers of memorials down or provide a huge sum of public money to repair other people's property. The legal precedent to this could be challenged as spending large sums of public money on private property could be brought into question.

- Laying down may be necessary but only to prevent a genuine hazard to health and safety that cannot be remedied by a temporary support.

Comment

This cannot be used as a standard rule of thumb. Each authority will need to make its own decisions based on risk assessment, public opinion and availability of funding.

- Temporary stabilisation for a reasonable period affords owners the opportunity to repair the memorials.

Comment

*ICCM fully agree with the above comment and where this is reasonably practicable. It should be remembered, however, that this is a **temporary** means of stabilising the memorial and the authority is wholly responsible for ensuring the support remains in place and effective throughout the temporary period. This will require regular assessments and a fixed period. At the end of the period the authority will also need to have decided on what action will then be taken. This could result in relatively large scale laying flat of memorials.*

Action after a memorial has been made safe

- The principal responsibility for maintaining a memorial in a safe condition is that of the owner.
- In the absence of maladministration in the testing process, there is no obligation on a council to meet the cost of remedial work.
- Re-fixing, where necessary, should be carried out to an approved standard.

Comment

*ICCM fully agree with the above comments on the action to be taken after a memorial has been made safe. Indirectly, it would appear that the Ombudsman is saying that when memorials are laid down **after** a temporary period of being made safe then this is acceptable as the authority has no responsibility for the cost of remedial work.*

- We commend the practice of councils that establish hardship funds to assist owners who cannot meet some or all of the repair costs, and councils that pay for all repairs themselves in the interests of preserving the amenity of their cemeteries or where no responsible person can be found.

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Comment

ICCM agree that the establishment of hardship funds or incremental methods of payment are laudable and should be encouraged, thus reducing the impact on the bereaved. Unfortunately, burial authorities who spend large sums of public money on other people's property do so at their own risk. Whilst this may avoid adverse press coverage, it could slow down the memorial inspection to the rate of repair, leaving many hundreds of memorials in a dangerous condition for longer than they need be and may also be ultra vires by spending public funding on personal property. ICCM suggest that authorities take their own legal advice on this matter.



FARNHAM TOWN COUNCIL

Public Report

Report to

Full Council 18 September 2008

Report of

Committee and Members Services Co-ordinator
Wendy Coulter

Title

Progression of Community and Revenue Grant Applications 2009/2010.

1 Purpose of the Report

To consider the level of member involvement in the initial assessment of Community and Revenue Grant Applications for 2009/2010.

2 Summary of Key Issues

Every year Farnham Town Council receives applications from local groups for either Revenue Grants or Community Grants.

The closing date for receipt of grants for 2009/2010 (financial year) is Friday 26 September 2008.

The grant applications will need to be considered and agreed for inclusion in the Council's Budget for 2009/2010.

It has been usual practice for all grant applications to be considered initially by a Grants Group consisting of a minimum of four elected Members, the Town Clerk and the Committee and Members Services Co-ordinator. This group would then make recommendations to Full Council. However, to date a Grants Group has not been appointed for this Municipal Year.

Members are requested to consider the following options.

3 Suggested Actions

1. **To appoint four Members to work with officers to make recommendations to Full Council for Community and Revenue Grant applications.**

OR

2. **Refer to the Corporate Development and Audit Task Group to work with officers to make recommendations to Full Council for Community and Revenue Grant Applications.**

9 September 2008

Note: The people to contact about this report are Sheila Rayner and Kevin Taitt, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

J

Public Report

Report to

Full Council 18 September 2008

Report of

Roland Potter (Town Clerk)

Title

Budget Strategy 2009/10

1 Purpose of the Report

To update Members on the Budget Process for 2009/10.

2 Stage 1

Prepare a Councillors Budget Analysis book for Revenue Expenditure

Contents:

1. Analysis of Revenue income and expenditure based on continuation of current services into 2009/10
2. Analysis of income and expenditure for additional known Revenue income and expenditure for 2009/10
3. Analysis of known project expenditure for 2009/10
4. Analysis of known capital expenditure for 2009/10

Stage 2

Prepare Financial Strategy for discussion by Corporate Development Group (week commencing 30 September)

Contents:

1. Costs and financial implications of new services which are likely to be transferred or delegated in 2009/10
2. Costs and financial implications for possible future services which may come on line late 2009/10 and following years

3. Costs and implications of other initiatives which may have a major impact on the Council services and finances.

Stage 3

Members budget Workshop (30 October)

Stage3a

Additional Members budget Workshop (6 November) or Corporate Development Group

1. Consider Budget
2. Consider precept strategy

Stage 4

Full Council (13 November)

Budget meeting

Stage 5

Full Council (8 January)

Precept meeting

11 September 2008

Note: The person to contact about this report is the Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 823191.

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

K

Public Report

Report to

Full Council

Report of

Roland Potter, Town Clerk

Title

Project monitoring & significant actions under delegated authority – 7 June 2008 – 8 September 2008

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
1	Preservation and archiving of cemetery records	Back data input to be completed by 31 December 2008	Purchase information being entered onto system	Town Clerk
2	Review of Office Accommodation.	Meeting with Chief Officers to discuss options and ways forward 16.09.08		Town Clerk
3	Annual Report	The Annual Report will be collated for publication in Dec 2008		Town Clerk
4	Farnham Town Newsletter for Residents	The next issue of the newsletter to residents is being produced and will be distributed in September		Janet Stanton
5	Farnham Town Newsletter for Businesses	The first issue of the business newsletter has been produced and submitted to Corporate Development for consideration. New business database being put together.		Janet Stanton
6	Marketing	A outline strategy has been developed	An outline report will be submitted to Council within the budget process	Town Clerk
7	Farmers Market.	Monthly Market. Several new stalls have started at the market and frequent enquiries about attending the market are received, but not all meet the FM criteria.	Farmers' Market 22 June 2008. UCCA students filmed at the market and the film CD is ready except for some back ground music. The sound recording was carried out at the Market held on 24 August 2008. The stallholders are still very enthusiastic about Farnham FM despite the slight downturn in takings.	Ginny Gordon
8	Visitor Information Points (VIP)	Review of sites undertaken. Development of Touch Screen information.	Negotiations to begin with the Maltings and the Library for the installation of touch screens.	Town Clerk
	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD

