



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 3 September 2009

Place

The Council Chamber, South Street, Farnham

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY** on **THURSDAY 3 September, 2009, 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

Pre Meeting Presentation at 6.45pm.

PLEASE NOTE:

Prior to the start of the meeting there will be a presentation by Mr Jeremy Whittaker (a resident of Headley, Hampshire) on the potential impact on Farnham of the closure of the current A3 road through the Devil's Punchbowl. The presentation will commence at 6.45pm.

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 3 September 2009

Place

The Council Chamber, South Street, Farnham

1 Apologies

To receive apologies for absence.

2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 16 July 2009 – attached at **Appendix A**.

3 Disclosure of Interests

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

NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to ginny.gordon@farnham.gov.uk by 12 noon on Wednesday 2nd September 2009. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

4 Statements by the Public

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

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

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

Part 1 – Items for Decision

6 Telecommunications – An Update

To receive a report on the actions taken under delegated authority by Councillors and the Town Clerk to purchase a Telecommunications and Recording System – report attached at **Appendix B**.

7 Farnham Town Council Reception Area

1. To note the condition of the temporary furniture in the new reception area.
2. To consider purchasing a new reception counter for the new reception area.
3. To consider releasing appropriate funds from Earmarked Reserves for the purchase of furniture.

Report attached at **Appendix C**.

8 Essential Building Works to West Street Chapel

1. To agree a programme of building works for the maintenance of the West Street Chapel, West Street Cemetery, Farnham.
2. To agree to release £35,000 from Earmarked Reserves for essential building works.
3. To delegate to the Cemeteries Working and Appeals Group (CWAG) the awarding of the contracts for the essential works.
4. To temporarily co-opt Councillors Attfield and Genziani to the CWAG for the duration of the building works.

Report attached at **Appendix D**.

Part 2 – Items to Note

9 Working Group Notes

To receive notes from the Corporate Development and Audit Working Group Meeting held on 4 August 2009 – **Appendix E**.

To receive notes from the Cemeteries Appeals and Working Group Meeting held on 30 July 2009 – **Appendix F**.

To receive notes from the Tourism and Events Working Group Meeting held on 20 July 2009 – **Appendix G**.

To receive notes from the Farnham in Bloom Working Group Meeting held on 4 August 2009 – **Appendix H**.

To receive notes from the Farnham Design Statement Task Group Meeting held on 20 August 2009 – **Appendix I**.

10 Planning Applications

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

30 July 2009 attached at **Appendix J.**

13 August 2009 attached at **Appendix K.**

The above actions are taken with delegated authority.

11 Bronze Recognition Award for Staff Training

To note that Farnham Town Council has achieved a Bronze Recognition Award from the Learning4Counties Training Programme.

A copy of the letter and Award Certificate is attached at **Appendix L.**

12 Outside Bodies

To receive the Minutes of:

Local Committee (Waverley) held on 10 July 2009 attached at **Appendix M.**

Farnborough Aerodrome Consultative Committee held on 2 July 2009 attached at **Appendix N.**

The Town Mayor will close the meeting.

24 August 2009

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

Membership: Councillors Lucinda Fleming (Town Mayor), John Ward (Deputy Town Mayor), David Atfield, Gillian Beel, 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.

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 16 July 2009

Place

The Council Chamber, South Street, Farnham

- * Cllr L Fleming (Town Mayor)
- * Cllr J Ward (Deputy Town Mayor)
- * Cllr G Beel
- * Cllr D Attfield
- o Cllr C Cockburn
- * Cllr V Duckett
- o Cllr (Mrs) P Frost
- o Cllr R Frost
- * Cllr C Genziani
- o Cllr G Hargreaves
- o Cllr S Hill
- o Cllr D Le Gal
- * Cllr A Lovell
- * Cllr J Maines (arrived 7.40 pm)
- * Cllr S O'Grady
- o Cllr R Steel
- * Cllr C Storey
- * Cllr A Thorp (arrived 7.07 pm)

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Ginny Gordon (Receptionist/Farmers' Market Co-ordinator)

Sheila Rayner (Town Centre Development)

C 041/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Cockburn, R Frost, Mrs P Frost, G Hargreaves, S Hill, D Le Gal and R Steel.

C042/09 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda Item	Subject	Type of Interest	Reason
G Beel	6	SANGS	Personal	Waverley Borough Councillor
C Cockburn	6	SANGS	Personal	Waverley Borough Councillor
V Duckett	6	SANGS	Personal	Waverley Borough Councillor
L Fleming	6	SANGS	Personal	Waverley Borough Councillor
L Fleming	6	SANGS	Personal	Residence in Farnham Park
A Lovell	6	SANGS	Personal	Waverley Borough Councillor
S O'Grady	6	SANGS	Personal	Waverley Borough Councillor
A Thorp	6	SANGS	Personal	Waverley Borough Councillor
A Lovell	6	SANGS	Personal	Residence backs onto Farnham Park
J Ward	6	SANGS	Personal	Waverley Borough Councillor
V Duckett	10	Isabella Schroder Trust	Personal	Knows one of the Trustees

C043/09 MINUTES

The Minutes of the Farnham Town Council meeting held on 25 June 2009 were signed by the Town Mayor as a correct record.

C 044/09 STATEMENTS BY THE PUBLIC

Celia Sanders – resident of the Bourne	Spoke on Agenda Item 6
David Seel – resident of the Bourne	Spoke on Agenda Item 7

C 045/09 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor announced the death of Chris Mansell on Sunday 12 July 2009. Mr Mansell was a former Waverley Borough Council and Farnham Town Councillor. The Town Mayor said that he had been a great asset to the Town Council and would be sadly missed. A thanksgiving service was held on Friday 17 July at St Thomas in the Bourne Church at 2.00 pm.

The Town Mayor announced that she was running the charity tea tent at the next band concert in Gostrey Meadow, Sunday 19 July and any donations of cakes would be greatly appreciated.

The Mayor informed the meeting that the statue in The Lion and Lamb Yard had been taken away for cleaning and she had arranged with the Manager of the yard to have the plinth for the day, between 10.00 – 4.00. The Mayor stated she would be happy to consider any suggestions in order to raise money for her chosen charities. As part of the fundraising activity the Mayor planned to sit in a small bath tub for the day, to raise money for her charity for the year, Gostrey Centre at Brightwells.

Part 1 – Items for Decision

C 046/09 WAVERLEY BOROUGH COUNCIL CONSULTATION ON THE THAMES BASIN HEATHS SPECIAL PROTECTION AREA DRAFT AVOIDANCE STRATEGY

Before Members considered the report Mrs Celia Sanders a resident of The Bourne addressed the meeting.

Mrs Sanders congratulated the Town Council on its well considered and thorough response to the consultation.

Mrs Sanders asked if the Council could add more emphasis on the issue of the delay in implementing any substantial measures in Waverley's Air Quality Action Plan. Mrs Sanders informed the meeting that poor air quality results from traffic congestion and that this would only get worse if the consultation did not recognise that increases to the current population of Farnham and to traffic would be detrimental to the health of the townspeople and to those who visit the town.

Members received a report on a consultation from Waverley Borough Council on the expansion of SANGS in Farnham Park which formed Thames Basin Heaths Special Protection Area Draft Avoidance Strategy.

The report identified the status of the area which was located adjacent to Farnham at the top of Folly Hill. In order to protect the habitats of protected species, housing development was not permitted within a 5 km zone of the boundary of the area.

The report identified that in order to permit development within Farnham, Waverley Borough Council had agreed to develop a Suitable Alternative Natural Green Space (SANGS) located in Farnham Park.

The report identified the issues raised at a Members Workshop on the Consultation Document to extend the SANGS to allow further development within Farnham.

The Workshop identified several issues and concerns regarding the consultation.

- This would be a precursor to further development
- This would be a precursor to the loss of green open spaces – the loss of the strategic gap
- There was a concern that the loss of the Park would contribute to the loss of identity for Farnham and its Town Centre
- Members were not convinced that Farnham Park was a true and viable alternative

- This consultation was in direct conflict with the principles of the previous local plan to protect the Park and its surrounding area.
- Members believed this was a Waverley issue focused on Farnham as the housing allocation for the district had been used up in Farnham in 21 months (i.e. 567 new dwellings had received planning permission to date)

Members discussed the current level of new development taking place in Farnham and raised their concern over the speed in which the development was taking place.

Members confirmed that the Town Council was currently working on a Design Statement to help protect and preserve the areas of Farnham that have existing policy and areas that do not have any policy to protect them.

Members expressed concern that, until Waverley Borough Council had produced its Local Development Framework, there would be no protection against new development.

Members suggested that it would be sensible to wait until there was scientific evidence to prove that the SANGS worked before allowing more SANGS to be created and therefore allowing time for the Local Development Framework to be completed, along with the Farnham Design Statement. This would ensure that the correct protection was in place before more development could take place.

Members expressed concern that to identify and put in place SANGS now, before an effective Local Development Framework was in place would be premature and detrimental to Farnham.

Farnham Town Council's Design Statement was crucial in identifying and protecting Farnham to ensure it retained its special character and identity and was allowed to develop within that criteria.

Members expressed concern that increasing the SANGS at Farnham Park would have such a dynamic impact on the town that the Town Council needs to be confident that SANGS work. Such issues as development growth, traffic, schools and transport infrastructure would only be taken into account once the Local Development Framework was in place, therefore any development that was allowed to take place now would not have to take these issues into account. This would put Farnham under considerable risk of losing its character and individuality.

Members considered the responses to the consultation which are attached to the minutes.

Councillor V Duckett proposed and Councillor D Atfield seconded that Farnham Town Council's responses to the SANGS Consultation be submitted with minor amendments to Waverley Borough Council.

Resolved:

That Farnham Town Council's responses to the SANGS Consultation be submitted with minor amendments to Waverley Borough Council. (Farnham Town Council's responses attached to the record minutes)

Before Members considered the report, Mr David Seel a resident of The Bourne addressed the meeting

Mr David Seel informed the meeting that in his opinion

- Approval would bring planning process into disrepute and is also contrary to government guidance, which is against incremental expansion, which is what we are up against here.
- Noise. Planning conditions to limit further deterioration and noise environment have not been proposed. TAG (Transport Aviation Group) claim that a new generation of aircraft will be less noisy than previous generation, but there is some doubt as to how noise should be properly measured in terms of its annoyance factor.
- The increase in third party risk; there exists around Farnborough a public safety zone which has a contour drawn up to represent the risk of one death in a 100,000 aircraft movements and obviously this will be seriously affected if the plans to double flying from Farnborough go ahead.
- The final point which interests us all is the negative impact of increasing flying upon property values. The understanding is that the Land Compensation Act is being investigated by FARA (Farnborough Aerodrome Residents' Association) to establish whether it applies to the problems resulting from increasing flying from Farnborough. The increased movements at London's other major airports would result in increasing pressure on airports like Farnborough which the government might regard as a 'soft option'. Farnborough is located in a densely populated area and it would not be appropriate for increased commercial flying.

Members considered the application and raised the following concerns and issues:

There was general recognition of the intrusive impact which overflying already has on Farnham and particularly to the areas to the north west of the town.

Members expressed concerns about the levels of future flying anticipated in the Master Plan. The area had already experienced a doubling of flight movements in recent years to the extent that was now noticeably intrusive. The prospect of a further doubling to 50,000 ATM during the next 10 years was considered unacceptable and would represent a noticeable reduction in quality of life for residents of the Farnham area.

Doubling of flights would have a very significant impact that would be detrimental to the residential amenity of the area and cause a deterioration in the environment.

Members expressed concerns about the potential increase in traffic travelling to and from the airport particularly on the A325.

Members noted the Town Council's previous responses to the TAG Consultation together with the comments of the local Residents' Associations.

Members commented this was an aggressive expansion, which needed action. The Members noted that Waverley Borough Council were opposing the action and Members felt their objection needed strengthening and it would be helpful if some kind of expertise were enlisted to strengthen the response.

(7.40 pm Councillor Maines arrived and apologised for being late)

The Town Clerk suggested that the Members who had worked on the previous response worked with the Officers to put a response together, as the deadline for the response was the 27 July 2009. The response would be put together based on what had been said in the Town Council's previous letter together with the comments from the Council meeting to build a more formal response in more detail.

Resolved:

- 1. That the Council objects to the application.**
- 2. That Members be invited to form a Task Group to help co-ordinate a response to support the objections.**
- 3. The response would be sent to Rushmoor Borough Council, Waverley Borough Council and Surrey County Council.**
- 4. That the Task Group consist of Councillors Hill and Lovell and any other Members who wished to attend.**

C 048/09 TELEPHONE & RECORDING SYSTEM

Members were asked to consider a report from Corporate Development and Audit Working Group on the replacement of the telephone exchange and improvements to the IT infrastructure. These improvements would include a facility to record all incoming and outgoing external calls.

The report explained that the Town Council has already approved the replacement of the Council's current Siemens telephone exchange which had now reached the limit of its capacity.

The Corporate Development and Audit Working Group had received requests from the Cemeteries and the Tourism Working Groups to consider the installation of a recording system for telephone calls.

This request has been considered after the Council's Officers have had to deal with an increasing number of aggressive and rude telephone calls, together with accusations of misleading and inaccurate information being supplied by the Officers.

Two quotes had been obtained from telecommunications companies with three options to include the already approved improvements to the telephone exchange and IT infrastructure and in addition to include a telephone recording system:

The cost of Option1 including cabling was £11,716

The cost of Option 2 was £11,776 plus the cost of cabling £3,994. Total cost £15,770

The cost of Option 3 was £14,377 plus the cost of cabling £3,994. Total cost £18,331

The Town Clerk explained that the current office telephone system was run off 15 – 20 metre patch leads as opposed to systems being attached to the walls with short leads, to connect to computers.

The current wires for the computers were hanging from the server and the ceiling to connect up behind Officers' desks.

The Town Clerk informed the meeting that the issue of Health and Safety regarding the wiring had to be addressed in order to make the working area safe.

The Town Clerk explained that the bulk of the cost was to make the current Council offices safe, however the move into the reception area required some extra work to put in 2 new points and running one cable from Farnham Town Council's system into Waverley Borough Council's system to allow us to connect into the Waverley Borough Council IT system.

The Town Clerk explained that an additional cost of £2,600 approximately would allow Farnham Town Council to have 4 members of staff, to work remotely i.e. for business continuity in case of a pandemic.

The cost of a new telephone exchange which Farnham Town Council would need to purchase as current system is starting to fail was approximately £4,500. The Town Clerk informed the meeting that there would be an additional cost if the Council were to approve the Cemeteries Working Group and Tourism Working Group request to have all external received and outgoing telephone calls recorded.

Councillor A Thorp asked the following points:

- If the spectrum of prices for each option would be able to deliver against the Town Council's requirements.
- Had each specification been seen to know if they would suit Farnham Town Council's requirements.
- Was it known if introducing a new connection would be compatible with the existing IT.

The Town Clerk clarified the different options as follows:

- The first option was an enhancement and extension of the current system so the functions were known. Unfortunately, Option 1 was from the company which had not been able to get back to Farnham Town Council in time with the particular answers needed to ensure all three quotes are compatible. Most telecommunications suppliers do not supply recording equipment, but have to buy it as an "add on" from another company.
- Option 2 was basically a straight forward replacement of our current system, but just a different make.
- Option 3 had not been seen in full, but had received good advertising in national papers and was a complete all in one system.

Councillor D Attfield commented that the telephone handsets did not need to be replaced, but a few new extra ones could be bought and the switchboard replaced and recording equipment bought. The enhancement of the existing system would be the cheapest option. Councillor Attfield questioned the ability of the supplier to supply the goods within the timescale.

Members recommended that the project be delegated to a small group of Members to work with the Town Clerk to review quotes and obtain additional information where necessary, make an assessment and have delegated authority to purchase the best value system on behalf of the Council.

Members considered potential budgets and the Town Clerk explained that the highest potential cost for the project would be £18,331 with £3,000 costs for maintenance, but clarification would be sought on the maintenance costs.

Councillor A Thorp proposed and Councillor V Duckett seconded a budget of up to £20,000 be identified from Reserves for the project. and that each supplier should be requested to demonstrate how their system would fulfil the Town Council's requirement.

Resolved:

- **That a Task Group of Members to include Councillors D Attfield, G Beel C Genziani, S O'Grady, and J Ward review the three options for a new telecommunications and IT system for the Town Council.**
- **That the Telecommunications companies be invited to present their options to the Task Group.**
- **That the Task Group have delegated authority to assess and choose the most appropriate system for the Town Council with a budget of up to £20k to be taken from earmarked reserves.**

C 049/09 WORKING GROUP UPDATES

Members received the notes of the Corporate Development and Audit Working Group Meetings held on 18 June 2009 and 7 July 2009.

C 050/09 ISABELLA SCHRODER TRUST – NOMINATED TRUSTEE

Members received a request from the Isabella Schroder Trust, to nominate two Trustees.

The Trust had nominated Mr Skeet and Col Crawford.

Resolved:

That the nominations of Mr Skeet and Col Crawford be approved as Trustees of the Isabella Schroder Trust for the next four years.

