



# FARNHAM TOWN COUNCIL

Mr Roland Potter  
Town Clerk

22<sup>nd</sup> June, 2007

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **FARNHAM TOWN COUNCIL** to be held in the Council Chamber, South Street, Farnham on **THURSDAY 28<sup>th</sup> JUNE, 2007, at 7.00pm.**

The Agenda for the meeting is set out below.

Yours faithfully

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

Mr Roland Potter  
Town Clerk

## QUESTIONS BY THE PUBLIC

PRIOR TO THE COMMENCEMENT OF THE MEETING, THE TOWN MAYOR WILL INVITE MEMBERS OF THE PUBLIC PRESENT TO ASK QUESTIONS ON ANY LOCAL GOVERNMENT MATTER 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.

## AGENDA

### 1 APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

Apologies received from Councillors A Thorp and L Fleming.

## 2 MINUTES

TO SIGN as correct record the minutes of the Farnham Town Council meeting held on 10<sup>th</sup> May, 2007 (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 Parish Council's Code of Conduct and gifts and hospitality in line with Government Legislation.

### *NOTES:*

- (i) Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to [wendy.coulter@farnham.gov.uk](mailto:wendy.coulter@farnham.gov.uk) by 12 noon on the day before the meeting. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the clerk before the start of the meeting.*
- (ii) Members are reminded that any member of the Committee declaring a prejudicial interest is required to withdraw from the meeting 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, 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.

### **Part 1 – ITEMS FOR DECISION**

## 5 TOWN MAYORS ANNOUNCEMENTS

To RECEIVE any announcements.

## 6 FARNHAM TOWN COUNCIL AIMS & OBJECTIVES

To CONSIDER and AGREE the draft Aims & Objectives for the Town Council, attached at **Appendix B**.

## 7 ORGANISATION STRUCTURE – COMMITTEES - STAFF

To RECEIVE and CONSIDER the report on Organisational Structure including

the Committee Structure and Staffing Review, report attached at **Appendix C**.

8 STANDING ORDERS

To CONSIDER AND APPROVE amendments to Standing Orders, attached at **Appendix D**.

9 DELEGATED AUTHORITY

To CONSIDER AND APPROVE the new Scheme of Delegated Authority, attached at **Appendix E**.

10 OUTSIDE BODIES

To NOMINATE representatives to Outside Bodies, report attached at **Appendix F**.

The Dempster Trust

The Trust has advised the Council that the term of two of the Five trustees of the Dempster Trust is coming to an end. The Clerk to the Trustees has requested that both trustees, Mrs A Hoath and Mr J Mayhew be reappointed for a further term as per letter attached at **Appendix G**.

Accordingly the Council is requested to approve the re-appointment of Mrs A Hoath and Mr J Mayhew as Farnham Town Council nominated trustees

11 THE CAPITAL PROGRAMME

To CONSIDER the prioritisation and funding of the Council's 2007/08 Capital Programme, report attached at **Appendix H**.

12 PRESERVATION AND ARCHIVING OF CEMETERY RECORDS

To CONSIDER a project for the preservation and archiving of Cemetery Records, report attached at **Appendix I**.

13 ANNUAL ACCOUNTS

To APPROVE the Annual Return for 31<sup>st</sup> March, 2007 (to be presented at the meeting).

14 EXCLUSION OF THE PUBLIC AND PRESS

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 18 of the agenda during discussion of Chapels of Rest, West Street and Green Lane.

## **Part 2 – ITEMS TO NOTE**

### 15 **PLANNING APPLICATIONS**

TO RECEIVE the minutes of the meetings of the Plans Panels held on 26<sup>th</sup> April and 31<sup>st</sup> May, 2007 (attached at **Appendix J**) as submitted for the information of the Council. The action taken thereunder is in accordance with delegated authority.

### 16 **ITEMS TABLED**

None

### 17 **PUBLICITY**

To DECIDE whether to issue a press release in relation to any item on the agenda and, if not the Town Mayor, which member should be quoted.

## **Part 3 – CONFIDENTIAL ITEMS**

### 18 **CHAPELS OF REST, WEST STREET & GREEN LANE**

To DISCUSS contractual issues regarding the Chapels of Rest at West Street Cemetery and Green Lane Cemetery, report attached at **Appendix K**, for members only.

The Town Mayor will close the meeting.

**FARNHAM TOWN COUNCIL**

**MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON THURSDAY  
10<sup>th</sup> MAY, 2007, AT 7.00 PM IN THE COUNCIL CHAMBER, SOUTH STREET,  
FARNHAM**

- \* Cllr D J Attfield (Town Mayor) for items one and two only
  - \* Cllr C G Genziani (Deputy Town Mayor) for items one to four only
  - \* Cllr G M Beel Deputy Town Mayor from item five onwards
  - \* Cllr C A Cockburn Town Mayor from item three onwards
  - \* Cllr V Duckett
  - \* Cllr L J Fleming
  - \* Cllr (Mrs) P M Frost
  - \* Cllr R D Frost
  - o Cllr G P Hargreaves
  - \* Cllr S L Hill
  - o Cllr D Le Gal
  - o Cllr A J Lovell
  - \* Cllr J E Maines
  - \* Cllr S J O'Grady
  - \* Cllr R J Steel
  - \* Cllr C S Storey
  - \* Cllr A P Thorp
  - o Cllr J A Ward
- 
- \* Present
  - o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Nick Goddard (Assistant Town Clerk)

Wendy Coulter (Member Services and Grants Officer)

C 001/07 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors G Hargreaves, D Le Gal, A Lovell and J Ward.