				OFFICER
9	Heritage Open Days 11-14 September 2008	Heritage Open Days took place 11-14 September	Some new and exciting initiatives were introduced including a display of old photographs in the Council Chamber over the 4 day event.	Sheila Rayner
10	Working with local business	A presentation evening has been arranged for Thursday 25 September with the Chamber of Commerce		Town Clerk
11	Gostrey Meadow	Meeting with Chief Officers to discuss options and ways forward 16.09.08		Town Clerk
24	Borelli Walk/Haren Garden	Meeting with Chief Officers to discuss options and ways forward 16.09.08		Town Clerk
25	Bandstand	Building of a bandstand in Gostrey Meadow	Waiting for results of geo-technical survey	Town Clerk
26	Additional Lighting in Gostrey Meadow	Scheme being assembled	Provisional approval received from Waverley Borough Council.	Town clerk
27	Lease on common land at Black Pond Lane	Request for Lease from Waverley Borough Council	Awaiting reply	Town Clerk
28	Weybourne Allotments	Initial enquiries with Waverley Borough Council regarding transfer	Awaiting reply	Town Clerk
32	Local Development Framework	The Town Clerk and members attended a meeting with WBC to establish a working relationship with the planning authority to allow the Town Council to influence the LDF. The Town Clerk is to have a further	The Town design Statement would be developed around the ward areas and requires specific input from local Councillors. Currently Council officers are undertaking a desk	Town Clerk Wendy Coulter

		meeting with the Steven Thwaites and Graham Parrot of WBC regarding Town Design Statements.	<p>top research exercise to establish both methodology and what information we already have available.</p> <p>There is still information outstanding from some wards, before the results of the initial table top exercise is circulated to all members prior to approval by Full Council.</p>	
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5 September 2008

Note: The person to contact about this report is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667
Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

L1

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 12 June 2008

Place

Town Clerks Office, South Street, Farnham

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

* Present

o Apologies for absence.

PCG 020/08

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 08/0897

Erection of a part two storey part single storey extension.
2 Chestnut Avenue, Farnham.

No objection.

WA 08/0898

Erection of an extension.
Chatsfield, Little Green Lane, Farnham.

No objection.

WA 08/0901

Erection of extensions.
The Coppice, Rowhills, Farnham.

No objection provided materials used are in keeping with existing building.

WA 08/0902

Use of part of garage as habitable floor space together with the erection of an extension and alterations.
The Cedars, Shortheath Road, Farnham.

No objection.

WA 08/0913

Application for Listed Building Consent for the construction of a basement and alterations to elevations to allow light in.
14 Castle Street, Farnham.

No objection, subject to approval of the Listed Buildings Officer.

WA 08/0916

Alterations to access, gates and fence including dropped kerb.
Glenwood Cottage, 22 School Hill, Farnham.

Farnham Town Council is concerned that this could lead to further infill development. Suggest a restriction be applied if Consent is granted, to restrict use for access to 22 School Hill only.

WA 08/0919

Removal of chimney stack.
34 Downing Street, Farnham.

No objection subject to approval of Conservation Officer.

WA 08/0929

Erection of extensions and alterations following partial demolition of existing dwelling.
Merrythought, 30 Gardeners Hill Road, Farnham.

No objection.

WA 08/0933

Erection of a detached dwelling with detached garage and associated parking area.
Land at Monat House, 65a Lodge hill Road, Farnham.

Object. This development would be a fragmentation of the existing plot which could lead to further infill development. The proposed dwelling is out of keeping with surrounding existing dwellings in terms of scale. The development could lead to further erosion of the semi-rural character of the area.

WA 08/0941

Erection of extensions and alterations to elevations.
9 Vicarage Lane, Farnham.

No objection subject to approval of the Conservation Area Officer.

WA 08/0942

Application for conservation Area Consent for the demolition of an extension and alterations to roof.
9 Vicarage Lane, Farnham.

No objection subject to approval of the Conservation Area Officer.

WA 08/0943

Erection of single storey rear extension and alterations.
112 Lower Weybourne Lane, Badshot Lea, Farnham.

No objection.

WA 08/0944

Erection of a two storey rear extension following demolition of existing extension.
51 South Avenue, Farnham.

No objection.

WA 08/0946

Erection of an extension.
Willow Bank, 8 Gold Hill, Lower Bourne, Farnham.

No objection.

WA 08/0949

Application for a Certificate of Lawfulness under Section 192 for the erection of a single storey extension and loft conversion (including extension to roof).
70 Tilford Road, Farnham.

Farnham Town Council is concerned about the principle of a retrospective planning application, however we have no objection to this application.

WA 08/0953

Erection of extensions and alterations to existing bungalow to provide a chalet bungalow following demolition of existing garage and lean to (revision of WA 07/0677).

61 Weybourne Road, Farnham.

No objection provided materials used are in keeping with existing building.

WA 08/0954

Part conversion of garage to habitable kitchen area.
10 Annandale Drive, Farnham.

No objection.

WA 08/0955

Erection of new gates and fence.
Gold Hill Lodge, Gold Hill, Farnham.

No objection.