C 051/09 CHRISTMAS DECORATIONS 2009 – 2014

Members received a report on from the Christmas Lights Task Group to consider:

1. Approving a capital project for the installation of a new independent electrical service infra-structure for the Christmas lights in Farnham Town Centre.
2. Approving additional funding from General Reserves to fund the cost of the project.
3. The results of a tendering exercise to award a 5 year contract to provide Christmas decorations in Farnham Town Centre.
4. The recommendations of the Christmas Lights Task Group on the preferred supplier.
5. Approving additional funding from General Reserves to fund Year 1 of the Christmas Lights project.
6. The additional cost of electricity in the supply of the Christmas Lights.

Members discussed the report and the recommendations of the Christmas Lights Task Group. The report informed the meeting that the Town Council had provided the Christmas Lights for Farnham for the last five years. However, there were a number of concerns which had been raised over this period including, the rising cost of electricity, the quality and safety of the light connections and the dependence on retailers to maintain the timing switches.

The Task Group had considered the provision of an independent lighting infrastructure at a cost of £33,356.

The Task Group had also considered seven tenders for the Christmas Lighting Scheme from 2009 – 2014 and recommended to Full Council that the contract be awarded to Festival Lighting at a total cost of £149,970 (in total for five years).

Resolved:

1. That Council appoints Balfour Beatty to undertake the one-off decorations infrastructure in the sum of £33,356.
2. That additional funds totalling £8,356 are approved from General Reserve Fund.
3. That Council accepts the proposals of tenderer number 3 as presented and agrees to enter into a 5 year contract in the sum of £149,971.85.
4. That additional funds totalling £13,818 are approved from General Reserve Fund in year 1 of the contract.
5. That the Council notes that there will be an additional cost for the provision of electricity.

Part 2 – Items to Note

C 052/09 DATE OF NEXT COUNCIL MEETING

Members noted the date of the next Council meeting – 3 September 2009.

C 053/09 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of the business to be transacted at Agenda item 10 receiving a confidential report from Councillor Ward, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at item 10.

Part 3 – Confidential Items

C 054/09 FARNHAM TOWN COUNCIL AWARDS

Members received a confidential report to consider Town Council awards.

The Town Mayor closed the meeting at 8.32pm.

Date

Chairman

FARNHAM TOWN COUNCIL

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

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

COMMITTEE: COUNCIL

DATE: 3 SEPTEMBER 2009

NAME OF COUNCILLOR: _____

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

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

Signed

Dated

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

² A personal interest includes:

Any matter registered in the register of interests

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

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

⁴ State item under consideration.



FARNHAM TOWN COUNCIL

B

Public Report

Report to

Full Council – 3 September 2009

Title

Telecommunications and Recording System – Update Report

1 Purpose of the Report

To report to Full Council the actions taken under delegated authority by Councillors and the Town Clerk to purchase a Telecommunications and Recording System.

2. Background

At the Council meeting on 16 July 2009 Full Council delegated to Councillors Attfield, Beel, Genziani, O'Grady and Ward together with the Town Clerk the evaluation of the three options for the purchase of a replacement telephone and new recording system for the Town Council.

Full Council agreed to release from Earmarked Reserves the sum of £20,000 for this project.

3. Current Situation

The delegated team of Councillors and the Town Clerk interviewed each of the suppliers regarding their proposals for a replacement telephone system, infrastructure rewiring and a telephone recording system.

At the meeting the Council also received the guidance and advice of the Council's IT suppliers who were present at the meeting.

As a result of this meeting Members unanimously agreed to purchase the Mitel telephone system from British Telecom.

The Project included the following works:

- The rewiring of the Council's current offices for IT and Telecommunications
- The system included new VOIP telephones
- Additional telephones to allow for teleworking
- Recording of all external calls both incoming and outgoing
- The provision of Broadband.

4. Costs

The total capital cost of the system is £17,749 broken down as follows:

Cabling	£4,654
Recording Equipment	£4,297
Remote Working	£2,072
New telephones & switch board	£6,526

TOTAL £17,749

The Council have negotiated a three years interest free financing agreement payable in equal quarterly instalments.

5. Other Annual Costs

Other annual costs for this Project total £4,888 payable in four instalments

Service	Quarterly Charge	Notes
Teleworking	£201	New charge
Recording	£172	New Charge
Broadband	£122	Funding identified in current revenue budget
Line Rental	£387	
Maintenance	£340	
Total Quarterly Cost	£1222	
Less Current Saving on Broadband supply	£447	
Net Quarterly Cost	£775	

6. Financial Implications

The financial implications are identified in the report above.

7. Recommendations

To note decisions made under delegated authority.

21 August 2009

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

Distribution: To all Councillors (by post)



Report to

Full Council – 3 September 2009

Title

Furniture for New Reception Area.

1 Purpose of the Report

1. To note the condition of the temporary furniture in the new reception area.
2. To consider purchasing a new reception counter for the new reception area.
3. To consider releasing appropriate funds from Earmarked Reserves for the purchase of furniture.

2. Background

The Town Council has negotiated a short term lease to provide a new, accessible, reception area to the Town Council's Offices within the Locality Office, South Street, Farnham.

The new reception area is currently furnished with loaned and second hand furniture to provide a customer service counter and area.

The Council has previously considered a bespoke designed reception counter costing approximately £14,000. However, since these original reports were discussed the Council's requirements have adapted to develop a more open area for the public.

3. Current Situation

The new reception area has been decorated and will provide a seating and information area for the public and access for persons with disabilities.

The Council is requested to consider purchasing a bespoke reception counter for the area.

Attached at **Annex 1** is a design and quote for a reception counter which fulfils the needs of the Town Council.

The proposed furniture takes account of the following issues:

1. The furniture although bespoke is moveable and adaptable to the changing requirements of the Council.
2. After taking advice on the Disability Discrimination Act (DDA), the public area of the reception allows the Council to fulfil its duties under the Act by making suitable adaption

for the provision of services to people with disabilities and in particular wheelchair users.

3. The layout of the new reception area has taken into consideration the advice given to the Town Council in order for it to comply with DDA by addressing the following issues:
 - Providing clear manoeuvring space in front of the reception with a minimum of 1400 mm and a 2200 mm width.
 - The reception is not sited too close to the noisy principal entrance and provides a clear view for people entering the building.
 - The route from the entrance to the reception is direct and free from obstructions”.

Members are requested to consider the attached quotation for the supply and fitting of the reception counter at a cost of **£4,985.40** (the Perspex sign on the front of the reception would say Farnham Town Council).

Legal and Policy Implications

These have been identified in the above report and the Council day to day practices in dealing with customers are considered to be suitable adaptations to comply with the DDA.

Financial Implications

The Council has already set aside earmarked funds for new equipment; this fund currently stands at £40K.

As the Council has not planned within the current year’s revenue budget for this expenditure, it would be appropriate to release the necessary funds from the earmarked reserves.

The Council’s financial regulations only require the Council to obtain three quotes when the net cost of a quote exceeds £5,000.

4. Recommendations

- 1. To note the condition of the temporary furniture in the new reception area.**
- 2. To approve the purchase of new reception furniture as per the attached quote at £4,985.40.**
- 3. To consider the release of relevant funds from Earmarked Reserves.**

21 August 2009

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

Distribution: To all Councillors (by post)

10th August 2009

Farnham Town Council
Town Council Office
South Street
Farnham
Surrey GU9 7RN

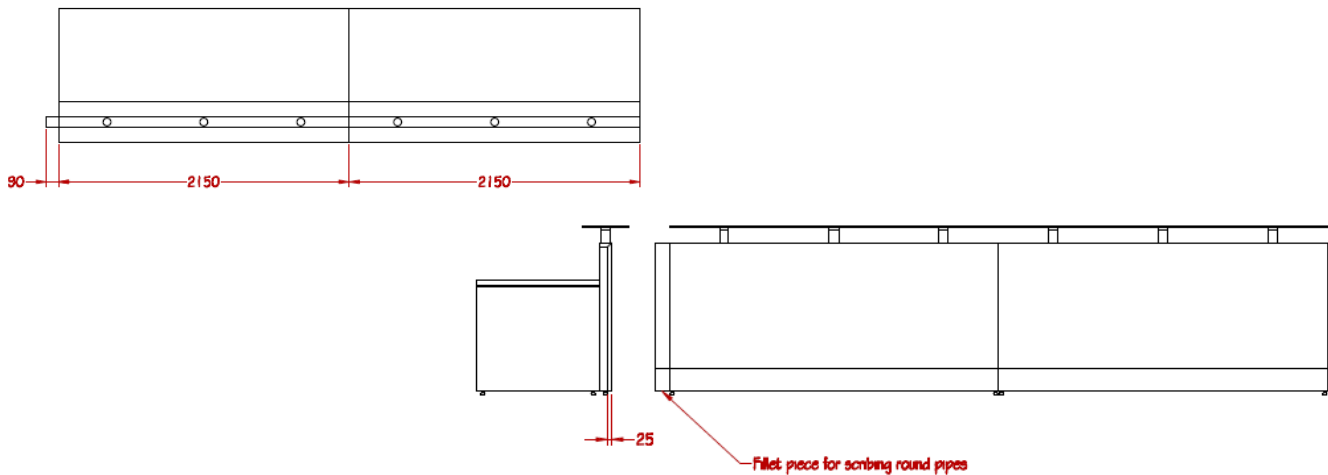


Cubewing
'the office furniture people'

Attn: Steve Bott

Dear Steve,

Further to your recent visit to the Peasmarsh, Guildford, showrooms of Sven Christiansen, please find below costings for the supply and installation of a reception counter designed to meet your specific requirements, as follows:



Shown above with optional pedestal



1 x Fulcrum Professional bespoke reception counter in

Light Oak veneer with glass counter top and kickstrips in polished stainless steel, comprising: 2 x PDR20/LO/KPS but each 2150mm wide, plus a single fillet panel 90mm with matching kickstrip.

Price per counter £2,674.00 £5,348.00

Site survey as requested (to ensure that dimensions for fillet panel are correct/confirmed) £ 150.00

On-site scribing of fillet panel around existing pipes to be carried out during installation. £ 200.00

£5,698.00

1 x Graphics panel 1400mm wide £ 524.00

1 x Graphics applied to panel: provisional cost (subject to advice of graphics required) £ 400.00

£6,622.00

Less Special 30% Contract Discount £1,986.60

£4,635.40

Delivery/Installation Charge £ 350.00

£4,985.40

Please note that all prices exclude V.A.T. @ 15%. I trust that this information will meet with your approval and look forward to hearing from you shortly.

Yours sincerely,

STEVE WILTSHIRE

Cubewing Systems Limited
45 Ingress Park Avenue, Ingress Park, Greenhithe, Kent, DA9 9GN

tel: 01322-423500

SALES EXECUTIVE

fax: 01322-423544
email: sales@cubewing.com
www.cubewing.com

ANNEX 1

Registered in England
No. 2125403



FARNHAM TOWN COUNCIL

D

Public Report

Report to

Full Council – 3 September 2009

Title

Essential Building Works to West Street Chapel

1 Purpose of the Report

1. To agree a programme of building works for the maintenance of the West Street Chapel, West Street Cemetery, Farnham.
2. To agree to release £35,000 from Earmarked Reserves for essential building works.
3. To delegate to the Cemeteries Working and Appeals Group (CWAG) the awarding of the contracts for the essential works.
4. To temporarily co-opt Councillors Genziani and Attfield to the CWAG for the duration of the building works.

2. Background

In 2004 the Town Council took over the ownership and the operation of four cemeteries in Farnham from Waverley Borough Council. The transfer of ownership also included four cemetery buildings all in different states of repair.

The Chapel in the West Street cemetery is a Grade II Listed Building.

Waverley Borough Council failed to maintain the buildings in a suitable standard of repair or undertook inadequate standards of repair for a Listed Building.

At the time of the transfer no assessment was made of the condition of the Cemetery Buildings or subsequent responsibilities and liabilities which were being transferred to the Town Council.

3. Current Situation

The Chapel in the West Street cemetery is now in need of essential repair works to retain the building in a suitable condition for a Grade II Listed Building.

Councillors Genziani and Attfield together with the Waverley Borough Council Listed Buildings Officer have inspected the building on behalf of the Town Council and they have identified three principle areas of concern which require immediate attention.

1. The roof of the chapel

The roofs on the chapel have been poorly repaired and been the subject of vandalism over a number of years. This has resulted in water entering through the roof into the building which has reduced any options for the current use of the building.

The recommended action is to have the roof completely renovated.

It is estimated that the costs of these works will be **£15K**.

2. The external walls of the chapel

The walls of the chapel are made of local stone which have weathered overtime. In addition earlier repairs by Waverley Borough Council used the wrong mortar which has contributed to further deterioration. The use of the wrong cement based mortar has contributed to the collapse of certain areas of the rear wall.

The recommended action is to have the external walls re pointed and the walls repaired with a similar material.

It is estimated that the costs of these works will be **£15K**.

3. Asbestos on the internal walls

The lower internal walls of the chapel building appear to have some asbestos panelling.

As future works may disturb this material it is recommended that a firm is appointed to investigate the status of the material and arrange for its removal.

It is estimated that the costs of these works will be **£5K**.

The Council's officers together with advice from the Waverley Borough Council Listed Buildings Officer have undertaken a risk assessment on the current condition of the chapel and have identified this as a High Risk which requires the Council to take immediate action.

Although there is no legal duty to maintain the building, if a complaint is lodged with the planning authority an Urgent Works Order may be issued for emergency repairs and the cost recovered from the Town Council.

Suggested Actions

The Council is requested to consider delegating the delivery of this project of essential maintenance to the CWAG together with a budget of £35K,

Councillors Genziani and Atfield have experience of construction and surveying and the Council may wish to consider co-opting these members to the working group for the purpose of delivering this project.

Legal and Policy Implications

The Council has a duty under the Health and Safety at Work Act 1974 to undertake a Risk assessment to identify hazards and their potential harm.

Under the Occupier Liability 1957 2.2 has "a duty of care to take such care as in all circumstances of the case is reasonable to see that visitors will be reasonably safe in using the premises for which he is invited or permitted by the occupier to be there"

The Council has a Common law duty of care to any visitors to the cemetery.

Financial Implications

The Council has already set aside earmarked funds for the renovation of the cemetery buildings this fund currently stands at £139K.

As the Council has not planned within the current years revenue budget for this essential expenditure, it would be appropriate to release the necessary funds from the earmarked reserves.

4. Recommendations

- **To agree a programme of building works for the maintenance of the West Street Chapel, West Street Cemetery, Farnham.**
- **To agree to release £35,000 from Earmarked Reserves for essential building works.**
- **To delegate to the Cemeteries Working and Appeals Group (CWAG) and the Town Clerk the awarding of the contracts for the essential works.**
- **To temporarily co-opt Councillors Genziani and Atfield to the CWAG for the duration of the building works.**

20 August 2009

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

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

E

Notes

Corporate Development and Audit Working Group

Time and date

8.00am on Tuesday 4 August 2009

Place

Town Clerks Office, South Street, Farnham

Attendees: Cllr C Cockburn, Cllr J Hargreaves, Cllr S Hill, Cllr J Maines, Cllr O'Grady, Cllr J Ward.

Officers present: R Potter (Town Clerk), W Coulter (Members and Committee Services Coordinator).

1. Apologies

There were no apologies.

2. Information Technology and Telephone System

POINTS	ACTION
It was reported that British Telecom had been awarded the contract for installing a new telephone and IT system for the Town Council Offices. The system would be a Mitel System. An interest free payment package had been negotiated and a reduced cost for broadband connection had also been negotiated saving the Town Council money.	Telecommunication and IT system to be installed by 1st September 2009.
It was further reported that all the telecommunication system and IT system equipment would be centralised downstairs in the old photocopier room. Each work area/desk would have one IT point which would connect to the computer and telephone.	

3. Asset Management

POINTS	ACTION
<p>1. Cemetery Buildings</p> <p>It was reported that Cllr Genziani and Cllr Atfield had looked at West Street Chapel. The Listed Buildings Officer from Waverley Borough Council would meet with officers and Cllr Genziani to agree remedial works to be completed at the Chapel. A full report on the progress would be submitted to the next Council Meeting.</p>	<p>Report on remedial works to West Street Chapel to be submitted to Council on 3 September 2009.</p>
<p>2. Office Accommodation</p> <p>An update was given to the Working Group on the current progress with office accommodation.</p>	

4. Town Honours.

POINTS	ACTION
<p>It was reported that the Territorial Army had been approached with regard to honouring the local regiment. The TA suggested that the Mayor and Deputy Mayor honour the regiment by presenting the annual 'flowers'.</p>	
<p>It was further reported that investigations were continuing into finding a calligraphist to inscribe the Town Honours Book.</p>	

5. Andernach and Town Twinning

POINTS	ACTION
<p>Members considered a letter received from the Andernach Town Twinning Association with regard to future support from the Town Council for Town Twinning.</p> <p>It was suggested that the Town Council should have a greater role in the Town Twinning. Funding should be investigated and brought back to a future meeting of Corporate Development to consider.</p>	<p>Officers to investigate funding for twinning.</p>

6. Marketing, Communications and Consultation Strategy

POINTS	ACTION
<p>The Members received a discussion paper about communications and consultations and a possible strategy for the Town Council to follow.</p>	<p>Noted</p>
<p>Members agreed that the Town Council was carrying out really good works and actions however, it was not very good at promoting those actions.</p>	

Members agreed that a communications and consultation strategy was needed.	
RP explained that the Town Council's staff could be trained in PR. It was agreed that the Branding of the Council needed to be reviewed in order to remain consistent.	
Members suggested that Miss Cooper, Mrs Sydenham, Miss Coulter and Mr Potter review the Council's PR and news each week and put together a Communication and Consultation Strategy for the Town Council.	Communications Team to put together a Communication and Consultation Strategy for the Town Council.