C 002/07 **DISCLOSURE OF INTERESTS**

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

**C 003/07    ELECTION OF TOWN MAYOR**

Councillor C G Genziani proposed and Councillor R D Frost seconded that Councillor C A Cockburn be elected Town Mayor for the ensuing Local Government Year 2007/2008. There were no other nominations and it was

**RESOLVED: That Councillor C A Cockburn be elected Town Mayor of Farnham for the Local Government Year 2007/2008.**

The Town Mayor took the Chair for the remainder of the meeting.

**C 004/07    THE TOWN MAYOR TO MAKE DECLARATION OF ACCEPTANCE OF OFFICE**

Having been invested with the Chain and Badge of Office, Councillor C A Cockburn made her Declaration of Acceptance of Office and continued with the duties of the Mayor.

The Town Mayor thanked the members for electing her as Town Mayor and that she was looking forward to being able to have another chance at being Mayor.

The Town Mayor presented the consorts badge to Mr A Cockburn and presented a button hole of flowers to the new Consort and a corsage of flowers to the past Mayoress Mrs Anne Attfield.

**C 005/07    ELECTION OF DEPUTY TOWN MAYOR**

Councillor (Mrs) P M Frost proposed and Councillor R D Frost seconded that Councillor G M Beel be elected Deputy Town Mayor for the ensuing Local Government Year 2007/2008. There were no other nominations and it was

**RESOLVED: That Councillor G M Beel be elected Deputy Town Mayor for the Local Government Year 2007/2008.**

**C 006/07    THE DEPUTY TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE**

Having received the Badge of Office, Councillor G M Beel made her Declaration of Acceptance of Office and thanked the Council for her appointment.

**C 007/07    VOTE OF THANKS TO RETIRING TOWN MAYOR**

A vote of thanks to the retiring Town Mayor, Councillor D J Attfield, was proposed by Councillor J E Maines who thanked Cllr Attfield for being such a wonderful Mayor and thanked Mrs Anne Attfield for being a super Mayoress this was seconded Councillor C A Cockburn.

In responding Councillor D J Attfield commented on how much he had enjoyed his year as the Farnham Town Mayor.

C 008/07    PRESENTATION OF PAST TOWN MAYOR'S BADGE

The Town Mayor presented Councillor D J Attfield with a past Town Mayor's Badge and a button hole of flowers. The Past Town Mayor, Cllr D J Attfield presented the Town Mayor, Cllr C A Cockburn with a corsage of flowers.

C 009/07    MINUTES

The minutes of the Full Council meeting held on 26<sup>th</sup> April, 2007, were approved and signed by the Town Mayor as a correct record.

C 010/07    NEW CODE OF CONDUCT

Members were asked to adopt a new Model Code of Conduct for Parish and Town Councils including paragraph 12(2) – Model Code of Conduct attached to record minutes.

**RESOLVED: That the new Model Code of Conduct for Parish and Town Councils including paragraph 12(2) be adopted.**

C 011/07    ELECTION OF THE LEADER OF THE COUNCIL

Members were asked to consider the election of a Leader of the Council for the Local Government Year 2007/2008.

**RESOLVED: That consideration of the election of a Leader of the Council for the Local Government Year 2007/2008 be deferred.**

C 012/07    COMMITTEES

a) Members were asked to consider the Committee Membership as per members requested options.

**a) RESOLVED: That this item be deferred for consideration until the next meeting of Full Council.**

b) Members were asked to appoint two representatives for the local Government Year 2007/2008 to attend site inspections held by the Development Management Committees of Waverley Borough Council.

**b) RESOLVED: That this item be deferred for consideration until the next meeting of Full Council.**

c) Members were asked to review committee structures and their terms of reference, to take place at an informal workshop to be held on 26<sup>th</sup> May, 2007, and to be approved at a Full Council meeting to be held on 28<sup>th</sup> June, 2007.

- c) **RESOLVED: That a review of committee structures and their terms of reference take place at an informal workshop to be held on 26<sup>th</sup> May, 2007, to be APPROVED at a Full Council meeting to be held on 28<sup>th</sup> June, 2007.**
- d) Members were asked to approve an interim membership of a Planning Consultation Group pending the above review.
- d) **RESOLVED: That an interim membership of a Planning Consultative Group, pending the above review be as follows: Cllr D J Attfield, L Fleming, R D Frost, C G Genziani, J E Maines, C Storey and A P Thorp.**

C 013/07 REPRESENTATIVES TO SERVE ON RECREATION GROUND COMMITTEES

Members were requested to appoint representatives to serve on Recreation Ground committees or to review the appointment of representatives on Recreation Grounds.

**RESOLVED: That the appointment of representatives to serve on Recreation Ground Committees be REVIEWED and considered at Full Council on 28<sup>th</sup> June, 2007.**

C 014/07 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Members were asked to review appointments to Outside Bodies which would be considered at Full Council on 28<sup>th</sup> June, 2007.