WA 08/0957

Erection of a replacement dwelling and garage following demolition of existing.
2 Compton Way, Farnham.

No objection.

WA 08/0967

Increase in height of dwelling and it's temporary independent annexe to provide increased first floor accommodation including the construction of dormer windows.
Little Orchard, 34 Wrecclesham Hill, Farnham.

No objection.

WA 08/0978

Erection of extensions and alterations.
4 College Place, Alfred Road, Farnham.

No objection.

WA 08/0981

Erection of a conservatory following demolition of existing conservatory.
Cygnetts, Fernhill Lane, Farnham.

No objection.

WA 08/0986

Erection of a triple garage with office above following demolition of existing garage.
6 Crondall Lane, Farnham.

Farnham Town Council suggests that if the Planning Authority is minded to approve this application, the use of the garage should be

conditioned for residential garaging and home office use only.

Notification of Tree Work in Conservation Area.

CA/2008/0057

Farnham Conservation Area.
2 Fox Yard, Farnham.
Works to one eucalyptus tree.

Noted.

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

TM 08/0033

Works to tree the subject of Tree Preservation order FAR106.
The Lindens, Great Austins, Farnham.

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

TM 08/0035

Application for consent to fell a tree protected by Tree Preservation order
26/01.
25 Copse Avenue, Farnham.

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

TM 08/0036

Works to oak tree the subject of a Tree Preservation order FAR102.
The Old Stables, Hale Road, Farnham.

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

The meeting closed at 6.55pm.

Date

Chairman

13 June 2008

Note: The person to contact about these minutes is The Committee and Member Services Co-ordinator, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership: Councillors Carlo Genziani (Chairman), David Attfield (Vice-Chairman), Lucinda Fleming, Robert Frost, Gill Hargreaves, Janet Maines, Chris Storey, Roger Steel

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

L2

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 26 June 2008

Place

Town Clerks Office, South Street, Farnham

Members Present

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

* Present

o Apologies for absence.

PCG 036/08

PLANNING APPLICATIONS - CONSIDERATIONS

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

Name of Councillor	Application Number	Subject	Type of Interest	Reason
D Attfield	WA 08/1070	Hale Methodist Church, The Green, Farnham.	Personal	Friend of applicant, member of Farnham Methodist Circuit.

WA 08/0990

Erection of extensions following demolition of existing conservatory (revision of WA 08/0172).

5 Weydon Lane, Farnham.

Previous comments of the Planning Consultative Group held on 28 February, 2008 were as follows: Object. Overdevelopment for the site and concerned about the impact on the residential amenities of number 7.

Object, overdevelopment and infringement on the residential amenities of the neighbouring properties.

WA 08/0996

Construction of dormer windows to provide a loft conversion.
Extra Cover, School Lane, Farnham.

Concerned about loss of parking space. Farnham Town Council would request that materials used are in keeping with existing building.

WA 08/0999

Erection of an extension.
10 The Green, Badshot Lea, Farnham.

No objection.

WA 08/1006

Erection of a single storey extension following demolition of existing conservatory.
32 Shortheath Crest, Farnham.

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

WA 08/1016

Change of use of ground floor from B1 office use to A1 retail use.
Clarendon House, 63 Downing Street, Farnham.

No objection subject to approval by the Listed Buildings and Conservation Officer.

WA 08/1017

Erection of a two storey extension and alterations.
31 Middlefield, Farnham.

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

WA 08/1019

Erection of a two storey extension.
5 Prospect Road, Farnham.

No objection.

WA 08/1020

Erection of a two storey extension.
Glenside, Manley Bridge Road, Rowledge, Farnham.

No objection.

WA 08/1024

Use of garage as habitable accommodation together with the erection of an extension.
11a Woodcut Road, Farnham.

Concerned about the loss of garage space.

WA 08/1025

Erection of extensions and alterations (variation to consent granted under WA 07/1959).

Byways, Woodland Drive, Farnham.

Previous comments of the Planning Consultative Group held on 27 September 2007 were as follows: No objection provided that the materials used are in keeping with the existing building.

No objection.

WA 08/1030

Erection of extensions and alterations following demolition of existing extension.
Talland, Fernbrae Close, Rowledge, Farnham.

No objection.

WA 08/1037

Erection of extensions.
5 Birch Close, Farnham.

No objection.

WA 08/1039

Erection of extensions and alterations to existing bungalow to provide a chalet bungalow.

6 Lower Weybourne Lane, Farnham.

Object.

- a) **Overdevelopment of the site.**
- b) **Out of character with the street scene**
- c) **This development would have an adverse effect on the residential amenities of the neighbouring properties (overbearing).**

WA 08/1041

Erection of a detached garage following demolition of two single garages.
20 Old Frensham Road, Farnham.

No objection.

WA 08/1042

Application for Listed Building Consent for the provision of a roof light, a boiler enclosure and internal alterations.
7 Red Lion Lane, Farnham.

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

WA 08/1047

Erection of extensions and construction of new dormer windows following demolition of existing extensions.
15 Hale Road, Farnham.

No objection in principle however, Farnham Town Council is concerned about parking requirements.

WA 08/1051

Application for consent to display illuminated and non-illuminated signs.
The Albion Tavern, 2 Hale Road, Farnham.

No objection.

WA 08/1052

Application for a Certificate of Lawfulness under Section 192 for alterations to elevations and loft conversion.
23 Lynch Road, Farnham.

Farnham Town Council deplores retrospective planning applications. The Town Council is concerned about the adverse impact on the residential amenities of the neighbouring properties.

WA 08/1056

Erection of extensions.
16 Woodlands Avenue, Farnham.

Object.