7. Administration of Corporate Development and Audit Working Group

POINTS	ACTION
Members considered the process of administration for the Corporate Development and Audit Working Group. It was agreed that the CDAWG Agenda would have a Confidential Section.	

8. Date of next meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be confirmed by email.	



FARNHAM TOWN COUNCIL

F

Verbatim Notes Cemeteries Appeals and Working Group

Time and date

10.00am on Thursday 30 July 2009

Place

Council Chamber, South Street, Farnham

Attendees:

Cllr Cockburn – Lead Member of Cemeteries Appeals and Working Group
Cllr V Duckett
Cllr S O’Grady
Cllr J Ward
Cllr L Fleming – Town Mayor

Present at Meeting:

Mrs A Bott – SCAPTC representative

Mr A Raitt – Owner of Stonecrest
Mr A Lothian – Forman of Stonecrest
Mr I Haydon – NVQ Assessor and Stonemason

Officers present: W Coulter (Members and Committee Services Coordinator), K Taitt (Grounds and Services Manager), G Gordon (Office Administrator).

Cllr Cockburn – Well, welcome everyone to this Cemeteries Appeals and Working Group Meeting, we will look at the Agenda, has everyone got an agenda? Yes you have agendas.

So the first item, apologies for absence.

W Coulter – Thank you Madam Chairman we have apologies from Cllr Hargreaves.

Cllr Cockburn – Thank you very much. Moving on to the minutes which I think most of you have received or have got. Are you quite happy that these are an accurate account of the meeting held on 28 May?

Cemeteries Appeals and Working Group – AGREED

Cllr Cockburn – Thank you, I will sign them later then, thank you very much.

Moving straight on then to item 3 and this is where I'll explain what's going on here. This meeting has been called in a response to talk to Members by Mr Raitt, so that is the main business of this meeting, item 3.

I am going to introduce everyone around this table so that you know who we all are and get them to fill in a little bit of detail and then if perhaps if you would do the same and then we all know where we are starting from.

So I'll start with myself if I may and we'll move round the table. I may miss the Mayor out because she hasn't got a microphone but I think she's fairly obvious so I'm Carole Cockburn and I'm the current Chair of the Cemeteries Appeals and Working Group. Lucinda Fleming the Mayor, Cllr Victor Duckett, Cllr Stephen O'Grady and Cllr John Ward who are all Members of the Cemeteries Appeals and Working Group. On my right is Wendy Coulter who is the Committee Secretary and all round working hard in the office, Ginny Gordon Office Administrator, both officers of the Town Council and Kevin Taitt who some of you will know through his role as Outside Workforce Manager, or you have a new title now too? Grounds and Services Manager. But I will ask the lady sitting there, Anne Bott just to fill in a little bit of her own background so that you know why she is here for us.

Anne Bott – I'm Anne Bott, I don't normally need a microphone as my husband will tell you but there we go. I work for the Surrey County Association of Town and Parish Councils and formerly for my sins I was with Waverley for 22 years and retired last year and my role with the Association is that I work closely with town and parish councils all through Surrey supporting them in their everyday business effectively and as another pair of hands in some respects. I am also associated with Headley's Solicitors. Headley's Solicitors are the honorary Solicitors for SCAPTC and as part of the membership of SCAPTC they provide advice when necessary. I only make that point because I am not here in that capacity today I only make that point because as part of that role I do an awful lot of work for Berkshire, Buckinghamshire, Norfolk, Sussex and Hampshire. So I am steeped in Local Government for my sins and that is my background.

Cllr Cockburn – Thank you Anne, did you just want to expand on SCAPTC for anyone who doesn't speak the lingo?

Anne Bott – SCAPTC, Surrey County Association of Town and Parish Councils. It's an association that is affiliated to the National Association of Local Councils and it affectively, as I said it provides an extra pair of hands and assistance to town and parish councils in their everyday business and their work. I tend to spend an awful lot of time working with clerks in relation to meetings and as you know town and parish councils are statutory bodies. They work within a statutory framework, everything they do is within a statutory framework and it's about ensuring that what is done within the statutory framework is within it. If they have exercised discretion it has been exercised reasonably and I tend to carry out audit checks on all the business, including Farnham Town Council to make sure that any decisions they have reached have been reasonably reached.

Cllr Cockburn – Thanks Anne, it's just that we very quickly go into these acronyms and everyone sitting there with no idea what we are talking about. Now you will notice that we are using the microphones and this is a dual purpose thing because we are going to record absolutely everything that is said today. When you speak I will ask you to use the microphones in a moment too, so that we can record, as I say absolutely everything for in this meeting so if I could ask you, one at a time, to introduce yourselves so that we know who we are talking to.

Mr Raitt – I'm Andrew, Andrew Raitt the owner of Stonecrest and that's it really.

Cllr Cockburn – No that's absolutely fine.

Mr Lothian – I'm Andrew Lothian, Yard Foreman and that's it.

Mr Haydon – Hi I'm Ian Haydon. I'm stonemason for 20 years, Health and Safety Advisor, NVQ assessor etc, that's about it really.

Cllr Cockburn – No that's absolutely fine, just so that we all know and its on the tape for record that we all know who's here. So it's really over to you now Mr Raitt. We're giving you an hour; we thought would be enough for you to explain or to talk to us about any issue. The idea of this is that at the end of this it will all be recorded and there will be some notes taken but we will actually have a verbatim recording of this meeting so nothing should go unnoticed and we will come back to you with answers to every single point. So you have basically an hour or so to explain to us all, the Cemeteries Appeals and Working Group, the Mayor just exactly what your grievances are and we will see if at some point we can answer every single one for you.

Mr Raitt – Well mainly I'd like to bring Ian in on some of the discussion because it's more his field. Its really, the first point is Memorial Health and Safety checks. We do have some concerns as to whether, we know they've got to be done but it's whether if you like, going over the top in some way because some of the issues that we have or some of the cases that we are dealing with at the moment with particular families, we can't see anything wrong with the memorials, if you like.

Really that is it. It's really what the Council, their ways of testing. I know everyone is supposed to be testing to the British Standard but I think in some cases, personally myself, they are going over the top with it and causing unnecessary grievance for the families.

Mr Haydon – Obviously having discussed with Andy what's been going on in the past, he's shown me some of the correspondence he's had from the Council that he had etc. We totally understand that you've got to carry out risk assessment. The main problem is the way, or the conclusion from that risk assessment the actual process that's being used etc. Understand that it needs to be suitable, its efficient but it's the way the risk is actually being addressed. For example, if you need to look at what harm is going to be caused and how. You know, if the memorial has failed on a very small part you know the chances are if it's very low to the ground, if it's a corner post from a kerbset something like that, if that was to fall over the worst that it might do is that it might black your toenail. You know, to then write to the bereaved person and say to them you know this is in a terrible state and needs to be repaired, they start panicking and it's a total over

reaction. The risk assessment process is there to reduce the major risks and ignore the insignificant. I'm afraid that's not being done, not from what I can see anyway.

Mr Raitt – You see we've had quite a few families that actually ring up when they receive the letters and they are in quite a bad state. I mean a couple of families that we have dealt with have asked us to, rather than the families ringing the Council themselves they've asked us to do it because they can't bring themselves to do it. I think it just comes as a total shock to them, maybe the way it's done and then basically tell them it's got to be done, you know professionally and it's going to cost obviously, which will bring us on to later on the Agenda with costs etc, but it is probable half the families we deal with do have something to say about the way they are treated in a way, you know the whole thing, the way it's being operated. They just can't bring themselves to, a lot of themselves can't bring themselves to ring up and hand on heart they are on the phone in tears, some of them and that's why we deal with it.

Cllr Cockburn – As I say we are not going to answer individual points. Is there anything else on Memorial Health and Safety Checks that anyone wants to speak on before we move on to the administration costs?

Mr Haydon – Andy has also mentioned the way the actual tests have been carried out. There is an awful lot of guidance out there, from the start of the process through to the end of the process if you like with memorials all being made safe. Unfortunately from what I've seen and from what I've heard from an outsider looking in you haven't dealt with it very well at all I'm afraid from both a Health and Safety side of it and also from an outsider looking in. There is tons of guidance, I know you don't have to follow that guidance but I'm sure you are striving for best practice as well as everyone else and just taking that on board even if you don't use that guidance at least read it and take it on board because there's loads of cases where the Councils have gone through the same problems that you have gone through and have been able to deal with it. It's all out there it just needs to be read really and taken on board.

Cllr Cockburn – Right, I mean make sure that we do have everything, you know if Kevin hasn't got it just make sure that any papers that we do need, you do give us because obviously the more information we have, the better the service we can provide. Is there any new point on Memorial Health and Safety or do you think you have covered the points? You can always come back if you suddenly think of a point on that but perhaps we should move on to the costs then, the Administration Costs, is that you Mr Raitt again?

Mr Raitt – Well I have touched on this point in the past, administration costs and for charges of administration cost to have a memorial repaired, as I say we deal with other Councils and they don't do that. Now it has been said to us that you know, there's costs involved. You know I don't know, but as I say that is the other thing with families is they also say, why on earth are they charging £50 for this, to have it done?

If there's a bit of leg work, paperwork involved, then fine but in a lot of cases the memorials are already registered to a grave owner so they're on the system, they're on your system I think that personally, as with other Councils they're just glad to get the work done and as I say, they don't charge at all. You know the bigger Councils don't, but then you'll turn round and say well the bigger Councils have obviously got more money but even Parish Councils, some of the Parish Councils other Town Councils that we deal

with, will not charge, do not charge, they just want to get the work done. I don't know what's involved in the administration but I wouldn't have thought there would have been very much. I mean what we used to do; any work that we do obviously a permit is applied for. In the past if we were cleaning the memorial we would, out of courtesy put a permit through to say that we were cleaning that memorial just to let them know what we were doing but people are getting charged for that now. Again we have been told that is because one of the staff has to go out there and check it, make sure it's done properly but then if it's not the Stonemason or qualified person how does he know it's going to be done properly? You see? That's one of my main issues is the administration costs. If there's a lot of leg work, paperwork involved, then fine, maybe grave transfers or something, I don't know what's involved with that but some Councils do charge for grave transfers, changing the deeds etc but for actually just going and doing repairs again people have commented on that. I think Ian wants to make a comment on that, if that's alright?

Mr Haydon – In my capacity as a Mason and obviously a Health and Safety advisor I sort of really cover the area if you like from Luton swinging right round to Brighton so in that sort of sweep and you're the only Council that I've ever come across that charges a fee for a memorial that's failed a stability test, Health and Safety test, whatever you like to call it. All of them ask for a permit to be applied for but you are the only one that are charging a fee for that as well. It's a bit of background from myself.

Cllr Cockburn – Is there anything that either of you want to add to the Administration Costs?

Shall we move on then to the Memorial Designs? I don't know who wants to kick off on that one?

Mr Raitt – Again the memorial designs, I know they've changed since last year, since BRAMM came into effect but not very much. The tablets, the cremation tablets have increased in size which is fine, but now we've got a problem of where these tablets can be placed. In the regulations they are saying the tablets can only be placed on cremation plots but people, families are have cremated remains placed into family graves, grandparents etc and what they are being told is, they can't have a tablet and what they are being told is, if there is no room for an inscription they are going to have to have a new memorial or the memorial completely refurbished which is crazy. Again no other Council does that and personally myself I don't think it's been thought through because there is going to be lot of this, where people wish to have grandparents with their families and then what do they do? They can't mark the spot.

Cllr Cockburn – Right, thank you very much. Does anybody want to add any more on Memorial Designs? Yes? Yes by all means.

Mr Haydon – Again I'd like to come in as an outsider just looking in on it. I've spoken to Andy at length about this. He said the reason you are only allowing the small ones was because anything bigger would be deemed to be a trip hazard surely as soon as you place any memorial on the grave if it's going to be deemed as a trip hazard then regardless of its size its going to be a trip hazard. You know so whether it be 8 x 12 or 18 x 18 or bigger still you know these are all things that it doesn't seem to be thought through properly. You know you can't deem something to be a trip hazard one minute and then because you are going to change your rules a bit then all of a sudden it's not a

trip hazard. It either is or it isn't, you know you can not just move the goal posts as and when it suits you really.

Cllr Cockburn – Right thank you very much. As I say we can come back over all these issues if you discover you miss something out but we'll move on to the overarching 3(d) which seems to be the biggest topic to say the least. I don't know who's going to start us off on that one?

Mr Raitt – Well I've already touch on this. It's really the feedback that we get from the families when they make an enquiry or they've got a particular point that they wish to bring up with the Council and discuss and they've all said, not in all cases but the cases that have come, people have come to us about is the sometimes the patronizing way that they are spoken to or the over officious way that they are spoken to when they are trying to sort something out, when they are trying to sort a particular problem out and it's when one says it's the case of the computer says 'no' syndrome. You know and when these people are trying to explain to them or trying to gain some sort of answer it just goes round the houses and it comes back to nothing and they come off the phone feeling well what happened there and that's it really and again the other stonemasons and funeral directors all have a moan but that's up to them if they come and see you and say things but they're generally the same.

Sometimes they get helpful information, sometimes they get conflicting information and that's really it really. I think it's the overall, if they were more informed, if there was someone on the end of the phone who could really come back at them and answer all the questions rather than sort of stuttering and spluttering, I'll have to come back to you on that, that type of thing and that's it really.

Cllr Cockburn – Right thank you very much, does anyone want to add anything? I mean if you've finished the four topics that are there, they were just a guide line.

Mr Raitt – Going back to the overall attitude. I mean back in the early days when the Town Council took over it was quite bad but then it was sorted out to a degree but everyone feels it's going back that way again now. You get the feeling, especially with the stonemasons and funeral directors, hiding behind the rule book again, rather than making the decision. It seems to me, especially to me when I speak on the phone to any of the office people is they are frightened to make a decision on their own. That's the feeling I get. Rather than get a decision there and then, we'll have to come back to you. Or as again, they are not very well informed and you come off the phone thinking well I didn't get nowhere there that's all I can say on that.

Cllr Cockburn – Well if you want your full hour, you've still got plenty to say but if you've really nothing else to add. What we intend to do after this meeting is as I say is we have this full recording of what we've got and you know, we will respond to you we will give you notes from the meeting and we will also respond to every single point you've raised. We will do that as a group, we'll respond to the points as a group. The letter will come from the Town Clerk because that is the way this Council works, that the signatory of the letter will be the Town Clerk but you will get answers to all the points.

I don't really want at this point to turn it into a general debate because I think you've been very, very clear on you know the issues you have. You have made one or two vague elements which I don't know if Mrs Bott wants to clear up?

Mrs Bott – I would welcome the opportunity.

Again just to explain that where I've come from on this is as you'll see I've got a copy of all the correspondence that I have really, really looked at it ok and will continue to do so. There is a wealth of concerns that you have expressed and you have really today hopefully taken the opportunity that you have been given by the committee to raise the issues that are key to you and as the Chairman has said these are going to be addressed and they will be responding to you.

But you do, if I may just, and it is clarification no more and no less than that. You have some concerns and you refer to a lot of documentation about testing and there's a lot out there. I don't know that, so I take your word for that and we know because the piece of paper is being produced but if there is any particular documentation that you are relying on. There is a lot out there, I know from the audit I've done that the officers have adhered to what they consider is the best regarded practice issued by the various key bodies. If you are saying there is something else that counters it or is not in line with it then I think it would be useful to know what that is.

Ok, I'm not asking for it now but if you've got some stuff or you can let us have, what it is you are relying on to say, that it's not being done properly, that's what I'm trying to drive at. Does that make sense? Do you understand where I'm coming from there?

(Agreement and assent from Mr Raitt and Mr Haydon)

Because that's effectively what you are saying and it goes against what I have done in my audit because I think that the best practices have been looked at and adhered to. Ok, so I wanted to give you that opportunity to counter that.

I have to say it is very good and I am glad to hear it that you appreciate the need for risk assessment and your issue is that you feel that it is going over the top but you do understand.

I have a little bit of an issue about the black toe nail, having had a black toenail, it's very painful and goes on for months and is a potential for a claim as I'm sure you know in this litigious society that we are living in.

You talk about, you use the word about 'over 50%' that's a very high number of the business that you deal with that over 50% ring you up and have problems. I've not seen that in anything that I've looked at very carefully and I am trying to have an independency here to be fair to both parties because although I do work as part of it with the town and parish one of my underlying jobs is to make sure that they are dealing with things and other business properly so this is a two way thing. But you talk about over 50% now that is a really high percentage of people that you say that phone you up, there is nothing that has ever suggested this to me and I have to say, I did a little bit of a test myself and I don't quite get that vibe and I have to say if you are to make comments for this committee the council to have due regard to then it needs to be supported in some way. It's alright saying it but where is that actually supported?