**RESOLVED: That the appointment of representatives on Outside Bodies be reviewed and considered at Full Council on 28<sup>th</sup> June, 2007.**

**Part 2 – ITEMS NOTED**

There were no items to note.

**CONFIDENTIAL ITEMS**

There were no confidential items.

The Town Mayor closed the meeting at 7.35pm.

Date

Chairman



## FARNHAM TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the Parish Councils Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE: FULL COUNCIL**

**DATE: 28<sup>th</sup> JUNE, 2007**

**NAME OF COUNCILLOR: \_\_\_\_\_**

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

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

Signed

Dated

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

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

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

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

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



# FARNHAM TOWN COUNCIL

Councils Draft Aims and Objectives	
<b>AUTHOR:</b> <i>Roland Potter - Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter - Town Clerk</i>
<b>PRODUCED FOR COUNCIL</b>	<b>DATE OF REPORT: 22 June 2007</b>
<p><b>SUMMARY OF KEY ISSUES</b></p> <p>.A workshop was held for members with the aim of establishing a way forward for the Town Council over the next 4 years and to identify the main areas of concern that would need to be addressed.</p> <p>The results of the member's work shop have been collated to form the draft aims and objectives attached at Annexe A.</p> <p>The attached Annexe has also been prepared to reflect the issues and views raised by the Council's officers.</p> <p>Members are requested to consider the attached report. If members are satisfied that this reflects the main areas of concern and direction for the Council for the next 4 years it will be necessary to develop a work plan to identify the following:</p> <ul style="list-style-type: none"> <li>• How will these aims and objectives be addressed locally?</li> <li>• Identify specific strategies or projects to deliver.</li> <li>• What resources are required to deliver these aims and objectives?</li> <li>• Establish a time table for delivery.</li> <li>• How will we measure our success?</li> </ul> <p>The development of a work plan based on these objectives together with the additional information from the members work shop will allow the Council's Officers to prepare a plan for approval by Council.</p> <p>The Council will have already started to address some of these issues based on the review of its organisational structure to be discussed by this meeting and the continuous delivery of its current services.</p>	
<p><b>FINANCIAL IMPLICATIONS:</b></p> <p>There are none at this time.</p>	
<p><b>RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. To receive and approve the Council's draft aims and objectives</li> <li>2. To delegate to officers the preparation of a work plan</li> </ol>	
<p><b>FOR FURTHER INFORMATION CONTACT:</b></p> <p><b>R Potter (Town Clerk)</b></p>	

**Farnham Town Council**

**Draft Aims and Objectives**

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

***Local Services, Delivered locally, Accountable locally***

**Community Leadership**

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

**Corporate Governance**

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

**Economic Development**

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

### **The Local Environment**

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

### **Service Delivery**

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

### **Quality of Life**

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



# FARNHAM TOWN COUNCIL

<b>Organisational Structure – Committees &amp; Staffing</b>	
<b>AUTHOR:</b> <i>Roland Potter</i> <i>Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter</i> <i>Town Clerk</i>
<b>PRODUCED FOR COUNCIL</b>	<b>DATE OF REPORT:</b> <b>21 June 2007</b>
<b>SUMMARY OF KEY ISSUES</b> <p>The Council previously operated using three committees (Policy &amp; Resources, Public Services and Environmental Services) and a Plans Panel.</p> <p>The Council is requested to consider a change of approach where Full Council would be the only regular meeting of the Council. This would give all members the opportunity to discuss and contribute to policy, give direction to the Council and its officers and will provide a transparent process which would be open to scrutiny and involve all members. This will allow the Council to maintain the highest standards of corporate government principles through, openness, inclusiveness, integrity and accountability.</p> <p>In order for the Council to operate Council effectively it would be necessary to meet approximately every 6 to 7 weeks. The Council would be responsible for all of the decisions which were previously made by the committees. This would prevent the duplication of reports, the deferring of decisions and improve the speed of the Councils decision making process, thereby freeing up staff availability to be involved in the delivery of the Council's services.</p> <p>To improve the efficiency of the workings of the Council it would be practical to establish a number of small groups of members to work with officers to develop reports and undertake reviews prior to consideration and decision by Council. These groups would not be decision making groups and would meet as and when required. It would be practical to establish 4 groups which and would include:</p> <ol style="list-style-type: none"> <li>1. Corporate and Audit Development Group (Consisting of 5 members including the Mayor)</li> <li>2. Staffing Group (Consisting of 4 members including the Mayor)</li> </ol> <p>In addition there would also be a requirement for two decision making groups these would be:</p> <ol style="list-style-type: none"> <li>1. Cemeteries Appeals Group (Consisting of 4 members including the Mayor)</li> <li>2. Planning Consultative Group (already established and to be reviewed at a later date)</li> </ol>	

The Terms of reference for these groups would be agreed by the Mayor and the Town Clerk.

**Delegation**

To enable this process to deliver a quicker and more effective Town Council Service and to support this new culture it will be necessary to review the scheme of delegation to officers

**Staffing Structure**

In addition it will be necessary to review the current organisational structure to reflect the needs of the Council. This review would be undertaken by the Town Clerk with the assistance of the Corporate and Audit Development Group for consideration by Council or under delegated authority to the Town Clerk.