- a. **Overdevelopment of the site.**
- b. **Adverse effect on the residential amenities of the neighbouring properties (overbearing).**

WA 08/1059

Erection of extensions.
50 Little Green Lane, Farnham.

No objection provided materials used match existing building.

WA 08/1060

Installation of free standing ATM (automatic teller machine).
Waitrose, The hart, Farnham.

No objection.

WA 08/1066

Erection of a single storey extension following demolition of existing extension.
7 Firgrove Hill, Farnham.

No objection.

WA 08/1067

Erection of a single storey extension (variation to consent granted under WA 07/1096).

24 Hill View Road, Farnham.

Previous comments of the Planning Consultative Committee held on 31 May 2007 were as follows: Farnham Town Council is concerned about the impact on the residential amenities of adjacent residential properties.

Object.

Farnham Town Council does not support this application.

- a. **The roof pitch is detrimental to the street scene.**
- b. **It is out of character with the existing building**
- c. **It is contrary to the original application and the Town Council is concerned that the original planning consent has not been complied with.**
- d. **Farnham Town Council deplores retrospective planning applications.**

WA 08/1068

Change of use of building from B1 to part B8 (storage and distribution) and part A1 (retail warehouse).

Units 11 & 12 Guildford Road Industrial Estate, Farnham.

No objection.

WA 08/1070

Erection of a single storey extension.
Hale Methodist Church, The Green, Farnham.

No objection provided the materials used are in keeping with the existing building.

WA 08/1077

Erection of extensions.
67 Aveley Lane, Farnham.

Object.

- a. **Overdevelopment of site**
- b. **Out of keeping with the street scene**
- c. **The development will have an adverse effect on the residential amenities of the neighbouring properties.**

WA 08/1080

Construction under Regulation 3 for the single storey extension to existing nursery school building and ancillary external surfacing and fencing works to create a children's centre.
Land at Hale School, upper Hale Road, Farnham.

No objection.

WA 08/1083

Erection of 2 detached dwellings and associated works (revision of WA 07/2002).
7 Wrecclesham Road, Farnham.

Previous comments of the Planning Consultative Group held on 27 September 2007 were as follows: Concerned about development in this rural area along the River Wey. Concerned about access to the site and increased traffic movement along this narrow single track lane.

Concerned about additional traffic on the Hatches Road.

Concerned about additional loading on the local infrastructure.

WA 08/1084

Erection of an extension.
19 Coxbridge Meadows, Farnham.

No objection.

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

TM 08/0037

4 Douglas Grove, Farnham.

Application to fell one tree and works to others the subject of Tree Preservation Order 49/99.

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

The meeting closed at 6.45pm.

Date

Chairman



FARNHAM TOWN COUNCIL

L3

Minutes

Planning Consultative Group

Time and date

6.00pm on Thursday 10 July 2008

Place

Town Clerks Office, South Street, Farnham

Members Present

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

- * Present
- o Apologies for absence.

PCG 048/08

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 08/1093

Erection of extension and alterations
41 Green Lane, Farnham

No objection provided the materials used are in keeping with the existing building

WA 08/1101

Erection of a detached garage/store with store over
11 Monkshanger, Farnham

**No objection in principle, however, building should have its use
conditioned for private garage and store only**

WA 08/1114

First Floor Extension
19 Heath Lane, Farnham

No objection

WA 08/1121

Erection of an extension
2 Cedarways, Farnham

**No objection subject to materials matching and complimenting
existing building**

WA 08/1123

Erection of an extension and alterations to existing garage to provide
habitable accommodation
3 Woodbourne, Farnham

**Concerns at loss of parking space. Materials used should be in
keeping with the existing building.**

WA 08/1126

Erection of extensions and alterations
3 The Close, Farnham

No objection

WA 08/1130

Erection of extensions and alterations (revision of WA/2008/0564)
3 West Avenue, Farnham

The previous comments of the Planning Consultative Group held on 17
April 2008 were as follows: Concerned about the impact on the
residential amenities of the neighbouring property at number 1, window
side of the elevation.

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

WA 08/1131

Erection of extensions and alterations
3 West Avenue, Farnham

Concerned about the impact on street scene and on residential amenities of the neighbouring properties

WA 08/1134

Erection of access gates and piers together with ancillary works
80 Crooksbury Road, Farnham

No objection

WA 08/1137

Erection of a conservatory
Stable Cottage, Monkton Lane, Farnham

No objection

WA 08/1144

Application for consent to display illuminated signs
BP Service Station, Farnham By-Pass, Farnham

No objection

WA 08/1145

Erection of a 2-storey office building following demolition of existing radio mast and transmitter station, landscaping and car park.
Ewshot Radio Transmitter Site, Odiham Road, Farnham

Application for commercial premises should be conditioned for business only use. Concerns there could be a change of use.

WA 08/1146

Application for a Certificate of Lawfulness under Section 191 for the use of one flat as 2 independent flats.
35 Ridgway Road, Farnham

No objection

WA 08/1149

Erection of a single storey extension
8 Douglas Grove, Farnham

No objection

WA 08/1153

Erection of a two storey extension
13 Spring Lane, Farnham

Concerned about the impact on residential amenities of

neighbouring properties and if mindful to grant permission, all materials to match existing building

WA 08/1156

Erection of extensions and alterations to existing bungalow to form a chalet bungalow together with alterations to parking area.
Heath Cottage, 10 Jubilee Lane, Farnham

Concern of impact on adjoining properties and the development of the garages in front of the building. Recommend site visit.

WA 08/1166

Erection of an extension (follows invalid application WA/2008/0858)
15 Penfold Croft, Farnham
The previous comments of the Planning Consultative Group held on 29 May 2008 were as follows: No objection.