Moving on to administration costs. You talk about the £50 charge and again you say and you certainly cover a big area, I have to say, as I know the area, you say something to

the effect that 'no councils make these sort of charges whatsoever in your area' and I think you said it that none in Surrey do. That does surprise me I have to say but again that is a very difficult one to prove other than us all writing individually and I'm not necessarily sure we want to go down that road but that's quite a sweeping statement and I think the truth of it is that councils, you will find that some councils make charges for things that this council doesn't make a charge for and its about a pot of money and that's what the statutory responsibility is, it's about a pot of money and how you use that pot of money and what services you have to provide and whilst I understand your points about comparing, never the less it comes back to this council making a reasonable decision, that's my only comment there.

In terms of Memorial Designs you have recognised that there have been changes with BRAMM and taken on board about tablets, that's something that's a point you have made and I think will have to be considered Chairman.

Overarching, yes it's quite interesting, if I put it in a nutshell what you are saying, I just want to make it clear what you are saying in a nutshell, but what you are saying is that when this Council took this over from Waverley Borough Council at first it was bad but then you saw an improvement but you seem to think that it's been going backwards that there's sort of, that it's not a more proactive approach when people phone up and get responses you feel that there is almost a barrier being created, I think that's basically what you are saying and I think Chairman this is one of the issues what you are trying to achieve today you and your Council which is to try and break down this barrier and to try and to have a good working relationship and I think I'm sure that's one of the things that will be addressed.

For my part I have actually as it happened earlier this year carried out some training exercises and we covered this and I have to say I couldn't find any evidence for that sort of attitude, but having said that I know this is something that will be addressed. I think they are my key points. Thank you very much for the opportunity, but if they want to ask me in response to those.

Mr Haydon – With regard to the documentation etc you are asking for clarification, one of the real basic ones, Management of Health and Safety, as you can see there is the guidance from the Health and Safety Executive, if you look at their ACOP or Code of Working Practice if you like, page 5 paragraph 10 'this information is needed to make decisions on how to manage those risks so that decisions are made in an informed rational and structured manner and the action taken is proportionate'.

Mrs Bott – Thank you, that was very helpful.

Cllr Cockburn – I was wondering if we could possibly have a copy of that? I just want to sit down and discuss this fairly quickly as a group, I would just like to borrow it for 24 to 48 hours because we do want to get an answer to this.

Mr Haydon – I would presume that the Council does have a Health and Safety Officer generally and they should be advising you on this because this is not specific to the masonry industry it runs across all, it's covering this meeting now. You know, risks should have been addressed in here if there are any, which I'm sure there are looking round. You know but that covers everything that you so business wise so it needs to be

taken on board and I'm a bit dismayed that the Council hasn't got a copy of that to be honest with you.

Cllr Cockburn – I can assure you that we have a full Health and Safety Policy and it is applied within this Council and we also have various levels of guidance that we use. The fact that we haven't got that one, or at least I don't know of it from this distance is why I'd like a copy, but I do assure you that we take Health and Safety, not only here but also in the Cemeteries very, very seriously indeed.

Mr Haydon – Ok, the latest, or the most up to date is this document, it's from the Ministry of Justice and again I can leave a copy of that with you because as you are aware I'm sure that the memorial, when they first started off with the memorial testing it was deemed to be a high risk. That has now been addressed and they haven't yet given clarification on the risk factor that when you look at the amount of deaths that have arisen from memorials collapsing or sudden collapse as it should be called it is very low compared to other industries so they are addressing that and the actual use. I know yourselves don't use the Topple Tester but that's certainly been poo pooped if you like now.

Cllr Cockburn – We do actually have a copy of that document.

Do you wish to come back on anything that Mrs Bott has said or raise any new points?

Mr Haydon – The only thing I would say maybe as an outsider looking in on it. I know that quite a few councils look at each individual case on their merits there may be room for that. Maybe when a bereaved person comes to you asking for a tablet to go on an existing memorial, rather than obviously the expense to the bereaved person of having to get a new memorial because that ones full up or replacing it etc, etc, allowing a small plaque which you would not allow in another part of the cemetery may be an option there. Again, I know that you have turned the cemetery into a lawn cemetery but if there is a grave that is surrounded by kerbsets already, the addition of another kerbset in amongst them is not going to have a major impact on the maintenance or anything else in the cemetery but that is purely as an outsider looking in. You know, it may help to resolve the issue.

Mr Raitt – Touching on what Ian said there about the particular type of memorial going into a particular part of the cemetery would not cause too much impact is the kerb surrounds. I know the Council have turned everything into a lawn cemetery now but again we get people asking, still asking about the kerb surrounds and in some of the cases with, especially the case with West Street Cemetery it is full of kerb surrounds and there is a family at the moment who wish to place a kerb surround within other family members literally surrounded by kerb surrounds. In this case, I can't see any problem, nor could the family see any problem and then maybe the Council could maybe reintroduce kerb surrounds but charge. I mean make a heftier charge for them as they did with Rushmoor a few years ago. They just put the prices up to cover any, you know, intended costs you know for maintenance etc. Because I think, what a lot of people are thinking is it's a case of too late, the cemeteries are absolutely chock a block with kerb surrounds. Ok in West Street in B Block where it is mainly headstones then fine they can keep those as headstones but in the older sections where there's kerbs any way there's not going to make a lot of difference but you could turn round and say yeah fine £500 fee and if they have it they have it and if they don't, they don't.

Cllr Cockburn – Thank you very much indeed and again I open it up to Mrs Bott and yourselves before we draw a line under this. As I say as a group we are very keen to get an answer to this we think this has gone on long enough and we would really like to get an answer so we will take everything you have said with great care we will literally go through it point by point and address your cases and give you answers to this. As I said earlier we will give you notes from the meeting and you will also receive a letter detailing it. It could be a very long letter but we'll see what we can do. As I say it will be a letter that we have all contributed to, the people that are round this table this morning that have listened to what you had to say and we will as I say make it as full and as clear as possible but it will go out from the Town Clerk because that is just the way that we do that so I just want to warn you of that now but we now as a group will go into session and discuss everything you have said and see if we can address all your concerns.

Mr Raitt – I think overall in my opinion is it's the Council's overall, if they used their own discretion a lot of it, make their own decisions, the people on the end of the phone to make their own decisions, their own discretion and common sense. This is again, a lot of this what bugs me in way where its quite simple what has been asked for but then its, it turns out to be long winded to try and get a decision where as I say going back to the authorities that we deal with no problem at all, you see. Going back to memorial designs, the wedge tablets, you deem them as a trip hazard but no other council does and they are a proper memorial, proper design. I think this really is, on the end of the phone using discretion, common sense, rather than hiding behind the rule book every time, if there's nothing in the rule book that says any different then. That's what we seem to, you know, feedback that we seem to get even from people other than ourselves. Some people just need to make their own decisions.

Cllr Cockburn – No that's absolutely fine, as I say we'll add that to the points you have already made. What I don't want is for you three to leave this chamber now feeling that you haven't had a fair chance to say everything that you want to say, so please you know don't, if there's anything at all that you want to add, please add it now because you know, this is your opportunity and the last thing I want is for you to go out of this Council Chamber thinking you did not have an opportunity to say everything you wanted to say. So please, yes by all means if there's one last thing come back.

Mr Raitt – Now there's a lot, there's quite a few, I've got a few issues going on at the moment that we are tooing and froing with correspondence so I don't know whether I can bring that up now? Or it may have to be brought up at a later date? So I don't know, can I?

Cllr Cockburn – Yes, no personally I think we hear what you have to say.

Mr Raitt – Well one of them is Hale Cemetery. Now allegedly it's been closed to new burials. Now I've written a number of times to the Council asking why. There's probably 90 to 100 graves up there that could be dug easily. Hale Cemetery especially, you've got a lot of old families up there, I've got my own family up there, but you've got a lot of families up there who wish to still be buried up there. But they can't they've got to go to Badshot Lea or one of the other cemeteries. Now I have written to the Council on a number of occasions asking why it was closed. I finally did get an answer and the answer was, when we had the meeting some time ago I allegedly said, well that basically on my guidance to close it but I'm not in a position to do that. What was

actually said was that the digging was hard, tough digging but I did not say close the cemetery. I can't, I just can't do it. I mean we dig for other authorities and I can't turn round to them and say well that's hard digging, close your cemetery. My main thing is, if there's 90 to 100 graves, maybe a few more, to reopen the cemetery to new burials because there's a lot of money up there for the Council but it will also keep the Hale people happy.

I mean there's one particular lady who had to have her mother buried in Badshot Lea because she was told there was no room. There's room up there for reopen graves or pre-purchased but will not be open for new burials and that's the main issue I've got at the moment. That I just cannot understand.

Cllr Cockburn – Right we'll certainly try to incorporate that into our response. Mrs Bott is there anything else you wish to clarify, are you quite happy?

Mrs Bott – Yes that's fine.

Cllr Cockburn – Yes by all means.

Mr Haydon – On the subject of the choice of memorials etc within your regulations I am just basically going to say you know that if you need somebody that is completely independent because as you know I don't work in this area, even though I live locally I'd be more than happy to come in and give you some outside advice really on the way that it works. You know on the way that other councils I've come across actually work. Sorry I've forgotten your name, you asked for clarification on the councils, its only ones that I've actually dealt with obviously I haven't spoken to every single council in that area, its only ones that I've actually dealt with in my capacity as a mason or on the Health and Safety side that I've encountered that haven't charged the fees but I don't know, there could be others out there that are charging.

Cllr Cockburn – Thank you very much. Again we will make a note of that. Now I feel we've more or less done now but I don't want to rush you. If you feel there's anything but I don't really feel there's any point in going round and round and round. No certainly if you have got one more thing, by all means. I'll take Mr Raitt's last point if you like then.

Mr Raitt – touching on something Ian said there about advice etc, would it be feasible on the committee here, to take a stonemason on, a funeral director and a member of the public? Not me.

Cllr Cockburn – I think the answer is probably no but I wasn't going to give you any answers today but anyway we'll look into that as well but just in terms of impartiality and anything else I think we'd have a real issue with that but again we'll look into every issue before we write your definitive reply.

Are you quite sure you said all you want to say?

In that case, thank you very, very much for coming. As I said if you could just leave that document you were referring to so that we can just make sure we are looking at absolutely everything and as I say we'll get back to you as quickly as we can having listened to every single point again to make sure that we understand exactly all your

grievances and thank you very much indeed for coming along to the meeting this morning.



FARNHAM TOWN COUNCIL

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Notes

Tourism & Events Working Group

Time and date

08.00 on Monday 20th July 2009

Place

Council Chamber, South Street, Farnham

Attendees: Cllr O' Grady, Cllr Hill (from item 4 onwards), Cllr Le Gal, Cllr Storey, Cath Sydenham (CS), Catherine Cooper (CC) and The Herald (for item 3 only).

1. Apologies

Apologies were received from Cllr Hargreaves.

2. Minutes from Last Meeting

The Notes of the Tourism & Events Working Group meeting held on 10th June 2009 were agreed as a correct record.

3. Farnham Herald Presentation

POINTS	ACTION
<p>The Farnham Herald were invited to attend the meeting by the Chairman of the Working Group to present their proposal to be Farnham Town Council's main sponsor for the Christmas Lights Switch-on.</p> <p>The Farnham Herald outlined their proposal of producing the Christmas brochure and distributing through all editions of the Herald at a cost of approximately £500 - £600.</p> <p>The Herald explained 20,000 copies of the brochure would be produced, with a 60% ratio of advertising.</p> <p>The Herald said that Delta Radio would be included within the sponsorship proposal. Delta could advertise the event on the radio 6-8 times a day from 5th November. Delta</p>	

would also stage manage the event on the day.
In return, the Herald & Delta Radio would like their logo/branding displayed extensively at the event.

Cllr Storey asked for figures of the listenership at Delta Radio.

The Herald said Delta's coverage reaches Wrecclesham.
Delta Radio is not Farnham's main radio station.

Due to the size of the audience, Cllr O' Grady expressed his concerns of using Delta Radio and asked the Herald for the broadcast mix.

The Herald said Delta Radio is aimed at the 35 - 45 'mummy' age group with a young mix style.

Cllr Storey asked for the circulation of the Herald.
The Herald said they distribute 30,000 copies weekly through 6 editions.

Cllr Le Gal asked if the Council could use Eagle Radio and still work with The Herald.

The Herald said the Council could have a feature about the event in the Herald, pay to distribute the brochure and use Eagle Radio.

Cllr Le Gal asked if the Council chose the above option, would the Herald see themselves as a main sponsor of the event.

The Herald said if they printed the programme then they would like to see themselves as the main sponsor. If not, they would just assist the Council with publicising the event.

Cllr O' Storey asked The Herald what benefits Delta Radio would receive if they were involved.
The Herald said that Delta Radio's coverage is up to the Coxbridge Roundabout and therefore, they would reach a wide range of listeners including Bordon, Haslemere and parts of Farnham.

Cllr O' Grady said that people would be prepared to visit from Bordon, Haslemere and Alton but not Liphook or Petersfield.

There were no further questions for The Herald so they left the meeting at this point.

Cllr O' Grady requested officers obtain quotes from printing companies, to help make a decision.

The Herald to send the weekly breakdown of circulation.

CS/CC to obtain quotes.

4. Project Update Report

POINTS	ACTION
<p>Officers distributed the Project Update Report to the members.</p> <p>A. Farnham Grows</p> <ul style="list-style-type: none"> • CC said the project is on target and the last event, the Gardening Festival is this Saturday (25th July). <p>B. Music in the Park</p> <ul style="list-style-type: none"> • CS reported that concerts are going well. • Cllr O' Grady said he will contact Farnham Brass Band after the concerts have finished. This is relating to an action from the meeting on 10th June. <p>C. Farnham Feast of Food</p> <ul style="list-style-type: none"> • CC reported that planning is going well for the project. • CC explained that a couple of residents have expressed concerns over where they would park in Castle Street when the road is closed for the Food Festival. CC said that the Castle Street Residents Association have not raised this issue. • CC explained that for the Carnival, the Farnham Lions offer spaces to retailers in St George's Yard and residents are informed to park at the spaces at the top of Castle Street, from Park Row onwards. • Cllr O' Grady and Cllr Le Gal suggested liaising with Farnham Castle about offering spaces for retailers and arranging spaces for residents in St George's Yard. • Cllr O' Grady also suggested speaking to the Baptist Church in the Upper Hart car park. • CC said the Chamber of Commerce is willing to discuss ideas on how to get non-food retailers involved in the event. A meeting with the Chairman of the Chamber and 2 retailer representatives has been scheduled for 31st July. CC asked members if were free to attend. <p>D. Christmas Lights Switch-on</p> <ul style="list-style-type: none"> • To be discussed at item 5. <p>E. Visitor Information Points (VIP)</p> <ul style="list-style-type: none"> • CC reported that a VIP kiosk has been ordered for the new reception in the Council Offices. This will delivered shortly. • CC said that approval has been received from St Andrew's Church to install a VIP kiosk, however it 	<p>Cllr O' Grady to make contact with Farnham Brass Band after 13th September.</p> <p>CC to research how many spaces are required by the residents.</p> <p>CC to liaise with the Castle and the Baptist Church.</p> <p>CC to e-mail members about the meeting.</p>

<p>and suggested inviting Farmers' Market stall holders.</p> <ul style="list-style-type: none"> • <p>D. Who should turn the light on</p> <ul style="list-style-type: none"> • CC said that officers have researched the members' idea of finding a local celebrity to turn the Christmas lights on, however the cost of this would be in the region of £3,000 - £5,000. • Officers suggested getting a cartoon character of interest to children, in particular Scooby Doo to turn the lights on. • This was agreed by the members. <p>E. Father Christmas & costume</p> <ul style="list-style-type: none"> • CC told the members that officers have asked Clive Spooner to be Father Christmas in previous years. • The members are happy to use Clive again and to organise, if applicable, a CRB check. <p>F. Procession</p> <ul style="list-style-type: none"> • CC explained that the Council have organised a procession from the Town Council offices to East Street in previous years but due to the change in location, this may not be feasible. • CC also said the Farnham Maltings has received funding to organise a children's lantern parade. It has been suggested that the parade could form part of the procession. • CS said it is likely that there will only be a handful of lanterns this year so it is unlikely the procession will be large. • Cllr O'Grady suggested finding out the number of children taking part in the parade, before making a decision on the route of the procession. 	<p>CC/CS to hire a costume and find someone to wear it.</p> <p>CC/CS to contact Clive.</p> <p>CC/CS to find out how many lanterns will be created for the procession.</p>
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6. Tourism

POINTS	ACTION
<p>A. Town Guide</p> <ul style="list-style-type: none"> • CC asked members if they were happy with the design of the Town Guide and whether Starfish Design should be used to produce the guide for 2010. • The members all agreed that they are very happy with the 2009 guide. • Cllr Storey asked if the success of the guide could be measured. • CS suggested putting a feedback form in the guide with a prize of one night's accommodation. • Members agreed they were happy to use Starfish Design. 	