**FINANCIAL IMPLICATIONS:**

There are no financial implications

**RECOMMENDATIONS:**

1. To agree that the only decision making body will be Full Council and there will be no committees at this time.
2. To agree to the establishment of a Corporate and Audit Development Group, Staffing Group and Cemeteries Appeals Group.
3. To agree the membership of the above groups.
4. To delegate to the Town Clerk with the assistance of the Corporate and Audit Development Group a review of the Councils organisational structure.

**FOR FURTHER INFORMATION CONTACT:**  
**R Potter**



# FARNHAM TOWN COUNCIL

Standing Orders	
<b>AUTHOR:</b> <i>Roland Potter - Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter - Town Clerk</i>
<b>PRODUCED FOR COUNCIL</b>	<b>DATE OF REPORT: 21 June 2007</b>
<p><b>SUMMARY OF KEY ISSUES</b></p> <p>The Standing Orders of the Town Council have been reviewed after taking into account the earlier reports of this Council. (Annexe A). The areas of alteration are identified below:</p> <p>Paragraph 4a and 4b This now allows for the Town Clerk to regulate the start of a meeting if the mayor/ deputy mayor or Chairman is not at the meeting, until a substitute is appointed for that meeting.</p> <p>Paragraph 21 This sets out the terms for Council to receive petitions.</p> <p>Paragraph 42 (introduction) This now gives the Council the discretion to appoint committees.</p> <p>Paragraph 42(e) (f) (g) If members approve the new organisational structure, these changes will allow the creation of a select number of groups to work with the Council's officers.</p> <p>Paragraph 42 (k) This now gives the Council discretion to appointment a leader of the Council if required.</p> <p>Paragraph 60 This has been amended to reflect the operational practice of the Council.</p> <p>Paragraph 80 The breach of confidentiality should be treated very seriously and any breach should be referred to the Standards Board of England.</p> <p>Paragraph 82 This now reflects the operation of the Planning Consultative Group.</p>	
<p><b>RECOMMENDATION:</b></p> <p><b>1. That the Councils amended Standing Orders be agreed and accepted.</b></p>	
<b>FOR FURTHER INFORMATION CONTACT: R Potter</b>	

## STANDING ORDERS

### **1. Meetings**

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

### **2. Extraordinary Meetings of the Council**

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

### **3. The Statutory Annual Meeting**

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



- b) In a year which is not an election year the Annual Town Council Meeting shall be held on such day in May as the Council may direct.*
- c) In addition to the Statutory Annual Town Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.*

**4. Chairman of the Meeting**

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

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

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

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

**6. Proper Officer**

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

To receive declarations of acceptance of office.

To receive and record notices disclosing personal and prejudicial interests.

To receive and retain plans and documents.

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

To receive copies of bylaws made by another local authority.

To certify copies of bylaws made by the Council.

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

To keep proper records for all Council meetings.

## **7. Quorum of the Council**

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

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

## **8. Voting**

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

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

## **9. Order of Business**

### **Annual Town Meeting**

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

- a) To elect a Town Mayor*
- b) To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.*
- c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.*
- d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.*
- e) To elect a Deputy Town Mayor.
- f) To receive the Deputy Town Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received.
- g) To appoint committees.
- h) To appoint representatives to outside bodies.
- i) To inspect any deeds and trust investments in the custody of the Council as required;

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

### **Ordinary Council Meetings**

- 10. *At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received*** (refer to Standing Order 4 (a) & (b).
- 11. Every year, no later than when the estimates for next year are agreed, the Council will review pay and conditions of service of existing employees. Standing Order 37 must be read in conjunction with this.
- 12. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To receive apologies for absence
- b) Disclosures of interests by members and employees on items on the agenda
- c) To read and consider the Minutes; provided that if a copy has been circulated to each member with the agenda.
- d) After consideration to approve the signature of the Minutes by the person presiding as a correct record.***
- e) Public questions on the agenda.
- f) To deal with business expressly required by statute to be done.***
- g) To deal with, any, remaining from the last meeting.
- h) To receive communications as the person presiding may wish to lay before the Council.
- i) To receive petitions.
- j) To answer questions from Councillors (subject to the appropriate notice being given, see Standing Order 22 (b)).
- k) To receive and consider reports and minutes of committees.
- l) To receive and consider resolutions or recommendations in the order in which they have been notified.
- m) To authorise the sealing of documents.
- n) If necessary, to authorise the signing of orders for payment.

### **13. Urgent Business**

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

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

### **14. Resolutions Moved On Notice**

No resolution can be moved and no matter can be discussed unless the business to which it relates has been put on the Agenda by the Town Clerk or

the mover has given notice in writing of its terms and has given notice to the Town Clerk at least 10 clear working days before the next meeting of the Council, except as stated in these Standing Orders.

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

## **20. Resolutions Moved Without Notice**

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

- a) To appoint a Chairman of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee.
- h) To appoint a committee or any members thereof.
- i) To adopt a report.

- j) To authorise the sealing of documents.
- k) To amend a resolution.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public (see Order 75 below).
- o) To silence or eject from the meeting a member named for misconduct (see order 33 below).
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order (see Order 85 below).
- r) To adjourn the meeting.