Concerned about the impact on residential amenities of No 14

WA 08/1168

Display of illuminated and non-illuminated signs,
33 The Borough, Farnham

Object.

- a. **to the use of illuminated signs in Conservation Area, all signs should be natural materials as per the conditions of the Conservation Area.**
- b. **It is not appropriate to display the website and telephone number and should be displayed on a small plaque on the front of the building.**
- c. **The proliferation of signs is out of keeping with the building and does not fit the town and Conservation Area.**

The meeting closed at 7.00pm

Date

Chairman



FARNHAM TOWN COUNCIL

L4

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 24 July 2008

Place

Town Clerks Office, South Street, Farnham

Members Present

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

* Present

o Apologies for absence.

PCG 049/08

PLANNING APPLICATIONS - CONSIDERATIONS

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

Name of Councillor	Planning Application No.	Subject	Reason	Type of Interest
D J Attfield	WA 08/1224	Units 8 and 9 Badshot Farm, St Georges Road, Badshot Lea	Know owner as Councillor & work on site, close to home.	Personal

WA 08/1169

Erection of extensions
1 Vine Way, Farnham

Materials matching and complimenting the existing building

WA 08/1171

Erection of a single story extension
14 Boundstone Road, Farnham

No objection

WA 08/1172

Erection of extensions
16 Greenhill Way, Farnham

No objection

WA 08/1173

Erection of an extensions to provide ancillary accommodation
124 Burnt Hill Road, Farnham

Concerned that the building could be sub-divided and we would suggest that a condition of use should be applied to restrict the use to one residential property only.

WA 08/1177

Variation of condition 1 of Planning permission WA/2006/0210 (Condition 1 relates to landscape details for the 2 dwellings) to provide separate driveways for each property
Silverlands & The Lane, Vale Wood Drive, Lower Bourne, Farnham.
Previous comments of the Planning Consultative Group held on 2 March 2006, were as follows: No comment.

No objection

WA 08/1179

Retention of an outbuilding
18 Heath Lane, Farnham

No objection, however Farnham Town Council would register disapproval of retrospective applications

WA 08/1180

Erection of extensions (revision of WA 08/0002)
Pinons, Dene Close, Farnham

Previous comments of the Planning Consultative Group held on 17 January 2008, were as follows: No objection.

No objection

WA 08/1184

Erection of a first floor extension
32 Hazell Road, Farnham

Concerned about the impact of residential amenities of neighbouring properties. Materials used should be in keeping with the original building

WA 08/1191

Erection of extensions
1 Bridgefield, Farnham

No objection subject to materials matching and complimenting the existing building.

WA 08/1194

Construction of new mansard roof to form 2nd floor office accommodation
St James House, East Street, Farnham

No objection subject to materials matching and complimenting the existing building

WA 08/1196

Erection of extensions
18 Waynflete Lane, Farnham

Concerned about the impact on residential amenities of neighbouring properties and that the proposal is out of keeping with neighbouring properties.

WA 08/1198

Erection of a 2.25 m boundary fence
32 Heath Lane, Farnham

Objection, the fence should be the standard 1.86 m high.

WA 08/1203

Erection of an extension to provide a music hall (follows an invalid application WA/2008/0456)
Edgeborough School, 84 Frensham Road, Frensham
Previous comments of the Planning Consultative Group held on 14 April 2008 were as follows: No objection.

No objection

WA 08/1209

Erection of extensions and alterations
Mayfield House, Switchback Lane, Farnham

No objection subject to materials matching and complimenting the existing building.

WA 08/1211

Erection of extensions and conversion of existing garage to habitable accommodation
2 Windsor Crescent, Farnham

Concerned about the impact of residential amenities of neighbouring properties and loss of garage space and parking. Materials used should be in keeping with the original building.

WA 08/1220

Application for consent to display illuminated and non-illuminated signs
The Bush Hotel, The Borough, Farnham

Objection, concerned about signage on a listed building in the Conservation Area and would refer this to the Listed Buildings Officer. All signage should be of natural materials in the Conservation Area.

WA 08/1221

Application for Listed Building Consent to display illuminated and non-illuminated signs.
The Bush Hotel, The Borough, Farnham

Objection it is out of character and would refer this to the Conservation Officer for guidance.

WA 08/1223

Erection of a single storey extension following the demolition of existing porch
32 St Johns Road. Farnham

No objection subject to materials matching and complimenting existing materials

WA 08/1224

Continued use of units 8 & 9 for the sale and display of Art, Antiques and Collectables for a limited period with personal occupation.
Units 8 and 9 Badshot Farm, St Georges Road, Badshot Lea

Concerned about the further escalation of the site for retail use and suggest the Planning Authority be mindful to give to this business only for as long as it is in existence.

WA 08/1230

Erection of a conservatory

86 Upper Hale Road, Farnham

No objection

WA 08/1237

Alterations and change of use from two storey store room into an arts social club/café (variation to consent granted under WA/2006/2632)
The Barn, Old Kiln Courtyard, The Borough, Farnham
Previous comments of the Planning Consultative Group held on 7 December 2006 were as follows: The proposal to improve the appearance and attractiveness of this town centre alleyway is welcomed.

No objection

WA 08/1238

Erection of extensions and conversion of existing bungalow to chalet bungalow
20 Osborn Road, Farnham

No objection

WA 08/1244

Provision of a 65 place children's day nursery and associated play area and associated works together with a garden machinery store and WC's for existing school sports facilities.
Playing Field, Heath End School, Monkton Lane, Farnham

Concerned at loss of open space and additional traffic at Weybourne Road junction with Monkton Lane.