<ul style="list-style-type: none"> • Cllr O' Grady raised that food and drink should be included in the 2010 edition. <p>B. Other Tourism Leaflets</p> <ul style="list-style-type: none"> • CC informed the members that the Council have run out of the Heritage Trail leaflets and stock is low on the 10 minutes, 10 miles leaflet. • Members agreed the leaflets should be re-designed and printed, once the new branding guidelines have been agreed by the Council. The design should also be in line with the 2010 Town Guide. 	
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7. AOB

POINTS	ACTION
Cllr O' Grady suggested future events and tourism leaflets should provide directions and parking information.	CC/CS to ensure this is involved when designing leaflets.

8. Date of the next meeting

POINTS	ACTION
The date and time of the next meeting is Wednesday 16 th September 2009 at 8am.	CC/CS to email Members Agenda and papers nearer the time.



FARNHAM TOWN COUNCIL

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Notes

Farnham in Bloom Working Group

Time and date

10.00 on Tuesday 4th August 2009

Place

Town Clerk's Office, South Street, Farnham

Attendees: Cllr David Atfield, Cllr Victor Duckett Cllr Lucinda Fleming, Cllr Jill Hargreaves, Cllr Janet Maines, Cllr Ward, Roland Potter (RP), Kevin Taitt (KT) and Catherine Cooper (CC).

1. Apologies

Apologies were received from Cllr O'Grady and Sheila Rayner

2. Farnham in Bloom 2009 De-brief

POINTS	ACTION
<p>The Group discussed their thoughts on the Council's recent performance in the South & South East in Bloom competition for 2009.</p> <p>Cllr Hargreaves and CC walked around the town centre Monday 3 August 2009 and marked areas, which could be improved. This included work, which needed to be undertaken by Waverley Borough Council, Surrey County Council and voluntary groups.</p> <p>The notes were handed to all members of the group.</p> <p>Cllr Hargreaves asked the group to express their thoughts on the whole project.</p> <p>KT thought that there was a lack of community involvement this year, which could possibly be the section the Council loses points on in the competition.</p> <p>KT added that although there maybe places in the town where further hanging baskets and tubs could be displayed, this would undoubtedly have a financial impact and effect the staff resources of the Council.</p>	

Cllr Hargreaves asked if KT thought further communication was needed between Waverley Borough Council and Surrey County Council, to which KT agreed.

Cllr Fleming agreed further community involvement is required, similar to the excellent input received by the Farnham United Reformed Church.

Cllr Fleming added the area behind the back of Boots requires improvement.

Cllr Maines asked why only children from 40 Degreez were invited to the presentation on 6th July and suggested local schools be involved too.

KT said the Hanging Basket competition is the schools involvement with the project.

Cllr Duckett suggested a basket from each school be installed in the town centre via the competition route.

Cllr Duckett said the town is looking beautiful. Cllr Hargreaves added that the Mike Hawthorn display has really blossomed.

Cllr Attfield said Farnham is looking better than it ever has done before, in particular the tubs and hanging baskets in East Street.

Cllr Ward said the concentrated elements of the competition were great and the long term elements such as litter and cigarette ends is generally better too. However, the Council hasn't got a way of demonstrating how the community gets involved with the project.

RP suggested organising awards for the community before the competition.

Cllr Hargreaves said it was clear, whilst walking around yesterday, that certain businesses have made a tremendous effort by providing their own displays, such as The Hop Blossom.

Cllr Duckett suggested the Town Mayor write to the businesses thanking them for their support.

RP said that the South & South East in Bloom competition provides a benchmark. It is a way of measuring how successful the Council is in delivering the service.

However, this year, it seems the competition has been a bigger priority and the Farnham in Bloom as a whole has steered off track. Farnham in Bloom should be a 365 day project.

RP added that there is too much link to the past with Farnham in Bloom and looking at the de-brief notes, it is clear Waverley Borough Council and Surrey County Council do not get involved as much as they should.

The project needs to be re-branded and requires further

KT to see if this would be feasible.

community involvement, however if members don't get involved, the public won't either.

3. Farnham in Bloom 2010

POINTS	ACTION
<p>Cllr Hargreaves requested the authorities are contacted now. It was suggested that both Waverley Borough Council and Surrey County Council are invited to a working group meeting in the Autumn.</p> <p>Cllr Hargreaves added that the group should persist with providing all businesses and shops with brushes to sweep outside their premises.</p> <p>Cllr Duckett said the group should discover what Waverley Borough Council's remit is for sweeping the town. Cllr Fleming said she has had regular meetings with Waverley officer Paul Redman and Veolia. Waverley is keen to help but may need some guidance on what needs doing.</p> <p>Cllr Duckett said the group should speak to the residents and businesses in the areas, which need improving and ask if Farnham Town Council can assist with the problem.</p> <p>Cllr Maines added that this reiterates the point of introducing a community award. Cllr Duckett said the organisations that make the effort to help should be awarded with a certificate, which they can display on their premises.</p> <p>Cllr Maines suggested the marketing and promotion for Farnham in Bloom needs to start now, the group need to publicise the project as an all year round effort and highlight the Council makes the effort 365 days a year, not just for the competition.</p> <p>RP suggested that where there are areas of concern, which are out of Farnham Town Council's control, officers should e-mail the information to Waverley Borough Council or Surrey County Council and copy councillors in on the e-mail.</p> <p>Cllr Duckett said a prime example of an area is the railings at Hickley Corner as they are a big health and safety concern. KT said he has informed Surrey County Council of the problem.</p> <p>Cllr Maines said Waverley Borough Council has made a good effort with graffiti.</p>	<p>SR to progress this proposal</p> <p>SR to provide a quote and report back at the next meeting.</p> <p>SR to make enquires</p> <p>SR to progress this proposal</p> <p>The overall principle and practice of marketing and promotion to be considered after a report to Corporate Development Working Group</p> <p>SR and KT to note and action</p> <p>SR to progress this proposal</p>

<p>KT said Farnham Town Council has a good relationship with Waverley over this matter. RP said the Council should thank Waverley for their help.</p> <p>Cllr Duckett suggested contacting Land Registry and researching for areas of land, which are not owned by anyone, with the intention of Farnham Town Council taking it over.</p> <p>RP said this would be a large project and it is something the Council should do, if and when the opportunity arises.</p> <p>RP suggested the group prepares a list of projects they would like to achieve in the next 12 months and finding voluntary help to achieve some of the items on the list.</p> <p>Cllr Duckett suggested meeting with the leaders of the local scouts, cadets etc to recruit volunteers. Cllr Duckett suggested the Mayor personally invite the leaders to the next Farnham in Bloom Working Group meeting.</p>	<p>SR to co-ordinate Town centre initiatives</p> <p>SR to chat with JS regarding this.</p>
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4. AOB

POINTS	ACTION
There were no matters arising under any other business.	

5. Date of the Next Meeting

POINTS	ACTION
It was agreed that the date and time of the next meeting would be Thursday 24 th September 2009 at 10am.	SR to email Members Agenda and papers nearer the time.



FARNHAM TOWN COUNCIL



Notes

Farnham Design Statement Task Group

Time and date

10.00am on Thursday 20 August 2009

Place

Town Clerks Office, South Street, Farnham

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

Before the commencement of the meeting Cllr Steel reminded all Members of the Group the purpose of the Design Statement, to protect the areas of Farnham that were not currently protected by planning policy and to illustrate the third party influences to Farnham, for instance traffic congestion, air pollution and the Eco Town at Bordon, but not to attempt to solve the problems that these third party influences may cause.

1. Apologies for Absence

POINTS	ACTION
There were no apologies for absence.	

2. Project Progress Report

POINTS	ACTION
Members received a progress report on where the Group was with the Project and considered how to progress the project.	
It was agreed that the Group would re-evaluate all the information gathered for the project so far in mid September.	WRC to co-ordinate and gather all info from Wards.
It was also agreed that the Farnham Society would be contacted and asked if they would help with the project helping to gather information about the Wards.	Officers to contact Farnham Society.
It was agreed that the Council's Communication Team	Communication Team to

<p>would produce a Marketing Plan for the Project with information going to the local press, the Council's Website and local radio stations.</p> <p>It was agreed that the Task Group would meet every two weeks to progress the Project.</p> <p>It was agreed that the Town Clerk and Cllr Cockburn would carry out the 'quality control' of all information that was received.</p> <p>Members considered the revised timetable for the project and agreed that the end date for the project would be May 2010. (Project Timetable attached to Notes).</p> <p>RP offered further Officer support to assist with the Project. He suggested that Officers assist Members with gathering information for their Wards. The Members of the Group agreed to RP's suggestion.</p>	<p>produce Marketing Plan.</p> <p>WRC to confirm dates with Task Group.</p> <p>CC and RP to liaise for Quality Control.</p> <p>Officers to assist with information gathering for Wards.</p>
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3. Consultation Strategy

POINTS	ACTION
<p>Members received a discussion paper on Consultation and Communication for the Design Statement Project.</p> <p>It was agreed that the Council's Communication Team would produce a Marketing Plan for the Project and that the Communication Team would assist with setting up Roadshows to gather information and once the Design Statement was ready for Consultation, would assist with the Consultation Process.</p> <p>It was agreed that the Project should be called the Farnham Design Statement.</p>	<p>Communication Team to produce Marketing Plan, assist with roadshows and consultation for the project.</p> <p>Project to be called Farnham Design Statement.</p>

4. Community Involvement

POINTS	ACTION
<p>Members considered how members of the community including the Farnham Society and Residents Associations could become more involved with the compilation and delivery of the Design Statement.</p> <p>It was agreed that questions would be included on the website to encourage members of the community to have an input into the project.</p> <p>The Farnham Society would be contacted by officers to ask if they would like to contribute.</p> <p>Officers would work with Members within their Wards to contact Residents Associations to gather information.</p>	<p>Questions included on Website.</p> <p>Officers to work with Members and Residents Associations to gather information for each Ward.</p>

5. Design Statement Webpage

POINTS	ACTION
Members considered a design for the Webpage for the Farnham Design Statement. It was agreed that the wording for the introduction and questions would be considered by Members and any alterations would be notified to the officers. It was agreed that the Webpage would go 'Live' during the week commencing 24 August 2009.	PL to work out a formula for the Workshops. Members to agree alterations, Webpage to go live, w/c 24.08.2009.

6. Review of Information Received.

POINTS	ACTION
It was agreed that this item would be deferred until mid September when information was due to be received from Ward Members.	Item deferred.

7. Items of concern to be included in Design Statement

POINTS	ACTION
Members considered a list of items of concern affecting Farnham now and in the future. It was agreed that these items would be raised in the Design Statement but could not be actioned by Farnham Town Council.	

8. Waverley Borough Council Involvement

POINTS	ACTION
Members discussed a request from Waverley Borough Council to be invited to be involved with the Town Council's Design Statement at this stage. It was agreed that Mathew Evans, Head of Planning at Waverley Borough Council would be invited to attend a meeting of the Task Group at the end of September.	RP to invite ME to meeting of Task Group at end of September 2009.

9. Date of Next Meeting

POINTS	ACTION
Tuesday 15 September 2009 at 9.30am Tuesday 29 September 2009 at 9.30am.	WRC to email agenda nearer meeting date.

The meeting closed at 12.15pm.

DRAFT OUTLINE PROJECT TIMETABLE

Project Name: Farnham Design Statement
Project Leader: Cllr Roger Steel

Task No	Task details	Indicator	Current Situation	Time to complete task	Completion date
1	Appoint Project Team	▪	Completed		
2	Define Terms of Reference	▪	Completed		
3	Agree Budget	▪	Completed		
4	Agree Project Timetable	▪	Completed		
5	Appoint Consultant	▪	Completed		
6	Obtain background information and discuss findings with the local authority	▪	Ongoing		
7	Workshops to identify main issues, neighbourhood areas and interest/topic groups	▪	Completed		23 August 09
8	Form neighbourhood area groups and special topic groups	▪		4 Weeks	29 September 09
9	Project launch event	▪		2 Weeks	13 October 09
10	Undertake Townscape character analysis in each neighbourhood	▪	Ongoing	6 Weeks	24 November 09
11	Analyse results and prepare interim document	▪	Ongoing	4 Weeks	5 January 09
12	Prepare for exhibitions	▪		4 Weeks	5 January 09
13	Local area exhibitions and workshops	▪		3 Weeks	29 January 10
14	Town exhibition and workshop	▪		1 Week	5 February 10
15	Review and revise area character assessments	▪		2 Weeks	19 February 10
16	Prepare draft town design statement	▪		2 Weeks	5 March 10
17	Consult on draft design statement	▪		6 Weeks	16 April 10
18	Review and investigate design statement	▪		4 Weeks	14 May 10
19	Revise town design statement	▪		2 Weeks	28 May 10
20	Full Council for approval	▪			
21	Secure formal approval as supplementary planning guidance	▪		Unknown	
	Revise and print	▪			
	Maintain	▪			

KEY:

Colour	Meaning
▪	Completed
▪	In progress
▪	Not yet started/behind schedule



FARNHAM TOWN COUNCIL

J

Notes Planning Consultative Group

Time and date

6.30pm on Thursday 30 July 2009

Place

Town Clerks Office, South Street, Farnham

Members Present:

- * Cllr C G Genziani (Lead Member)
- o Cllr D J Attfield
- o Cllr R D Frost
- * Cllr G Hargreaves
- * Cllr J E Maines
- * Cllr S Hill
- o Cllr S O'Grady
- o Cllr C Storey

- * Present
- o Apologies for absence.

1

09/0898

Listed Building application for consent to install bathroom and WC in existing bedroom
2 Upper Hale Road, Farnham

No objections subject to the approval of the Listed Buildings Officer.

2

09/0907

Display of non-illuminated fascia sign and projecting sign
118 West Street, Farnham, Surrey

No objections subject to the approval of the Conservation Officer and materials used are in keeping with the conservation area.

3

09/0909

Erection of extension and alterations

35 Farnborough Road, Heath End, Farnham, Surrey

Concerned about the impact on the residential amenities of the neighbouring

4

09/0914

Change of use from ground floor flat to community facility for a temporary period of six months.

514 St Marks Place, Farnham, Surrey

No objections

5

09/0922

Erection of extensions and alterations (revision of WA/2008/2090)

Woodrow Cottage, Rowhills, Farnham, Surrey

No objections

6

09/0924

Erection of single storey rear extension

15 Beavers Road, Farnham, Surrey, GU9 7BD

No objections

7

09/0929

Replacement of existing refrigeration plant

Waitrose, The Hart, Farnham, Surrey

No objections

8

09/0931

Application for consent to display non-illuminated fascia and projecting signs

31 The Borough, Farnham

No objections subject to the approval of the Conservation Officer and materials are in keeping with the conservation area.

9

09/0933

Construction of side dormer window and relocation of roof light

14 Three Stiles Road, Farnham, Surrey, GU9 7DE

No objections

10

09/0935

Erection of extensions and alterations

24 Moor Park Lane, Farnham, Surrey, GU9 9JB

No objections

11

09/0936

Application for advertisement consent for the display of non-illuminated billboard sign

Lidl Foodstore, Dogflud Way, Farnham, Surrey

No objections

12

09/0945

Listed Building application for consent to display non-illuminated fascia and projecting signs

118 West Street, Farnham

No objections subject to the approval of the Conservation Officer and materials in keeping with the conservation area.

13

09/0946

Erection of extension following demolition of existing conservatory

23 Lynton Close, Farnham, Surrey, GU9 8US

Objections very concerned about the impact on the residential amenities of the neighbouring properties

14

09/0947

Consultation under Regulation 3 for erection of single storey extensions and alterations; extension to drive

73 Weydon Hill Road, Farnham, Surrey

No objections

15

09/0949

Construction of outdoor swimming pool

Copse House, 7 Temples close, Farnham, Surrey, GU101RB

No objections, but would suggest all efforts be made that the pool installation be carbon neutral

16

09/0959

Erection of part single storey part two storey extensions following demolition of existing side extensions

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

No objections

17

09/0965

Erection of first floor extension to provide additional office space and ancillary facilities

Cheyenne House, West Street, Farnham

No objections subject to the approval of the Listed Buildings Officer

18

09/0966

Listed Building consent for the erection of first floor extension to provide additional office space and ancillary facilities

Cheyenne House, West Street, Farnham, Surrey, GU9 7EQ

No objections subject to the approval of the Listed Buildings Officer

19

09/0967

Application under Section 192 of the Town and Country Planning Act 1990 for a proposed single storey extension following demolition of existing conservatory

14 St Johns Road, Farnham, Surrey, GU9 8NT

Objections - Farnham Town council deplores retrospective planning applications and concerned about the impact on the residential amenities of the neighbouring properties

20

09/0969

Application for advertisement consent for the display of a non-illuminated sign.

Carlton Yard, Victoria Road, Farnham, Surrey

Objections, all materials used in the conservation Area should be of natural materials

21

09/0970

Erection of extensions following demolition of attached indoor swimming pool; erection of link between existing house and garage

36 Compton Way, Farnham, Surrey, GU101QU

No objections

22

09/0974

Alteration to existing infill to form extended kitchen with lantern roof lights

7 Great Austins, Farnham, Surrey, GU9 8JG

No objections subject to the approval of the Conservation Officer and materials are in keeping with the building and garage retained only for private use as garage.