## **21. Petitions**

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

## **22. Questions**

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

## **26. Open Session**

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

## **27. Rules of Debate**

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

28. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman/Town Clerk, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- b) An amendment shall be either:-
- i) To leave out words.
  - ii) To leave out words and insert others

iii) To insert or add words.

- c) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- d) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- e) No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
- f) An amendment shall not have the effect of negating the resolution before the Council.
- g) If an amendment is carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.
- j) A member, other than the mover of a resolution, shall not, without leave of the Town Mayor/Deputy Town Mayor or Chairman of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- m) When a resolution is under debate no other resolution shall be moved except the following:-
  - i. To amend the resolution.



- ii. To proceed to the next business.
  - iii. To adjourn the debate.
  - iv. That the question be now put.
  - v. That a member named be not further heard.
  - vi. That a member named leave the meeting.
  - vii. That the resolution be referred to a committee.
  - viii. To exclude the public and press.
  - ix. To adjourn the meeting.
29. A member shall remain seated when speaking unless requested to stand by the Chairman/Town Mayor.
30. a) the ruling of the Chairman/Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chairman/Town Mayor. If two or more members wish to speak, the Chairman shall decide who to call upon.
- c) Whenever the Chairman/Town Mayor speaks during a debate all other members shall be silent.

### **31. Closure**

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

### **32. Conduct at Meetings**

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

### **33. Disorderly Conduct**

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

### **34. Right of Reply**

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

### **35. Alteration of Resolution**

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

### **36. Reversing a Decision**

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

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

**37. Voting On Appointments**

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

**38. Discussions and Resolutions Affecting Employees of the Council**

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

**39. Resolutions on Expenditure**

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

**40. Expenditure**

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

**41. Sealing of Documents**

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

## 42. Committees

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

- a) Will not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than members of the Council to any Committee or Task/Work Group. Such persons have the right to speak but not vote and will not form part of the quorum.
- c) Will be subject to the provisions of Standing Order 36 above at any time to dissolve or alter the membership of committee.
- d) The Council may at any time appoint such committees and task/work groups as are necessary to the extent laid down in terms of reference.
- e) The following task/work groups will meet as and when required to work with officers to develop papers and policies for consideration by the Town Council:

Staffing Group

Cemeteries Appeal Group

Corporate Development/Audit Group

- f) The membership of the Staffing Group and Cemeteries Appeal Group will consist of 3 Members and the Town Mayor with the Deputy Mayor presiding in the Town Mayors absence will act as chairman.
- g) The Membership of the Corporate Development/Audit Group will consist of 4 Members and the Town Mayor and Deputy Town Mayor presiding in the Town Mayor's absence will act as chairman.
- h) Members can be appointed to a committee annually by a Selection Committee which will comprise of the Town Mayor/Chairman, Deputy Town Mayor/Vice-Chairman and such other members to reflect as far as possible, the political composition of the Council.
- i) The quorum for a Committee will be half the membership of the Committee.
- j) Planning Applications will be considered by a standing Planning Consultative Group of nine members, with an elected Chairman and Vice-Chairman, to consider contentious/significant applications. The group will have delegated powers to submit observations to Waverley Borough Council. The group may refer a planning application Full Council or an appropriate committee to

consider and make observations. The quorum of the Planning Consultative Group shall be three members with one officer in attendance.

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

50. Committee agendas will be assembled in three parts. Part 1 – items for decision, Part 2 – Items for information Part 3 – confidential items.  
Items appearing in Part 2 – items for information, cannot be moved to Part 1 – items for decision, once the agenda has been published.

51. Urgent action taken by the Town Clerk in consultation with the appropriate Chairman in accordance with the scheme of delegation will be reported to the next meeting of the relevant committee or Full Council meeting.

**52. Task/Working Groups**

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

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

**56. Advisory Committees**

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

**Voting in Committees**

57. Members of committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

58. ***Chairmen of committees shall in the case of an equality of votes have a second or casting vote*** whether or not they have exercised their original right to vote.

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

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

**60. Accounts and Financial Statement**

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

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

**62. Estimates / Precepts**

- a) The Council shall approve written estimates for the coming financial year at a meeting before the end of the month of January.

- b) Any committee desiring to incur expenditure shall give the Town Clerk a written estimate of the expenditure recommended for the coming year no later than November.

**63. Interests**

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

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

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

**69. Canvassing of And Recommendations By Members**

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



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

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

**71. Inspection of Documents**

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

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

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

**74. Unauthorised Activities**

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

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions (including to Council staff) unless authorised to do so by the Council or the relevant committee.

**75. Admission of The Public and Press to Meetings**

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

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

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

77. a) At 7pm, immediately before the start of each ordinary full Council meeting, Farnham Town Council will invite members of the public present at that time, to ask questions on any local government matter,

and if the matter is one for principal councils, the questioner will be informed of the appropriate contact details. If the matter is appropriate to be dealt with by Farnham Town Council, then an answer may be given, or if necessary a written reply will follow. A maximum of 15 minutes will be allowed for the whole session.

- b) A standard item will appear on all Council and Standing Committee agendas whereby the Town Mayor/Chairman will invite members of the public present to indicate on which item, if any, they would like to speak. At the discretion of the Town Mayor/Chairman, those members of the public, residing or working within the Council's boundary, will be invited to speak forthwith in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

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

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

**80. Confidential Business**

- a) No member of the Council or a committee or Task Group will disclose to any person in any form who is not a member of the Council any business that is declared confidential by the Council, the committee or the Task Group.
- b) Any member who disobeys Standing Order 80(a) will be removed from any committee or Task Group of the Council by the Council and the matter will be reported to the Standards Board for England.