WA 08/1253

Application for Listed Building Consent for extensions and alterations
Snayslynch Farm, Snayslynch, Farnham

No objection in principle subject to the approval of Listed Buildings Officer and materials used in keeping with age and character of the building

WA 08/1257

Erection of detached double garage and conversion of existing attached garage to habitable room
9 Echo Barn Lane, Farnham

No objection

WA 08/1259

Erection of iron railings and wall
2 Long Garden Mews, Long Garden Walk East, Farnham

Farnham Town Council would refer this to the Conservation Officer.

WA 08/1268

Erection of a new dwelling following demolition of existing dwelling
Minadhu, Manley Bridge Road, Rowledge, Farnham

**Objection, concerned about the impact on the street scene and the
proposal is out of keeping and character with neighbouring residential
buildings**

The meeting closed at 7.30pm.

Date

Chairman



FARNHAM TOWN COUNCIL

L5

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 7 August 2008

Place

Town Clerks Office, South Street, Farnham

Members Present

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

* Present

o Apologies for absence.

PCG 050/08

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 08/1264

Erection of a conservatory
70 Lynch Road, Farnham

No objection.

WA 08/1266

Erection of a conservatory
30 Heath Lane, Farnham

No objection.

WA 08/1271

Provision of a new vehicular access
88 Farnborough Road, Farnham

No objection subject to approval of Highways Authority.

WA 08/1277

Erection of extensions following demolition of existing garage
3 Lea Close, Badshot Lea, Farnham

Concerned about 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.

WA 08/1278

Erection of extensions
10 Bethel Lane, Farnham

No objection in principle, however concerned about the impact on the residential amenities of the neighbouring properties.

WA 08/1280

Erection of extensions and alterations
Garland House, 6 Upper Old Park Lane, Farnham

No objection.

WA 08/1283

Application for a Certificate of Lawfulness under Section 192 for the erection of extensions and alterations
28 Tilford Road, Farnham

Farnham Town Council deplores retrospective planning applications and is concerned about the impact of the extensions on the neighbouring properties.

WA 08/1289

Erection of a detached garage and garden wall
54 Crondall Lane, Farnham

No objection in principle, but would recommend that a Condition be attached to development that the garage be used as a private garage only.

WA 08/1290

Erection of an extension and alterations
30 Bullers Road, Farnham

No objection.

WA 08/1293

Erection of extensions and alterations to provide a chalet bungalow
102 Boundstone Road, Rowledge

No objection provided the materials used are in keeping with the existing building.

WA 08/1298

Erection of a single storey extension
91 Upper Weybourne Lane, Farnham

No objection.

WA 08/1299

Retention of illuminated signs
51 The Borough, Farnham

Object. The signage must conform to the regulations of the Conservation Area. The signage is out of keeping with the Conservation Area and the rest of Farnham Town Centre.

WA 08/1300

Erection of an outbuilding following demolition of existing outbuilding
Stella Cottage, 1 Camp Hill, Farnham

No objection subject to approval of the Listed Buildings Officer.

WA 08/1301

Application for Listed Building Consent for the erection of a replacement outbuilding
Stella Cottage, 1 Camp Hill, Farnham

No objection subject to approval of the Listed Buildings Officer.

WA 08/1304

Erection of a two storey rear extension
2 Tilford Road, Farnham

No objection.

WA 08/1306

Erection of a conservatory and alterations to elevations
Laurus, Little Green Lane, Farnham

No objection.

WA 08/1315

Conversion of existing car port to habitable accommodation
16 Hillside Road, Farnham

Concerned about the loss of parking.

WA 08/1316

Application for a Certificate of Lawfulness under Section 192 for
extensions and alterations to roof and elevations
10 Winton Road, Farnham

**Farnham Town Council deplores retrospective planning
applications.**

**Object, out of keeping and character with the existing property and
concerned about the impact on the street scene.**

This could be the precursor to further similar development.

WA 08/1323

Erection of extensions
3 Laburnum Road, Farnham

**Concerned that the proposal could be divided into two separate
properties.**

WA 08/1324

Erection of extensions
20 St Johns Road, Farnham

No objection.

WA 08/1326

Erection of 6 new dwellings following demolition of existing dwellings and
outbuildings
57 & 57a Weybourne Road, Farnham

Object. Overdevelopment.

Concerned about the increased traffic from the proposed site.

**This proposal is opposite a school that has heavy peak-time traffic
flows including a drop off point for school buses.**

WA 08/1344

Erection of extensions and alterations
5 Jubilee Lane, Farnham

Concerned about the potential impact on the residential amenities of neighbouring properties. All materials used should be in keeping with the current building and environment.

The meeting closed at 7.15pm

Date

Chairman



FARNHAM TOWN COUNCIL

L6

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 21 August 2008

Place

Town Clerks Office, South Street, Farnham

Members Present

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

* Present

o Apologies for absence.

PCG 051/08

PLANNING APPLICATIONS - CONSIDERATIONS

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

Name of Councillor	Planning Application Number	Subject	Type of Interest	Reason
L Fleming	WA 08/1423	Land at 41 Frensham Road	Personal	Know Flavia Estates owner
R Steel	WA 08/1423	Land at 41 Frensham Road	Prejudicial	Personal friend

WA 08/1328

Erection of 2 new dwellings following demolition of existing dwelling.
Charlton House, Searle Road, Farnham.

Concerned about increase in traffic flow, however no objection to proposal.

WA 08/1336

Erection of extensions and alterations and detached garage (variation to consent granted under WA 07/2716).

Owlswood, 6 Leigh Lane, Farnham.

Previous comments of the Planning Consultative Group held on 17 January 2008, were as follows: No objection.

No objection

WA 08/1343

Erection of extensions and alteration and provision of dormer windows to existing bungalow to form a chalet bungalow.

34 Folly Hill, Farnham.

No objection provided materials are in keeping with existing building

WA 08/1347

Retention of front single storey extension together with the erection of a 2 storey rear extension.