23

09/0975

Erection of single storey extension to nursery school.

Edgeborough School, 84 Frensham Road, Frensham, Farnham, Surrey,

No objections

24

09/0980

Consultation under Regulation 3; construction of temporary vehicle crossover from upper Hale Road for the duration of construction works at nursery at Hale primary School.

Land at Hale School, Upper Hale Road, Farnham

No objections

25

09/0983

Alterations to and retention of extension

20 Gong Hill Drive, Farnham, Surrey

No objections

26

09/0984

Erection of extension following demolition of garage

3 St George's Close, Badshot Lea, Farnham, Surrey, GU9 9LZ

Object, out of keeping with the street scene and concerned about the loss of parking

27

09/0988

Erection of single and part two storey extensions

34 Sheepphouse, Farnham, Surrey, GU9 8LR

Objections concerned about the impact on the residential amenities of the neighbouring properties.

28

09/0989

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for a proposed single storey extension.

28 North Avenue, Farnham, Surrey, GU9 0RD

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

29

09/0993

Erection of a rear conservatory

37 Upper Weybourne Lane, Farnham, Surrey, GU9 9DF

Objections - concerned about the impact on the residential amenities of the neighbouring properties.

30

09/0997

Erection of first floor to existing bungalow to provide new bedrooms. Erection of extended entrance porch, fenestration changes and alterations

40 Shortheath Crest, Farnham, Surrey, GU9 8SB

Objections,, suggest Arboricultural Officer looks at proposed removal of trees.

31

09/1000

Erection of extensions and alterations

Spruce Acres, Tilford Road, Farnham, Surrey

No objections

32

09/1001

Conversion of existing garage to habitable accommodation

6 Parfitts Close, Farnham, Surrey, GU9 7DH

Objections - concerned at the loss of parking

33

09/1002

Erection of a detached bungalow together with parking and turning space

Land at Gorse Cottage, 10 Gorse Lane, Wrecclisham, Farnham, Surrey

No objection

34

09/1004

Erection of conservatory

2 Red Lion House, Red Lion Lane, Farnham, Surrey, GU9 7QN

No objection

35

09/1005

Erection of extension and alteration

41 Broomleaf Road, Farnham, Surrey, GU9 8DQ

Concerned about the impact on the residential amenities of the neighbouring properties and the materials are the same as the current building.

36

09/1006

Change of use of ground and first floor from offices (Class B1) to restaurant (Class A3)

1 - 3 East Street, Farnham, Surrey

Objections - concerned at the lack of parking space and possibility this might be a take away restaurant, if applicant in mind then come forward with detailed application.

37

09/1007

Erection of garage following demolition of existing

17 Folly Lane North, Farnham, Surrey, GU9 0HU

No objections but would suggest the garage be conditioned for private garage use only.

38

09/1008

Erection of conservatory

12 Prospect Road, Rowledge, Farnham, Surrey, GU104AH

No objections

39

09/1009

Replacement of brick boundary wall in flint and brick, with arched gateway and addition of new brick coping to raise height of existing wall

Lawday House Farm, Odiham Road, Farnham, Surrey, GU105AB

No objections subject to the approval of the Listed Buildings Officer

40

09/1010

Application for Listed Building Consent for the replacement of brick boundary wall in flint and brick, with arched gateway and addition of new brick coping to raise height of existing wall

Lawday House Farm, Odiham Road, Farnham, Surrey, GU105AB

No objections subject to the approval of the Listed Buildings Officer

41

09/1022

Erection of extensions and alterations

84 Tilford Road, Farnham, Surrey

No objections provided the materials are in keeping with the property and subject to the approval of the Conservation Officer

42

09/1023

Erection of extensions and alterations following demolition of existing extensions, garage and conservatory (variation of WA/2009/0692) Previous comments of the Planning consultative Group held on the 4 June 2009 were as follows: No objections

11 Wings Road, Farnham, Surrey

No objections

43

09/1024

Erection of extensions and alterations

2 Latchwood Lane, Farnham, Surrey

No objections

44

09/1027

Erection of extensions and alterations

Monks Gate, The Long Road, Rowledge, Farnham, Surrey, GU104DP

No objections

45

09/1036

Erection of single storey and two storey extensions

40 the Crescent, Farnham, Surrey, GU9 0LG

Objections - overdevelopment for the size of the plot



FARNHAM TOWN COUNCIL

K

Notes Planning Consultative Group

Time and date

6.30pm on Thursday 13 August 2009

Place

Town Clerks Office, South Street, Farnham

Members Present:

- * Cllr C G Genziani (Lead Member)
 - o Cllr D J Attfield
Cllr R D Frost
 - * Cllr G Hargreaves
 - * Cllr J E Maines
 - * Cllr S Hill
Cllr S O'Grady
 - o Cllr C Storey
- * Present
o Apologies for absence.

Registers of Interest:

Name of Councillor	Application No	Subject	Type of Interest	Reason
J. Hargreaves	WA 09/1085 and 1086	Farnham Leisure Centre	Personal	Waverley Borough Councillor
J. Maines	WA 09/1085 and 1086	Farnham Leisure Centre	Personal	Waverley Borough Councillor
S. Hill	WA 09/1085 and 1086	Farnham Leisure Centre	Personal	Waverley Borough Councillor

WA 09/1038 – Construction of a new shop front.
27b, The Borough, Farnham.

No objection subject to the consent of the Listed Buildings Officer.

WA 09/1039 – Application for Listed Building Consent for construction of a new shop front.
27b, The Borough, Farnham.

No objection subject to the consent of the Listed Buildings Officer.

WA 09/1041 – Construction of new roof to form extension to first floor accommodation.
12 Abbots Ride, Farnham.

No objection.

WA 09/1047

Erection of a two storey extension.
41 The Street, Wrecchesham.

Concerned about the impact on the street scene.

WA 09/1049 – Erection of single storey and a two storey extensions, re-roofing of an existing extension and internal alterations following demolition of garage.

Concerned about the possible adverse effect on the residential amenities of the neighbouring property and the loss of parking due to demolition of garage.

WA 09/1050

Application for Listed Building Consent for internal alterations.
Old Malthouse, 2 Firgrove Hill, Farnham.

No objections subject to the consent of the listed buildings Officer

WA 09/1052 – Erection of a single storey extension.
9 Monkshanger, Farnham.

No objection.

WA 09/1053 – Erection of a single storey extension (revision of WA 09/0262).
22 School Hill, Farnham.

Concerned about the impact on the street scene and proximity to the street.

WA 09/1057 – Erection of a single storey extension and first floor rear dormer and internal alterations.
20 School Lane, Farnham.

Concerned about possible adverse effect on the residential amenities neighbouring properties.

WA 09/1058 – Erection of single storey extensions and first floor rear dormer.
22 School Lane, Farnham.

Concerned about possible adverse effect on the residential amenities neighbouring properties.

WA 09/1059

Erection of ground floor extension, loft conversion including provision of dormer extensions, alterations.
60 Ridgeway Road, Farnham.

Objection – concerned about the adverse impact on the residential amenities of the neighbouring properties from rear extension and design of rear extension with flat roof.

WA 09/1064 – Erection of extensions and alterations (variation to WA 07/2438).
Southanger, Gorse Close, Farnham.

No objection.

WA 09/1065

Erection of ground floor and first floor extensions to form two storey house (revision of WA 09/0786).
34 Broomleaf Road, Farnham.

(Previous Comments: concerned about the residential amenities of the neighbouring properties).

Objection – concerned about the adverse impact on the residential amenities of the neighbouring properties.

WA 09/1067

Erection of storage building.
Land adjacent Summerfield Lane, Frensham, Farnham.

Objection – inappropriate development within the green belt.

WA 09/1069

Erection of a detached garage, parking and forecourt area with access from Stephendale Road and construction of dormer window.
37 Hale Road, Farnham.

Objection – concerned about the impact on the street scene. Concerned about adverse affect of residential amenities of neighbouring properties.

WA 09/1077 – Erection of single storey extension following demolition of existing conservatory.
5 Templar Avenue, Farnham.

Concerned about possible adverse effect on the residential amenities neighbouring properties.

WA 09/1080

Erection of house on Plot 1 incorporating conservatory and juliette balcony and erection of house on Plot 2 incorporating conservatory and balcony (variation to WA 06/2050).
Land at Little Park, Packway, Farnham.

No objections

WA 09/1081

Erection of two storey extension, new front window bay and replacement windows following demolition of existing single storey kitchen.
5 Bower Road, Boundstone, Farnham.

Objection – concerned about the adverse impact on the residential amenities of the neighbouring properties.

WA 09/1085

Erection of two storey extension.
Farnham Leisure Centre, Dogflud Way, Farnham.

No objections

WA 09/1086

Application for advertisement consent for a totem pole style advertisement.
Farnham Leisure Centre, Dogflud Way, Farnham.

Objection – concerned that this will attract graffiti and detract from the building. The size is inappropriate with regard to position and traffic safety.

Astolat
Coniers Way
Burpham
Guildford
Surrey
GU4 7HL

Tel: 01483 566072
Fax: 01483 440508
Email: info@surreyca.org.uk
www.surreyca.org.uk

APPENDIX L

SURREY
COMMUNITY
ACTION

Engaging Communities
Working Together

18th August 2009

Roland Potter
Farnham Town Council
Town Council Offices
South Street
Farnham
GU9 7RN

FARNHAM
TOWN COUNCIL
21 AUG 2009
RECEIVED

Dear Roland

I am pleased to inform you that your organisation has achieved a Bronze Recognition Award from the Learning4Counties training programme.

You have achieved this because members of staff or volunteers from your organisation have attended training courses that have been established under the core curriculum of the project.

The core curriculum for the project has been separated into four categories:

People & Performance
Strategy & Systems
Customer, Communication & Collaboration
Finance & Funding.

As members of staff/volunteers from your organisation have participated in courses under two of these categories you have been awarded the Bronze award, in order for you to achieve a Silver award a member of staff from your organisation must attend a course from a different category and for a Gold award members of staff/volunteers from your organisation must have participated courses from all four categories. A comprehensive list of the core curriculum can be found on our website www.actionforall.org.uk/L4C.

We are also offering a Platinum award for organisations that complete courses from all four categories and also take part in our on-line Organisational Impact Survey, this can be found on our website www.actionforall.org.uk/L4C.

Once again may I congratulate your organisation in achieving this award and hope that the training has been worthwhile to both your organisation and individuals.

Yours sincerely



Jean Roberts Jones
Chief Executive
Surrey Community Action
01483 459292 x 200
jeanr@surreyca.org.uk

Learning4Counties is a training project funded The Big Lottery offering low cost training courses to the voluntary, community & faith sectors throughout Surrey, Hampshire, Sussex & Berkshire working with Surrey Community Action, Community Action Hampshire, Action in rural Sussex & Community Council for Berkshire.



INVESTOR IN PEOPLE

Farnham Town Council

has successfully achieved the

Learning4Counties

BRONZE AWARD

By attending the following courses

- ◆ Finance & Funding
 - Fundraising Workshop
 - Improve your Bid Writing
- ◆ People & Performance
 - Developing Effective Skills for Adult Trainers

Jean Roberts Jones

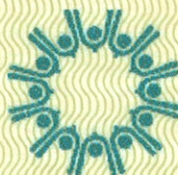
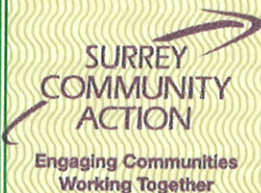
Surrey Community Action



LOTTERY FUNDED



Action in rural Sussex



**DRAFT MINUTES TO BE FORMALLY AGREED AT THE NEXT MEETING OF THE
COMMITTEE**



Minutes of meeting

LOCAL COMMITTEE (WAVERLEY)

Date: FRIDAY 10 JULY 2009

Time: 2.00PM

Place: BRAMLEY VILLAGE HALL

Members present:

Surrey County Council

Mrs P Frost (Farnham Central) (Chairman)
Mr J Lord (Waverley Western Villages)
Mr D Harmer (Waverley Western Villages)
Mr P Martin (Godalming South, Milford and Witley)
Mr D Munro (Farnham South)
Dr A Povey (Waverley Eastern Villages)
Mr S Renshaw (Haslemere)

Waverley Borough Council

Mr M Byham (Bramley, Busbridge and Hascombe)
Mrs E Cable (Witley and Hambledon)
Mr B Ellis (Cranleigh West)
Mr B Morgan (Elstead and Thursley)
Mr R Steel (Farnham Moor Park)
Mr K Webster (Milford)

All references to Items refer to the Agenda for the meeting.

29/09 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Item 1)

Apologies were received from Mr S Cosser, Ms D Le Gal, Mr T Gordon Smith and Mr J Ward; Mr B Morgan and Mr R Steel were present as substitutes. Mr B Morgan was absent at the beginning of the meeting.

30/09 MINUTES OF THE LAST MEETING: 13 MARCH 2009 (Item 2)

The minutes were agreed to be a correct record of the meeting and signed by the Chairman.

31/09 DECLARATIONS OF INTEREST (Item 3)

Declarations of personal interests were made by: Dr A Povey in Item 10 (in relation to the proposed review of parking enforcement in Cranleigh) on the grounds that he is a director and shareholder of a company owning commercial property in Cranleigh; and by Mr R Steel in Item 14, on the grounds that he is the Borough and Town Councillor for Farnham Moor Park, which includes the area under consideration, and that he lives in Lynch Road, one of the roads where parking restrictions were proposed.

32/09 PETITIONS (Item 4)

A petition was presented by Ms J Steele and Ms L Joss, drawing attention to local concerns about the A286 Haslemere Road in Milford, specifically: traffic speeds, the lack of a suitable crossing place and the proximity of the point at which the national speed limit starts to the Green. The petitioners requested: a 30mph speed limit from the Milford roundabout to a point beyond the cemetery, a means of enforcing the speed limit and a safe crossing place.

33/09 FORMAL PUBLIC QUESTIONS (Item 5)

Three questions were presented and responses are set out at **Annex 1**.

34/09 MEMBERS' QUESTIONS (Item 6)

There were no members' questions.

The Chairman suspended Standing Orders to allow Dr A Povey, Leader of Surrey County Council, to make a statement.

Dr Povey described his intention to make the following changes to the powers of Local Committees in the belief that, wherever possible, it is better to make decisions closer to those who are affected by them:

- Delegate to Local Committees approval of the Youth Development Service's Borough Plan
- Decisions on the maintenance plans of the Community Gangs will be delegated to individual County Councillors, with oversight by the Local Committee

- County Councillors will be consulted on applications for Vehicle Operating Licenses, with oversight by the Local Committee
- The development of closer working between County Councillors and Community Highways Officers; the latter will, it is hoped, be enabled to undertake small pieces of maintenance work.

In response to questions Dr Povey indicated an intention to address the inappropriate use of roads by large goods vehicles through a review of recommended freight routes, improved signing and influence over the information contained in mapping software. There would be collaboration where possible with the Lorries Off Rural Detours (LORD) campaign. In relation to his previous announcement of a £1 million allocation in 2009-2010 to address, with Surrey Police, speeding and anti-social driving, Dr Povey promised further detail in September, but referred to the extension of Community Speed Watch schemes and asked the Local Committee to assist with identifying possible locations.

The Chairman thanked Dr Povey and reinstated Standing Orders.

NON-EXECUTIVE FUNCTIONS: NON-TRANSPORTATION MATTERS

35/09 LOCAL PROTOCOL ON PUBLIC ENGAGEMENT (Item 7)

The Committee welcomed the extension of public speaking rights to Rights of Way applications, noting the further amendments tabled at the meeting which clarified the position on Rights of Way matters which are not the subject of an application. Officers agreed to investigate whether Councillors could speak on applications as members of the public, having formally removed themselves from the meeting.

Resolved to confirm adoption of the revised arrangements on public speaking set out in Annex 1 of the report, as amended at the meeting.

Reason for decision: The Committee has amended its protocol to incorporate new arrangements for public speaking on Rights of Way applications.

The full amended Protocol is attached to the Minutes as Annex 2.

36/09 LOCAL COMMITTEE BUDGETS 2009-2010 (Item 8)

Resolved to:

- (i) Note the actions carried out under delegated authority in relation to the financial year 2008-2009 and note the returned grant reported.
- (ii)
 - (a) Divide the Committee's revenue budget equally amongst the members of the Committee.
 - (b) Divide the Committee's capital ("voluntary organisations") budget equally amongst the members of the Committee.
 - (c) Confirm that the local capital allocation ("highways") should be used to supplement the Local Transportation Plan capital budget.

- (iii) Delegate to the Area Director (South West Surrey) the authority to approve budget applications (and refunds) of up to and including £1000, subject to these being reported to the Committee at the following meeting.
- (iv) Delegate responsibility for expenditure of the County Council's local crime and disorder funds in Waverley to the Area Director (South West Surrey).
- (v) Approve the application for expenditure annexed to the report.

Reason for decision: The Committee is required to agree arrangements for the allocation of its budgets.