**81. Liaison with County and District Councillors**

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

**82. Planning Applications**

- 1) The Town Clerk will, as soon as it is received, record the following information for each planning application notified to the Council:
  - (a) the date on which it was received
  - (b) the name of the applicant
  - (c) the place to which it refers;

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

### **83. Financial Matters**

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

- 1) Such Regulations shall include detailed arrangements for the following:
  - a) the accounting records and systems of internal control;
  - b) the assessment and management of risks faced by the Council;
  - c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
  - d) the financial reporting requirements of members and local electors and
  - e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.
- 2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in (3) below.
- 3) Any formal tender process shall comprise the following steps:
  - a) a public notice of intention to place a contract to be placed in a local newspaper;
  - b) a specification of the goods, materials, services and the execution of works shall be drawn up;
  - c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
  - d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
  - e) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- 4) The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 63, 69, 70 & 74 regarding improper activity.
- 5) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

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

**84. Code of Conduct on Complaints**

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

**85. Variation, Revocation and Suspension of Standing Orders**

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

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

**87. Standing Orders to be Given to Members**

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

**FARNHAM TOWN COUNCIL**

**Scheme of Delegation to the Town Clerk**

**Introduction**

This Scheme of Delegation was approved by Council on . Any subsequent amendments are identified by the date and minute number of the Council resolution in brackets after the amendment.

The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk, where specified may delegate these duties and powers to other officers within the Council.

The Town Clerk is also the Council's Responsible Financial Officer and the Proper Officer and responsibility for the management of the organisation.

**Extent of Delegation**

**1.0 DELEGATION**

1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

1.2 The Town Clerk will exercise these powers in accordance with

- approved budgets
- the Council's Financial Regulations
- the Council's Contract Procedure Rules
- the Council's Procurement Strategy
- the Council's Policy Framework and other adopted policies of the Council
- all statutory common law and contractual requirements

1.3 The Town Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

1.4 Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another officer to exercise that power, duty or function, subject to:

- such authorisations being in writing
- only be given to an officer below the delegating officer in the organisational structure
- only being given where there is significant administrative convenience in doing so
- the officer authorised by the Town Clerk acting in the name of the Town Clerk
- such authorisation not being prohibited by statute.

- 1.5 A delegation to a subordinate officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

**General Matters**

- 2.0 The Town Clerk is authorised:
- 2.1 To sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.
- 2.2 To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 2.3 To institute and appear in any legal proceedings authorised by the Council.
- 2.4 To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Farnham).
- 2.5 To alter the date or time of a Council or committee or task group meeting but, before doing so, shall consult the Mayor of the Council, or chairman of a committee or task group concerned and the Leader of all political groups on the Council about the need for the change and about convenient alternative dates and times.
- 2.6 To decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor.
- 2.7 Deal with day to day matters relating to the use of office accommodation space.
- 2.8 To negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Farnham and surrounding villages, organised by the Town Council and programmes of entertainment.
- 2.9 To Manage all the Council's current services including the following:
- 2.10 To manage the Council's allotments including the selection of tenants.
- 2.11 To manage the Council's parks, open spaces and amenity areas.
- 2.12 To manage the Council's cemeteries and burials service.
- 2.13 To manage the Council's public conveniences.
- 2.14 To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

- 2.15 To apply for planning consent for the carrying out of development by the Council.
- 2.16 To respond to consultations on planning applications subject to ratification by the Planning Consultative Group
- 2.17 Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.
- 2.18 To respond to complaints made under the Council's Complaints procedure and to make such ex gratia payments in settlement of such complaints as are considered justified.
- 2.19 To manage, monitor and review the Council's Internal control procedures.
- 2.20 To manage, monitor and review the Council's Corporate Risk management Strategy

### **Financial Matters**

- 3.0 The Town Clerk is authorised as follows:
- 3.1 To be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
- 3.2 To operate the Council's banking arrangements including arranging overdrafts.
- 3.3 To incur expenditure up to a maximum of £5,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution.
- 3.4 To pay all accounts properly incurred
- 3.5 To pay all subscriptions to organisations to which the Council belongs.
- 3.6 To make all necessary arrangements for the provision of an internal and external audit service for the Council.
- 3.7 To negotiate settlements in connection with claims made by and against the council in consultation with the Council's insurers where appropriate.
- 3.8 To incur expenditure on revenue items within the approved estimates and budgets under their control.
- 3.9 To incur expenditure on capital schemes within the Council's approved capital Programme.

**ITEM 9**  
**Appendix E**

- 3.10 To use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
- 3.11 To enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
- 3.12 To accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
  - a) the cost not exceeding the amount approved estimate
  - b) the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
  - c) all the requirements of the Council's Financial Regulations being complied with.
- 3.13 To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
- 3.14 To carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 3.15 To manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 3.16 To authorise action for the recovery of debts
- 3.17 To write off debts up to the level set by the Council at its Budget Meeting.
- 3.18 To maintain a Register of Assets and Inventory of Equipment.
- 3.19 To determine the Town Council's insurance requirements on the Council's behalf.
- 3.20 To make all necessary arrangements for the Council's insurances.
- 3.21 To exercise the Town Council's powers to pay the Post Office, British Telecom or any other telecommunications operator any loss.
- 3.22 To determine Community Grant applications up to a value of £2,000 subject to approval by Full Council.
- 3.23 To determine Small Grants up to a value of £200.