37 Broomleaf Road, Farnham.

Farnham Town Council deplores retrospective planning applications

WA 08/1350

Erection of two-storey extension.

15 Pine View Close, Badshot Lea, Farnham.

Concerned that this proposal is out of keeping with the street scene any materials used must be in keeping with existing building.

WA 08/1357

Alteration to forecourt layout.

J Sainsbury Plc, Water Lane, Farnham.

No objection

WA 08/1358

Erection of an outbuilding.

12 Greenhill Road, Farnham.

No objection but would require that should permission be given it be conditioned for private use only and for the purpose of a games room only.

WA 08/1365

Alterations to existing vehicular access and the erection of entrance gates and fencing.

Dippenhall House, Dippenhall Road, Dippenhall, Farnham.

No objection subject to approval of the Highways Authority. Should permission be given it be conditioned that hedges are reinstated

WA 08/1374

Erection of 2 new dwellings following demolition of existing dwelling

2 Sandrock Hill Road, Farnham

Concerned about increase of traffic and concerned it could be a precursor to further infill development.

WA 08/1375

Erection of 2 dwellings following demolition of existing dwelling

7 Boundstone Road, Farnham

Concerned about increase of traffic and concerned it could be a precursor to further infill development.

WA 08/1376

Erection of extensions and alterations following demolition of existing extension

36 Boundstone Road, Farnham

No objection provided materials are in keeping with existing building.

WA 08/1377

Erection of extensions and alterations

The Chestnut House, 7 Firfield Road, Farnham

No objection

WA 08/1380

Erection of a conservatory.

49 Rushden Way, Farnham.

No objection

WA 08/1383

Erection of extensions and alterations

9 Menin Way, Farnham

No objection

WA 08/ 1384

Erection of a two storey extension and alterations
23 High Street, Rowledge

No objections provided materials are in keeping with existing building

WA 08/1385

Erection of an extension.
14 Fox Road, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties, numbers 13 and 15

WA 08/1389

Construction of gable ends and skylights to provide loft conversion (revision of WA/2007/2041)

37 Middle Bourne Lane, Farnham

Previous comments of the Planning Consultative Group held on 11 October 2007 were as follows: Object, the dormer windows and gable ends are out of character with the existing building.

Object – the gable ends are out of character with the existing building and surrounding street scene.

WA 08/ 1390

Change of use of building from B1 to part B8 (storage and distribution) and part A1 (retail warehouse) (following invalid application WA/2008/1068

Units 11 & 12 Guildford Road Industrial Estate

Previous comments of the Planning Consultative Group held on 26 June 2008 were as follows: No objection

No objection

WA 08/1393

Application for a Certificate of lawfulness under Section 191 for the erection of a single storey extension.

60 Upper Hale Road, Farnham.

No objection

WA 08/1394

Alterations to elevations and the erection of a porch
2 Compton Cottages, Moor Park Way, Farnham

Object- changes the historic character of the existing and adjoining buildings due to its location in this important area.

WA 08/1410

Erection of single storey extension
111 Upper Weybourne Lane, Farnham

Concerned about the impact on the residential amenities of the neighbouring properties. The Council would also request that the planning authority consider placing a condition on the use of the extension only for the use as described in the planning application.

WA 08/1412

Erection of extensions and alterations
14 Derwent Close, Farnham

Concerned about the impact of the residential amenities of the neighbouring property and any side windows overlooking the adjacent property should be obscured and fixed.

WA 08/1413

Erection of a new dwelling with detached garage
Land adjacent to Appletrees, The Long Road, Rowledge

Object – the original application for permitted 3 bedroom residence should still stand.

WA 08/1414

Erection of extensions and alterations to roof
3 Bryn Road, Farnham

Materials used are in keeping with the original building.

WA 08/1415

Erection of extensions and alterations
Whitebeams, 3 Temple Close, Farnham

No objection

WA 08/1416

Erection of a conservatory
18 Red Lion Lane, Farnham

No objection

WA 08/1420

Erection of two storey extension
9 Lower South View, Farnham

No objection

WA 08/1423

Outline application for the erection of 8 flats with associated garaging, bin/cycle store and access following demolition of existing dwelling (revision of WA/2007/0980)

Land at 41 Frensham Road, Farnham

The previous comments of the Planning Consultative Group held on 31 May 2007 were as follows: Farnham Town Council objects on the grounds that

- a) the size and scale of the development will have a detrimental impact on the street scene
- b) that the nature of the development is out of keeping with the area
- c) There is insufficient parking
- d) Farnham Town Council has concerns about the impact on local traffic.

In conclusion with regard to the street scene, that the adjoining property was a hotel that has been converted into flats and therefore should not be considered as a benchmark.

Previous comments still stand

WA 08/1424

Enclosure of lobby and erection of a canopy
Tilford House, Farnham Business Park, Weydon Lane, Farnham

No objection

WA 08/1430

Consultation under Regulation 3 for the erection of a single storey extension comprising 4 new classrooms
William Cobbett County Junior School. Weybourne Road, Farnham

No objection

Notification of Tree Work in Conservation Area.

CA 08/0076

Great Austins Farnham Conservation Area.
Works to trees.
1 Middle Bourne Avenue, Farnham.

The meeting closed at 7.30 pm

Date 21 August 2008

Chairman



FARNHAM TOWN COUNCIL

M

Update Report Farnham in Bloom Group

Report to

Full Council 18 September 2008

Report of

Farnham in Bloom Group

Title

Update report of activities of Farnham in Bloom Group

1 Purpose of Report

To update Members of the activities and recommendations of the Farnham in Bloom.