EXECUTIVE FUNCTIONS: TRANSPORTATION MATTERS

37/09 LOCAL TRANSPORT PLAN TRANSPORTATION CAPITAL BUDGET 2008-2009: FINAL REPORT (Item 9)

Members welcomed the successful completion of projects, but expressed some concern at the process by which costs were estimated. The Local Highways Manager (LHM) explained that the Highways Service is working with its constructor to develop a more accurate costing process and also, responding to a comment about the pattern of carry-forwards at year-end, noted its intention to move towards a longer-term forward planning process.

Resolved to note scheme progress, and that £185,660 will be carried forward to the 2009/2010 budget to complete schemes from the 2008/2009 programme.

Reason for decision: To note the end-of-year position and the implications for 2009/2010.

[Mr B Morgan joined the meeting during this item.]

Item 18 was taken at this point.

38/09 LOCAL TRANSPORT PLAN TRANSPORTATION CAPITAL AND REVENUE BUDGETS 2009-2010 (Item 10)

The LHM responded to detailed questions from members on specific schemes.

Resolved to:

- (i) Agree the new transportation schemes that will form the Waverley Local Transport Plan programme for 2009/10 shown at Table 1 of the report.
- (ii) Authorise the LHM to progress the schemes included in the programme in consultation with local elected members and associated task groups.

- (iii) Authorise the LHM to consider and try to resolve any objections submitted following the statutory advertisement of traffic orders and notices associated with the schemes.
- (iv) Subject to the satisfactory resolution of (iii) above, approve the schemes for construction; in the event that an objection to a traffic order is maintained, the matter will be referred to the Committee for final decision.
- (v) Note that part of the £100,000 annual highway revenue budget for Waverley will be utilised to fund the installation of measures resulting from the parking reviews for Farnham and Godalming; the remainder will be used to undertake non-safety maintenance works.

Reason for decision: To confirm the programme provisionally agreed at the previous meeting.

39/09 **CAPITAL MAINTENANCE SCHEMES PROGRAMME 2009-2010 (Item 11)**

The published list of resurfacing schemes in the programme was amended to include Gardeners Hill Road, Farnham.

Resolved to note the 2009-2010 major maintenance programme for Waverley.

Reason for decision: The report was provided for information.

40/09 **ESTABLISHMENT OF TASK GROUPS REPORTING TO THE LOCAL COMMITTEE (Item 12)**

It was noted that the Surrey County Council/Hampshire County Council Task Group had not met. It was felt that a meeting was urgent and that, despite resistance from Hampshire, efforts to achieve this should be strengthened.

The LHM wished to arrange meetings of the Haslemere and Western Villages and Cranleigh and Eastern Villages Task Groups by the early autumn to discuss the parking reviews in Haslemere and Cranleigh; Task Groups will also be asked to consider possible cycle schemes in each area.

Resolved:

- (i) That the Local Transport Plan (LTP) Task Group should continue for the Council year 2009/2010 reporting to this Committee.
- (ii) That the following Transportation Task Groups should continue for the Council year 2009/2010 reporting to the LTP Task Group on funding priorities and directly to the Committee on scheme consultations and that each group should elect a chairman at its first meeting from the County Councillor members:

Farnham
 Godalming, Milford and Witley
 Haslemere and Western Villages
 Cranleigh and Eastern Villages

- (iii) That the Terms of Reference for Task Groups set out at Annex 1 of the report should be confirmed.
- (iv) That the Committee should continue to nominate members to the joint Surrey County Council/Hampshire County Council Task Group and that these should be Mrs P Frost, Mr D Harmer and Mr D Munro.
- (v) That the membership of the Task Groups for the Council year 2009/10 should be as set out in Annex 2 of the report; that the membership of the LTP Task Group should be Mrs P Frost (Chairman), Mr J Lord, Mr S Cosser, Mr D Harmer, Mr D Munro, Mr M Byham, Mr B Ellis and Mr K Webster; and to agree that representation from relevant partner agencies should be sought.

Reason for decision: The work of task groups has been invaluable in considering the implications of complex issues where priorities have to be established within limited budgets and taking into account the wishes of local residents expressed through public consultation. The task groups give the opportunity of the involvement of representative bodies other than Committee members and to develop partnership working.

41/09 **REVIEW OF ON-STREET PARKING IN GODALMING: RESULT OF FORMAL CONSULTATION (Item 13)**

Members were keen to reassure residents by confirming the fact that an annual review will take place. The LHM reported that the statutory notices relating to parking restrictions were being reviewed to improve their clarity.

Resolved:

- (i) To acknowledge the result of the formal consultation.
- (ii) To note the amendments to the on-street parking proposals.
- (iii) That after full consideration of all objections received the amended Traffic Regulation Order be made.
- (iv) That the proposed on-street parking restrictions be implemented.

Reason for decision: The new restrictions are expected to improve road safety.

42/09 **REVIEW OF ON-STREET PARKING IN FARNHAM: RESULT OF FORMAL CONSULTATION (Item 14)**

There was some concern about possible displacement from the restricted zones into adjacent residential and conservation areas and the corners of roads, but the case for the proposed measures on safety and congestion grounds was recognised. Members again welcomed the planned annual review of parking arrangements and noted the continuing discussions with residents. The Committee thanked all involved in the development of the proposed scheme, particularly the South Farnham Residents Association.

Recognising the impact of parking by rail-users in this area, it was hoped that efforts could be maintained to increase parking at Farnham Station and reduce charges.

Resolved:

- (i) To acknowledge the result of the formal consultation.
- (ii) To note the two amendments to the on-street parking proposals.
- (iii) That after full consideration of all objections received the amended Traffic Regulation Order be made.
- (iv) That the proposed on-street parking restrictions be implemented.

Reason for decision: The new restrictions are expected to improve road safety and reduce incidents of obstruction, particularly for goods vehicles, refuse vehicles and buses.

[Mr R Steel left the meeting after this item.]

43/09 **TRAFFIC ORDERS FOR SIGNED SPEED LIMIT: A287 CHURT ROAD, HINDHEAD (Item 16)**

Resolved:

- (i) That the intention of the County Council to make orders under Sections 84, 85 & 86 and Part III and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 to impose the following speed limits on sections of the roads set out below be advertised and that, if no objections are maintained, the orders be made:
 - A287 Churt Road between Steepways and a point approximately 250 metres south of Green Lane, Churt. Signed as 40mph, but subject to the national speed limit (60mph) as no traffic regulation order exists.
 - Whitmore Vale Road between the junction with the A287 Churt Road and the Surrey/Hampshire boundary. Currently signed as 40mph, but subject to the national speed limit (60mph) as no traffic regulation order exists.
- (ii) To authorise the LHM to consider and try to resolve any objections submitted following the statutory advertisement of traffic orders.
- (iii) That, subject to the satisfactory resolution of recommendation (ii) above, the orders be made; in the event that an objection to a traffic order is maintained, the matter will be referred to the Committee for final decision.

Reason for decision: Once the orders are made, these speed limits will be enforceable.

44/09 RESPONSE TO PETITION: B3001 MILFORD ROAD, ELSTEAD (Item 17)

The LHM reported that, following a recent site meeting, he would be investigating further options for discussion with the Parish Council. He confirmed, however, that until an agreed scheme had been developed it would not be possible to consider the budgetary implications.

Resolved to note the response and endorse the action proposed in the report.

Reason for decision: The Local Committee is required to respond to petitions.

45/09 RESPONSE TO PETITION: B2130 ELMBRIDGE ROAD, CRANLEIGH (Item 18) Taken before Item 10

It was suggested that an interim solution to aggressive behaviour in relation to priorities at the bridge might be to remove the priority signage altogether and the LHM indicated that he was investigating this option. In the absence of central funding for traffic lights at this location, the LHM will continue to review the situation and keep it on the agenda of the Cranleigh and Eastern Villages Transportation Task Group.

Resolved to note the response contained in the report and the budgetary implications.

Reason for decision: The Local Committee is required to respond to petitions.

EXECUTIVE FUNCTIONS: NON-TRANSPORTATION MATTERS**46/09 ANNUAL REPORT ON THE SAFER WAVERLEY PARTNERSHIP (Item 19)**

Insp. Simon Dann, Surrey Police's Borough Inspector for Waverley, responded to members' questions. In relation to parental responsibility for young people who are involved in anti-social activities, it was reported that parents are informed if their children are involved in the seizure of alcohol and when formal correspondence is initiated following anti-social behaviour. Insp. Dann felt that the Partnership had been successful in reducing violence against the person as a result of its productive joint working on licensing, including the involvement of Surrey Trading Standards in test purchases. In addition, the regular intensive patrolling of certain areas at high-risk times has contributed to the reduction. Commenting on increased concerns about non-domestic burglary, Insp. Dann described a shifting pattern in which items are targeted which can be quickly sold on for cash and noted some recent successful detections.

The role of all partners in preventative activities, e.g. the Junior Citizen programme, was stressed. Noting the association between the Local Committee's responsibilities and many aspects of community safety, Dr A Povey recommended closer engagement with the Safer Waverley Partnership and the Waverley Strategic Partnership and made a request to the Chairman

that one joint meeting between the Local Committee and these two bodies should take place in the current year.

The Chairman thanked Insp. Dann for his attendance and contribution.

Resolved:

- (i) To note the contents of the report and the activities of the Partnership in the year 2008-2009.
- (ii) To request that its comments be noted.
- (iii) That Mrs P Frost and Mr J Lord should represent the Committee at the Board meetings of the Waverley Strategic Partnership.

Reason for decision: The Local Committee wishes to receive periodic reports on the work of the Safer Waverley Partnership, its achievements and priorities and to consider its contribution to these.

47/09 **STRATEGIC CONSULTATION BY RUSHMOOR BOROUGH COUNCIL: FARNBOROUGH AIRPORT (Item 20)**

Members shared a concern about aircraft noise throughout Waverley and reflected in particular the opposition, on noise grounds, of residents and Town and Parish Councils in the west of the borough to the proposed increase in movements.

While there was a view that Farnborough Airport is important commercially, it was felt necessary to balance this with environmental considerations. It was pointed out that the County Council's position is that the current limit of 28,000 movements per annum is correct and that there is no evidence that such a significant increase (to 50,000) is justified so soon after the existing permission has been granted.

In recommending that the County Council should oppose the proposed increase as part of its submission to the consultation, members suggested that a joint response with other bodies (e.g. Town and Parish Councils) might achieve greater impact.

Resolved that the comments made above should be forwarded to officers developing the County Council's response to the consultation.

Reason for decision: Having had an opportunity to respond to the consultation, the Local Committee wishes the County Council to take note of its opposition to the proposals.

48/09 **LOCAL COMMITTEE FORWARD PROGRAMME 2009-2010 (Item 21)**

The Chairman's proposal that the item be deferred was agreed unanimously.

Resolved to defer the item until the next meeting.

Reason for decision: To allow consideration to be given to the implications of the Leader's proposed changes to the role of Local Committees.

The meeting closed at 4.20 pm

..... (Chairman)

Contact:

Dave Johnson (Area Director)
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David North (Local Committee and Partnership Officer)
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ANNEX 1**ITEM 5: FORMAL PUBLIC QUESTIONS****1. From Bramley Parish Council**

- (i) When will the double yellow lines, as advertised, be completed on Station Road ?
- (ii) What action, if any, will be taken by Surrey County Council Highways about the increasingly serious subsidence in the pavement outside Beaver Scaffolding in Bramley, which now poses a threat to pedestrians ?
- (iii) When will a response be received about whether Bramley Parish Council can go ahead and install speed reduction gates on the A281 south of Bramley village as referred to in several letters/e-mails to the Local Highways Manager ? We are only requesting consent to go ahead and Highways assistance with appropriate signage. The cost and installation of the gates will be borne by Bramley Parish Council.

Response

- (i) At its meeting on 12 December 2008 the Committee approved the introduction of double yellow lines in Station Road between the petrol station and St Catherine's School. This restriction was advertised in March alongside those for Godalming and Farncombe (see Item 13), and no objections were received. The new yellow lines will be introduced at the same time as those in Godalming and Farncombe, later this summer or in the autumn.
- (ii) Surrey County Council Highways are monitoring the subsidence at Beavers Scaffolding by means of piezometers which have been installed in the embankment and which measure water pressure within the subsoil. The footway here has continued to sink and crack and work will be undertaken in the near future to restore the profile of the footway as a holding measure.
- (iii) The Local Highways Manager (LHM) apologises for not responding to the Parish Council regarding the proposed village gateways. However, these gateways have not been overlooked, and referring to Item 10 they are included in the 2009/2010 programme of schemes recommended for implementation (as they were when the Committee considered the provisional programme in March). Subject to approval of the programme at today's meeting, it should be fairly straightforward to agree details within the next few weeks, which will allow the Parish Council to install these features in the current financial year.

In response to a supplementary question the LHM provided more detail on (ii) above.

2. From Mr David Kirkham (Farncombe)

Waverley appears to have poor highway provision for cycle use, and poor consideration for cycles in new road schemes. The Borough has a Cycle

Forum intended as a discussion point for users, both county and borough councillors and highway engineers. The Forum passes recommendations to the Local Committee for consideration, as Surrey Highways Department has the sole responsibility for road schemes in Waverley. It drew up a list of 46 recommendations in 2005, of which almost all are still waiting for consideration by the Local Committee. Recent attempts to discuss this list have resulted with it denied committee discussion and referred back for implementation to the Cycle Forum - which the Cycle Forum has no authority to do.

How would the Local Committee propose that this circular argument is resolved ?

Response

The Local Committee noted the Waverley Borough Cycle Plan at its meeting on 7 March 2008 and can provide the following update,

Although no specific cycle schemes are included in the 2009/10 programme, the Committee funded two such schemes in 2008/09: Cranleigh Cycle Links and Scholar's Ride in Farnham. County Council officers are currently discussing how to develop two new cycle schemes with the Cycle Forum, both in Godalming. Land and legal issues that would allow cyclists to use the footpath adjacent to Jewsons are being investigated, and it has been agreed that potential funding associated with the extension of a town centre store will be earmarked to develop cycle links in the town centre.

County Council officers will continue to liaise with the Cycle Forum, and consider how the Waverley Cycle Plan can be progressed by utilising highway funding generated by developments. The Cycle Plan will also be discussed at the next round of Transportation Task Group meetings, where local priorities are established for the limited capital budget controlled by this committee.

3. From Mr Jack Lee (Witley)

What land does Surrey County Council fully own, or have options to purchase in Milford and Witley, other than the site for the extended Civic Amenity site ? What are the current and future plans for this land ?

Response

Apart from its property interest in schools, the County Council owns the following land in Witley and Milford:

- Highways depot and Community Recycling Centre (CRC)
- Harbour Day Centre
- Rodborough Common

There are no plans at this time for any other facility on this land.

The Chairman did not permit a supplementary question.

ANNEX 2**PUBLIC PARTICIPATION IN COMMITTEE BUSINESS****Petitions** (Cf County Council Standing Orders 65.1-6)

1.1 At the start of any ordinary meeting of the Committee any member of the public may present a petition, containing 25 or more signatures from electors of the Waverley Borough area, relating to a matter within the terms of reference of the Committee as appropriate. The presentation of a petition on the following business will not be allowed:

- (a) matters which are “confidential” or “exempt” under the Local Government Access to Information Act 1985; and
- (b) planning applications.

Access to the Committee on Rights of Way matters which relate to current applications will only be allowed through the arrangements set out at section 3 below.

1.2 A spokesman for the petitioners may address the Committee on the petition for no more than 3 minutes, but thereafter may not speak further. Unless it is possible to provide a satisfactory response immediately, the petition will normally be referred without discussion to the next appropriate meeting of the Committee.

1.3 Notice must be given in writing to the Local Committee and Partnership Officer at least 7 days before the meeting.

1.4 No more than three petitions may be presented at any one meeting of the Committee.

1.5 The Area Director may amalgamate within the first received petition other petitions of like effect on the same subject.

1.6 The presentation of a petition on the same or similar topic as one presented in the last six months will not be allowed.

Public Question Time (Cf County Council Standing Orders 66.1-7)

2.1 At the start of any ordinary meeting of the Committee, any member of the public who is an elector of the Waverley Borough area may ask one question relating to a matter within the Committee’s terms of reference. Questions will not be allowed on matters which are “confidential” or “exempt” under the Local Government Access to Information Act 1985 or on planning applications. Access to the Committee on Rights of Way matters which relate to current applications will only be allowed through the arrangements set out at section 3 below.

2.2 Notice must be given in writing or by e-mail to the Local Committee and Partnership Officer at least 7 days before the meeting.

- 2.3 The Area Director may, having consulted the questioner, reword any question received to bring it into proper form and to secure reasonable brevity. Copies will be circulated to Members of the Committee as appropriate.
- 2.4 Questions will be taken in the order in which they are received by the Committee chairman. Questions will be asked and answered without discussion.
- 2.5 Following the initial reply, one supplementary question may be asked by the questioner.
- 2.6 The number of questions which may be asked at any one meeting may not exceed six and the chairman may exercise his/her discretion to regard a single question which has been divided into a number of sub-questions as several different questions within the allowable total number which may be asked at the meeting. The chairman may also disallow questions which are repetitious.
- 2.7 Questions which are received after the first six to be received will be held over to the following meeting, or dealt with in writing at the chairman's discretion.