**Staffing Matters**

- 4.0 The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
  - 4.1 Appointments to posts (excluding the post of Deputy/Assistant Town Clerk).
  - 4.2 To appoint Deputy/Assistant Town Clerk/s through an appointment panel which includes the Town mayor
  - 4.3 The employment of temporary employees.
  - 4.4 The preparation of the job description and person specification, placing of the advertisement and short listing of applicants.
  - 4.5 Control of staff performance.
  - 4.6 Control of discipline and performance, including the power of suspension and dismissal.
  - 4.7 The exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
  - 4.8 Determine approved duties for the payment of travel and subsistence expenses to members and officers where they represent the Council outside of the Town Council area.
  - 4.9 To approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
  - 4.10 To approve payment of overtime
  - 4.11 To agree minor variations to the condition of employment.
  - 4.12 To approve changes to the establishment structure.
  - 4.13 To implement and monitor the arrangements for annual leave, flexi time, sickness absence and maternity leave in accordance with the Council's policies.
  - 4.14 To authorise training in line with the Council's policies.
  - 4.15 To authorise the provision of uniforms or protective clothing.
  - 4.16 To approve payment of claims from employees for compensation for loss of or damage to personal property.
  - 4.17 To negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.

- 4.18 To agree to premature retirement on the grounds of duly certified ill health.
- 4.19 To agree extension of service beyond 65<sup>th</sup> birthday.
- 4.20 To terminate employment during and to review salary on completion of probationary periods.

### **Property Matters**

- 5.0 The Town Clerk is given authority to manage the land and property of the Council including:
  - 5.1 Agreeing the terms of any lease, license, conveyance or transfer.
  - 5.2 The granting or refusal of the Council's consent under the terms of any lease.
  - 5.3 Variations of restrictive covenants of a routine nature.
  - 5.4 The granting of easements, wayleaves and licences over Council land.
  - 5.5 Initiating legal action or proceedings against unauthorised encampments on Council land.
  - 5.6 To direct the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
  - 5.7 To exercise responsibility for the safe custody and maintenance of the Civic Regalia.

### **Urgency**

- 6.0 The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or subcommittee. The mayor, the Leader of the Council (if appointed) and the Chairman of any relevant committee are to be consulted before such action is taken.

### **Emergency Planning**

- 7.0 To implement the Council's Emergency Recovery Strategy and to incur any necessary expenditure. Any such action is to be reported to the next meeting of the Council or relevant committee or subcommittee. The mayor, the Leader of the Council (if appointed) and the Chairman of any relevant committee are to be consulted before such action is taken.

**Procedural**

- 8.0 To authorise officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 8.1 To serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 8.2 To appoint consultants and other to carry out any function and provide any service under their control.

**Health and Safety at Work Act 1974**

- 9.0 To oversee the discharge of the Council's responsibilities under the Act.

**Legal Proceedings**

- 10.0 To take and discontinue legal proceedings in any Court or at any Tribunal.
- 10.1 To take Counsel's advice or instruct Counsel to represent the Council.
- 10.2 To seek injunctions and commence proceedings for the purposes of
  - enforcement in accordance with the Council's policies
  - recovering money due to the Council
  - recovering or otherwise preserving possession of the Council's land or property
  - defending the interests of the Council
  - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 10.3 To represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 10.4 To negotiate and settle the terms of documents to give effect to a decision of the Council or any of the committees or of any officer acting under delegated powers.
- 10.5 To approve the affixing of the Common Seal of the Council to documents
- 10.6 To be the responsible officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act
- 10.7 To serve Requisitions for Information
- 10.8 To prepare a draft budget for consideration by the Council
- 10.9 To prepare the Final Accounts for each financial year



# FARNHAM TOWN COUNCIL

APPOINTMENT TO OUTSIDE BODIES	
<b>AUTHOR:</b> <i>Roland Potter</i> <i>Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter</i> <i>Town Clerk</i>
<b>PRODUCED FOR:</b> <b>FULL COUNCIL</b>	<b>DATE OF REPORT:</b> 13 <sup>th</sup> June, 2007
<b>SUMMARY OF KEY ISSUES</b> <p>The Council receives a number of requests from various outside bodies to provide a Town Council representative.</p> <p>It has come to members and officers attention that some of these organisations, although being notified of new member representation each year, do not appear to have meetings or expect our members to attend.</p> <p>Officers have written to all the Outside Bodies that have previously had a Town Council representative to establish if they wish to continue to have this representation.</p> <p>Members are requested to consider the following observations:</p> <ul style="list-style-type: none"> <li>• There are a number of organisations which are ward specific and the Council may consider it more appropriate to appoint the local ward member to represent the Town Council on these organisations.</li> <li>• Some organisations also request membership from the Town Council and Waverley Borough Council and members may consider it to be more appropriate that the membership of these bodies should first be considered from single hatted town councillors.</li> </ul> <p><b>Trusts</b></p> <p>Members are reminded that Farnham Swimming Baths Trust requires that Town Councillors to provide three trustees. This can and has proved problematic in the past as the duties of a trustee can compromise councillor's duties as an elected member. The Council may wish to consider if these appointments should be made in the capacity of trustee.</p> <p>Attached at <b>Annex A</b> are the list of Outside Organisations and the responses received.</p> <p>Members who wish to be considered for a particular outside body should forward these details to Miss W Coulter on <a href="mailto:wendy.coulter@farnham.gov.uk">wendy.coulter@farnham.gov.uk</a> by 5.00 pm Wednesday 27 June 2007.</p>	