2 Summary of Key Issues

The Farnham in Bloom Group have been active in the preparation for the Judging day of the South and South East in Bloom competition and have discussed ways to keep the momentum continuing with Pride in Farnham all year round, not just for the Judging Day.

In order to assist with the project of Farnham in Bloom and South and South East in Bloom and the sense of 'Pride in Farnham' the working group agreed to allocate its members to assist officers with specific areas of work.

It was agreed that Cllrs V Duckett and D Attfield would assist the Rural Development Officer with the progression of Community Involvement and to encourage volunteers to assist with the project.

Cllrs J Hargreaves and J Ward would assist the Events Co-ordinator on encouraging businesses and sponsorship support for the project.

The Town Development Co-ordinator would concentrate on developing relations with the Council's partners and research and costings into smaller projects.

The Grounds and Services Manager would concentrate on organisation of Outside Workforce and the design of planting schemes.

Progression of Project

Group have considered ways in which to keep up the momentum and success of Farnham in Bloom.

Farnham Town Council will be working in partnership with the Farnham Maltings to organise a 'Farnham Flower and Food Festival' in July 2009 which will coincide with the Allotments Show and help to promote 'Pride in Farnham'.

Other events such as Councillor litter picks and publicity events with retailers and the Chamber of Commerce.

Following the success of Farnham Town Council and Farnham in Bloom in 2008 winning Gold and Regional Winner in the South and South East in Bloom Competition there will be an Award Ceremony on Tuesday 30 September at 6pm in the Council Chamber, to award Certificates of Excellence to individual nominees and to thank all those involved including, volunteers, sponsors and partners.

Future Strategy of Project

The Farnham in Bloom group have discussed a future strategy for projects and costing that may have to be included within the budget.

Following receipt of the Judges comments and recommendation from the South and South East in Bloom competition the following strategy is to be considered:

To do what Farnham does best and to continue to enter the Town Centre Category only.

To work with local communities and neighbourhoods and schools to try to encourage them to enter South and South East in Bloom separately.

Schemes would be put in place to encourage businesses and commercial premises to have more of a pride in the town and assist with a rolling programme of the installation of more litter bins (with ashtrays) and cigarette bins in 'hot spots'.

South and South East in Bloom 2009

The Farnham in Bloom Group have considered briefly the inclusion of projects that will need to be included in the 2009/2010 budget.

Projects could be considered are:

Provision of litter/cigarette bins
Promotional equipment to encourage further participation.

3. Date of Next Meeting

The date of the next meeting was agreed for Wednesday 5 November 2008 at 10am.

10 September 2008

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

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

N

Public Report

Report to

Full Council 18 September 2008

Report of

Cllr C Storey

Title

Report on Town and Parish Councils Meeting held on 7 July 2008.

A meeting was held in Waverley Council Chamber for representatives of Town and Parish councils within Waverley. Attending for Farnham Council were Cllr Chris Storey and Cllr Victor Duckett (Part).

The following were points of particular interest to Farnham.

Item 4. Highways and Transport in Waverley

Highways and transport are now separate (see below) and have local managers from Waverley (Mick Avery (Transport) and John Hilder (Highways))

Transport deals with – Strategy, major schemes, public transport (mainly buses) and traffic signals. It does not deal with maintenance or airport development.

Highways deals with – Local improvements, maintenance and operations.

Transport

The updated submissions for major project funding affecting Farnham cannot be started (if approved) until after 2016 or more probably 2018 since all available funding is going to Hindhead A3 and associated schemes.

Submissions have been made for:

Hickleys Corner Underpass A31

Wrecclesham Relief Road A325

Unlikely to hear any decisions until early 2009.

Bus route 4/5 is being upgraded with new stops/shelters, low floor buses, increased frequency and real time passenger information systems.

Various grants have been made in the Farnham area

Hoppa

Independent travel training scheme (Abbey School)

Farnham College Bus Scheme and Demand Responsive Transport

Liaison is ongoing with Ordnance Survey over data for Satellite Navigation and stopping lorries using inappropriate routes. Unfortunately the project is delayed as the staff member responsible for updating the mapping information for submission has taken long term sickness leave.

Highways

Patrick Giles has been appointed Community Highways Officer for Farnham and should be the principal point of contact for all highways related matters. It is his responsibility to visit sites of reported problems and assign priorities for work to be done.

patrick.giles@surreycc.gov.uk or call 08456 009009

Reporting to the CHO is a 2 man gang able to respond to the problems reported. They do not do blacktop work, potholes or pavement repairs (6 specialist teams deal with these) nor do they do routine work such as gully cleaning, grass cutting, street light repairs etc (These are done in a cycle).

The gang will be in each SCC division about every 10 weeks with some float weeks to cope with urgent work or over-runs. The work is scheduled one week in advance so it is important to let the CHO know of any problems at least a week before that so that priority can be assigned.

Farnham North	w/c	4 th August	27 th October
Farnham Central		11 th August	3 rd November
Farnham South		1 st September	24 th November

Part of Hale Road is to be given a new surface dressing (stone chips)

Parts of Frensham Road, Folly Hill, West Street and Weydon Lane are due to be resurfaced in 2008/9

The increased activity in maintenance related activities has meant a cut in the budget for improvements from £900,000 last year to just £400,000. This has been further affected by money required to complete ongoing projects. In response to a question, it was stated that offers of financial contributions from parish/ town councils for particular schemes would enable them to be re-prioritised!

5.1 Post Offices business banking. Report back to be made at September's meeting.

5.2 Transition Communities. Under investigation by Waverley. Report back at September's meeting.

6. New Standards Process. Mark Hill explained the system for local resolution of complaints against members.

7. Surrey Hills Leader Programme. Farnham is not eligible for grants under this scheme