Public Speaking on Public Rights of Way (Cf County Council Standing Orders 67.1-10)

- 3.1 Members of the public and their representatives may address the Local Committee on applications relating to public rights of way being considered by the Committee.
- 3.2 Speakers must first register their wish to speak by telephone or in writing/e-mail to the Local Committee and Partnership Officer by 12 noon one working day before a meeting stating on which item(s) they wish to speak.
- 3.3 Only those people who have previously made written representations in response to an application will be entitled to speak.
- 3.4 Speakers must declare any financial or personal interest they may have in the application.
- 3.5 Registration of speakers will be on a first come first served basis and speakers will be taken in the order in which they are registered, with the first five registered being entitled to speak. Where more than one person has registered an interest to speak, the subsequent speakers will be entitled to speak first if the first named speaker is not in attendance five minutes before the start of the meeting. Representations can be combined if necessary. A reserve list will also be maintained if necessary.
- 3.6 The time allowed for public speaking will be limited to 15 minutes for objectors and 15 minutes for supporters per item, and to 3 minutes per speaker.
- 3.7 Only if a member of the public or their representative speaks objecting will the applicant/agent be allowed to speak and then only to respond to the points raised by the objectors, and will be limited to 3 minutes for each objector who has spoken.

- 3.8 No additional information may be circulated by speakers at the meeting and they will have no right to speak or question Members or officers once they have made their submission.
- 3.9 Speeches will precede the Committee's formal discussion on each application requiring the Committee's attention.
- 3.10 The right to speak will only be exercised at the first meeting at which the application is considered and will not normally be the subject of further presentations at any subsequent meeting unless significant changes have taken place after a deferral by the Committee.

Informal Public Question Time

- 4.1 Each ordinary meeting of the Local Committee will normally be preceded by an informal public question time lasting up to thirty minutes.
- 4.2 The same restrictions as set out in 2.1 (above) will apply. Informal questions on Rights of Way matters will not be accepted.
- 4.3 Members of the public are not required to give notice of their question in advance of the meeting. Every effort will be made to supply a response at the meeting; where this is not possible the chairman will arrange for a written response to be provided as soon as possible afterwards.
- 4.3 The informal question time does not form part of the formal proceedings of the Committee and will not be minuted as such; however, an informal record will be made as a supplement to the minutes.

ANNEX 3

INFORMAL PUBLIC QUESTIONS

The meeting was preceded by an informal public question time. The matters raised are summarised below. This summary does not form part of the formal minutes of the meeting.

1. Mr T. Free (Bramley)

Mr Free drew attention to local concerns about speeding and inappropriate overtaking on the stretch of the A281 in the vicinity of the former “Leathern Bottle” public house and asked what action could be taken to address these.

The Local Highways Manager noted the question, and related correspondence received, and undertook to keep the matter under review. Dr A Povey, in connection with his announcement of increased funding for speed enforcement, also noted the concerns in this location.

2. Mrs C Eley (Witley)

Mrs Eley referred to the DEFRA publication **The Government’s Response to Sir Michael Pitt’s review of the Summer 2007 Floods**. Mrs Eley asked whether Surrey County Council will be implementing the following recommendations with immediate effect, as stipulated by DEFRA:

- 14 Local Authorities should lead on the management of local flood risk, with the support of the relevant organisations.
- 15 Local Authorities should positively tackle local problems of flooding by working with all relevant parties, establishing ownership and legal responsibility.
- 16 Local authorities should collate and map the main flood risk management and drainage assets (over- and underground) including a record of their ownership and condition.
- 17 All relevant organisations should have a duty to share information and co-operate with local authorities and the Environment Agency to facilitate the management of flood risk.

The Chairman undertook to supply Mrs Eley with a written response.

3. Mrs B Ames (on behalf of Alfold and Dunsfold Parish Councils)

Mrs Ames asked the Committee to investigate and report back on what actions it can take to give its support to the Parish Councils in relation to:

- Addressing the shortfall in Primary School places for children up to the age of 7 years reasonably close to their homes in Dunsfold, Alfold, Hascombe and elsewhere, following the recent reduction in the number of such places formerly available in Cranleigh.
- Supporting Dunsfold Parish Council in their efforts to encourage the Charity Commissioners to refuse the application from the Diocese of Guildford to remove the requirement for an educational use to be retained in the former Dunsfold School building.

Mrs Ames also drew attention to the recently announced consultation by Park Mead School, Cranleigh on its proposal to reduce its intake, as she felt that this would also be likely to have an impact in the surrounding villages.

The Chairman gave an initial response as follows:

The Dunsfold site was an annexe to St Nicolas, Cranleigh. The Dunsfold Annexe was closed owing to low numbers of pupils.

The site is in the ownership of Guildford Diocese, and they have a duty to realise as high a sum as possible on this asset. The site is a community site, and so planning policy is that it should continue to be used as a community facility. Usually, if no alternative community use can be found, it can then be sold on the open market.

There are insufficient numbers of children in the area to justify the County Council opening the site as a school. Where a school has under 50 pupils, it is not viable, and it would appear very unlikely that a school could attract more than 50 children. Therefore the County Council has no plans to re-establish a school on the site.

It would be open to any community group to seek to open a school on that site. As it would not be viable for the County Council to do so, an option would be for them to purchase the site and open an independent school, as has been done at Peaslake.

However, it was felt that further information on the status of the former school premises should be sought and the Chairman undertook to obtain this. In relation to the Park Mead consultation, it was recommended that parents from the villages should be encouraged to respond. There was also an enquiry as to whether the consultation period could be extended.

APPENDIX N

FARNBOROUGH AERODROME CONSULTATIVE COMMITTEE “keeping people informed”

MINUTES OF MEETING HELD ON 2ND JULY 2009 IN BAE SYSTEMS, FARNBOROUGH

Present:

Philip	Riley	FACC Chairman
Richard	Appleton	Hart DC
Laurence	Armes	Ash Parish Council
David	Attfield	Farnham Town Council
Rod	Dean	Farnborough International Ltd
Roland	Dibbs	Rushmoor BC
Mike	Drew	Surrey Heath BC
John	Gregory	FACC Secretary
Peter	Hill	FCOT
Paul	Jones	NATS
Marwan	Khalek	GAMA Aviation
Daphne	Knowles	Mytchett Frimley Green & Deepcut Society
Geoff	Marks	Farnborough Aerodrome Residents' Assoc.
Brandon	O'Reilly	TAG Farnborough
Chris	Pitt	Surrey CC
James	Radley	Hart DC
Jenny	Radley	FCCS
Paul	Taylor	Rushmoor BC
Miles	Thomas	TAG Farnborough
Wally	Epton	WJE Associates Ltd
Roger	Walker	TAG Farnborough

Item 1. Apologies

Victor	Duckett	Waverley BC
John	Harrocks	North Hants Chamber

Item 2. Minutes of Meeting held on 5th March 2009 and Matters Arising

The minutes were agreed as a correct record.

The Chairman welcomed Rod Dean of Farnborough International. He informed the Committee that there would be a presentation on public safety zones at the November meeting. Rushmoor Borough Council advised members that a report had been circulated on how environmental money is allocated.

The Chairman informed the Committee that meetings in 2010 will be held on Thursday 4th March, Thursday 1st July and Thursday 4th November.

Item 3. Designation of Farnborough under the Civil Aviation Act

The Chairman welcomed Frank Evans of the Environmental Division of the Department for Transport and asked him to address the Committee. A copy of the presentation is attached to these minutes.

Frank advised the Committee that the emphasis is to balance airport activities with the environment and that Stansted, Heathrow and Gatwick airports are dealt with at government level. Other airfields are invited to resolve issues at local level. Frank outlined the requirements for designation and the procedures needed to achieve this.

Members were keen to understand the benefits and disadvantages of designation. In response reference was made to the national guidelines and how these are operated at the local level and the statutory duty on consultations which are normally covered by section 106 agreements. It was agreed that the Committee would receive an annual report from Rushmoor Borough Council on the operation of the section 106 agreement.

Action: Chairman to liaise with Rushmoor Borough Council.

It was explained that if designation was in place and issues could not be resolved at the local level then appeals are made to the government rather than the local authority. Councillor Appleton advised the Committee that enforcement under the Planning Acts is the responsibility of Rushmoor Borough Council but planning enforcement is a discretionary function of the local authority. In response to questions regarding statutory consultation on planning applications Frank Evans advised the Committee that he would seek guidance on this issue and report back to the Chairman.

Action: Chairman

The Committee was anxious to understand what powers it had under designation to influence decisions and whether it would be consulted on new guidelines. It is open to the local authority to adopt its own levels of noise as no legislation exists which sets precise levels.

Item 4. Farnborough Air Traffic Zone

The Chairman welcomed Peter Marks of the CAA and invited him to address the Committee. A copy of Peter Marks' presentation is attached to these minutes. Peter explained the classification of airspace and referred to the controls in place and the increase in traffic levels, particularly VLJs (very light jets) and general aviation, and there is often a need to balance commercial and military requirements with environmental considerations. At Farnborough there must be a flexible use of airspace as it is within an extremely complex area. CAP 725 relates to airspace changes and there is a seven stage process necessary to make these changes.

Brandon O'Reilly advised the Committee that changes in processes normally take two years and that the master plan proposes procedures relating to greater control of airspace which should benefit local residents through more precise flight paths and safety procedures.

Members were keen to understand the environmental objectives which Peter Marks advised related to air quality and noise. Councillor Appleton advised that Hart District Council would like to see controlled airspace. Brandon O'Reilly stated that TAG would support changes which proposed more precise flight paths which give maximum environmental benefit. Paul Jones said that NATS would like to see controlled airspace for the benefit of all users including arrangements for gliders and balloons. Geoff Marks agreed there should be a balanced approach to noise mitigation but was concerned as to why the CAA did not make submissions when there are development proposals under flight paths. Peter Marks offered to clarify this situation and advise the Chairman.

Action: Chairman

Members were keen to understand whether the number of flights affected the classification of airspace and were advised that there was no finite number but as movements increase then the need for change increases. The Committee was advised that any individual or organisation can request a change but must comply with all CAA requirements.

Item 5. TAG Information Report

Brandon O'Reilly reported that for the period January 1st to June 30th there were 11,404 movements, a 15% decline from last year. Weekend movements were 2,498, a 29% increase, and larger aircraft were 247, a 28% increase. TAG had increased its market share due mainly to weekend movements.

A planning application to increase the number of movements to 50,000 had been lodged with Rushmoor Borough Council on 8th June with a deadline for representation by 27th July. Work has restarted on the new hangars. Brandon appeared before the Transport Select Committee and was asked to give evidence on the 2003 White Paper, the third runway at Heathrow and aircraft capacity within the south east.

The Committee is keen to understand new helicopter flight paths as there was a perception of increased helicopter noise. This will be considered as part of the quiet flying programme.

Action TAG

There was concern regarding noise contours and whether these apply only to aircraft in and out of Farnborough or whether they also apply to aircraft

having to fly over Fleet to land on runway 24. Jenny Radley asked whether under air quality monitoring Rushmoor Borough Council has undertaken an assessment as referred to in para 3.3 of the report. Councillor Dibbs advised that attention is being given to a specific complaint relating to odour but no overall assessment. Councillor Appleton asked what changes there were in employment numbers at the airport relating to TAG and airport operators. The Chairman advised that in his opinion this was not part of the remit of the Committee and invited Councillor Appleton to contact TAG and the operators direct. Councillor Appleton explained that part of the justification for the increase in movements related to economic factors and that he considered this to be an important issue. Brandon O'Reilly advised that current level of employment at the airport is stable.

Reference was made to the vulnerability of airport operations relating to vandalism and it was agreed that any security breaches would be referred to in the information report. Roger Walker advised that TAG complied with the national aviation security programme and that independent audits are undertaken on a random basis.

Action: TAG

Item 6 Complaints Report

Jenny Radley highlighted occasions when ATC permission was given for deviations, particularly at weekends and was advised that this often occurred due to gliding activities at Odiham and that where possible aircraft were held on the runway to avoid this situation. However there is a balance between the increase in pollution and noise by holding aircraft.

Item 7. Planning Application

The Chairman referred the Committee to the statement issued by Rushmoor Borough Council. Councillor Appleton drew members' attention to guidance issued to councillors by the Local Government Association, particularly in relation to pre application discussions. A copy of Councillor Appleton's statement is attached to these minutes. Councillor Appleton was keen to meet with Rushmoor officers to discuss matters of fact and procedures to mitigate the impact of increased movements on Hart residents. Geoff Marks referred to the use of noise contours and would welcome a meeting with TAG and RBC to investigate these issues, together with public safety zone matters. He offered to make available correspondence before such a meeting.

Brandon O'Reilly stated that TAG would be happy to meet with Councillor Appleton and Geoff Marks to discuss relevant issues and Keith Holland of Rushmoor Borough Council said that he or a member of his staff would be happy to meet to help them to understand issues raised by the proposals in

the application. Councillor Taylor stated that as a Rushmoor Borough Councillor he was happy to hear any views on the application.

Daphne Knowles advised the Committee that the recent QFP report is included in the planning application as a justification for an increase in movements and that the three residents' representatives are mentioned as contributory to this recommendation. The three representatives are concerned that the report complaints data, if used alone, would indicate that the QFP trials failed to achieve their objective; that the noise data as presented requires further analysis in order to draw any recommendations; that further clarification on noise data and statistical analysis is needed and that they have not agreed to the report being used to support the planning application.

Councillor Appleton asked what new mitigation measures are proposed as part of the planning application. Brandon O'Reilly reported that there is a new travel plan, there will be a ban on all but the most efficient aircraft, noise insulation proposals, odour control, nox emissions, a bio diversity action plan, proposals to assess the carbon footprint and an application for a new air traffic change. TAG will notify the Committee of the details of these procedures.

Action: TAG

James Radley was concerned as to whether there were any proposals to change the noise contours and public safety zone due to assessments using new modelling procedures, particularly has TAG has assessed the PSZ under old modelling methods and whether there would be advice to Rushmoor if new measures were disadvantageous to residents. Brandon O'Reilly advised that the area of the noise contour will not change but the shape may. Members were keen to understand whether the noise contour imposed any constraints on the number of movements, the types of aircraft, flight paths and incentives for quieter flying and what mechanisms there are in place to promote quieter aircraft.

TAG advised that there will be a ban on all non chapter 4 aircraft and that there may be fiscal measures in place to promote quieter aircraft. Currently under this procedure approximately 1,000 movements would be banned. It was agreed that future information reports would state the percentage of complaints which relate to chapter 4 aircraft.

Action: TAG

Item 8. Report on Quiet Flying Programme

The group posed two questions to the Committee – firstly was it the Committee's wish that the group should continue, and secondly should Rushmoor BC be invited to join the group? The Committee was unanimous in asking the QFP group to continue and accepted the offer by

Councillor Taylor to represent Rushmoor on the group. Councillor Appleton asked that the group considers helicopter routes and Geoff Marks was keen that noise abatement procedures should seek to reduce the number of people affected, but agreed that it was within the remit of Rushmoor Borough Council to determine new noise abatement procedures.

Item 9 Website Update

Norman Lambert reported that there were approximately 380 hits on the site each month, many from around the world. He invited members to use the site to their advantage.

Item 10 Questions from Members of the Public

In response to a question Brandon O'Reilly advised that Rushmoor Borough Council monitors business movements through reports provided to them and Councillor Dibbs stated that these reports are available for examination by the public.

David Seall wished to know the composition of the QFP group and whether this could be increased to include a Farnham representative. He remained concerned that in spite of previous requests the maps presented to the Committee did not cover the whole of the built up area of Farnham. The Chairman responded that consideration would be given to the composition of the Committee and that he would request TAG to revise the map coverage.

Action: Chairman

Local newspapers suggested that there would be an additional 5,500 jobs as a result of the expansion of the airport. TAG responded that this was not correct and that the new jobs created would be approximately 1,500.

A Cedar Road resident enquired about details of flights north of the normal flight path and whether infringements are investigated. TAG responded that every movement is audited and that action is taken on every complaint received.

Norman Lambert asked whether the Head of Planning at Rushmoor would be happy to meet with him to discuss his concerns and if there are complaints about the FACC Committee these should be made to Rushmoor. The Chairman advised that he would hope that any complaints about the Committee would be made to him in the first instance and Rushmoor Head of Planning advised that he would consider any requests for meetings.

Mr. Shepherd of CPRE referred to climate change issues and the number of flights from Farnborough which are within the UK. TAG responded that 29% of all movements had a destination within the UK.

A Ewshott resident referred to the effect of gliders from Odiham at weekends and whether there was communication between Farnborough and Odiham. Paul Jones of NATS replied that there are no staff on duty at Odiham at weekends but they do have clearly agreed procedures.

A resident asked that considerations regarding revised control airspace should apply to all parties

Item 9 Date of Next Meetings

The next scheduled meeting of the Committee will take place on ***Thursday 5th November 2009, at 14:00hrs at the Park Centre, BAE SYSTEMS.***

Meetings in 2010 will be held on:

- ***Thursday 4th March,***
- ***Thursday 1st July and***
- ***Thursday 4th November.***