**ITEM 10**  
**Appendix F**

Members are also reminded that as a representative on an outside body you will be required to provide regular feed back to the Council on any meetings you have attended.

**FINANCIAL IMPLICATIONS:**

There are no current financial implications at this time.

**RECOMMENDATION:**

- 1. That the responses from the Outside Bodies be noted.**
- 2. The representatives for those Outside Bodies that require a Farnham Town Council representative be agreed.**

**FOR FURTHER INFORMATION CONTACT:**

Wendy Coulter (Committee and Member Services Officer)

**ITEM 10**  
**Annex A**

Name of Outside Body	Frequency of Meetings	What time meeting?	Role of Representative	Representative requested?
Farnham River Watch	4 times a year	Friday 10.30am - 1pm	have authority to develop and implement the management plan subject to funding.	Yes
Farnham Crime Prevention Panel	Every six weeks	7pm	Assist in advising on local issues when determining events and locations.	Yes
Farnham Swimming Baths Trust	4 times a year - January, April, June September	10am for approx 2-2.5 hrs	To work with other FSBT Trustees to develop and manage Victoria Garden & assist in promoting the garden with the Town Council and Public.	Yes
Farnham Community Task Force	Every 2 - 3 months	Thursday 4.00pm	Participate in discussions and take relevant issues back to Council, seeking Council action where appropriate.	Yes 3 members - 1 required for meetings to be quorate
Surrey Passenger Transport Forums	At least every 6 months	1.15pm - 4.45pm	Act in a consultative role allowing 2 way discussion communication of transport issues between SCC and key stakeholders.	Yes
Farnham Maltings Council of Management	4 times a year	24th July - 7pm, 22nd Oct - 7pm, 10th Nov (AGM), 21st Jan'08 - 7pm, 21st April, 7pm	Attend and speak at meetings but not to have voting rights.	Yes
Brightwells Gostrey Centre	4 times a year	Tuesdays 4pm	Keep the centre up to date with what the Council is doing with regard to Senior Citizens	Yes
Bourne Children and Youth Initiative	4 times a year		to be a member of the management committee to provide liaison between FTC and Youth Initiative	Yes
Farnham Park Advisory Group	twice a year	March & September at Maltings at 7.30pm. Informal walk in Park in June from 6pm to view work.	Provides valuable guidance to Park Ranger and input into the Park management Plan to ensure management of Park meets needs of local people and Town Council initiatives.	Yes
Farnham Transportation Task Group		8am	to provide liaison between task group and FTC to tackle local issues	Yes 2 members
Farnborough Aerodrome Consultative Committee	3 times a year	February, July and November at 2.30pm	Represent views of the Farnham area on issues relating to the Aerodrome	Yes
Dempster Trust	twice a year		Trustees shall apply the income of the Charity in relieving either generally or individually persons resident in the area of benefit who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.	Yes but not normally Members of FTC, usually nominated by the trust - requesting renewal of Trusteeship for Mrs A Hoath and Mr J Mayhew.

**ITEM 10**  
**Annex A**

Name of Outside Body	Frequency of Meetings	What time meeting?	Role of Representative	Representative requested?
Farnham Sports Council	4-5 meetings a year	Tuesday evenings	To sit on Executive Committee to provide a direct link between the Sports Council and the local councillors and officers and provide the committee with important information regarding the Town Councils projects which may have implications for sport and leisure in Farnham.	Yes
Farnham Visitors Forum	4 times a year	during the day	to provide liaison between the Forum (representing local tourism businesses) and FTC.	Yes
Blackwater Valley Recreation and Countryside Management Committee				
Farnham/Andernach Friendship association				
Farnham Arts Development Task Group				
Farnham Public Art Trust				
Farnham Voluntary Transport Association				
40 Degreez				
Road Safety and Noise Partnership Group				
Surrey Association of Parish and Town Councils				
Wrecclesham Youth and Community Centre				
Badshot Lea Recreation Ground Committee				
Bourne Recreation Ground Committee				
Hale Recreation Ground Committee				
Rowledge Recreation Committee				
Weybourne Recreation Ground Committee				
Wrecclesham Recreation Ground Committee				

# The Dempster Trust

Registered Charity No: 200107

Clerk to the Trustees  
73 Bridgefield  
Farnham  
Surrey, GU9 8AW  
Telephone: 01252 722826

April 26<sup>th</sup> 2007

36 APR 2007  
RECEIVED

Mr R. Potter, Clerk,  
Farnham Town Council  
Locality Office,  
South Street, Farnham,  
Surrey

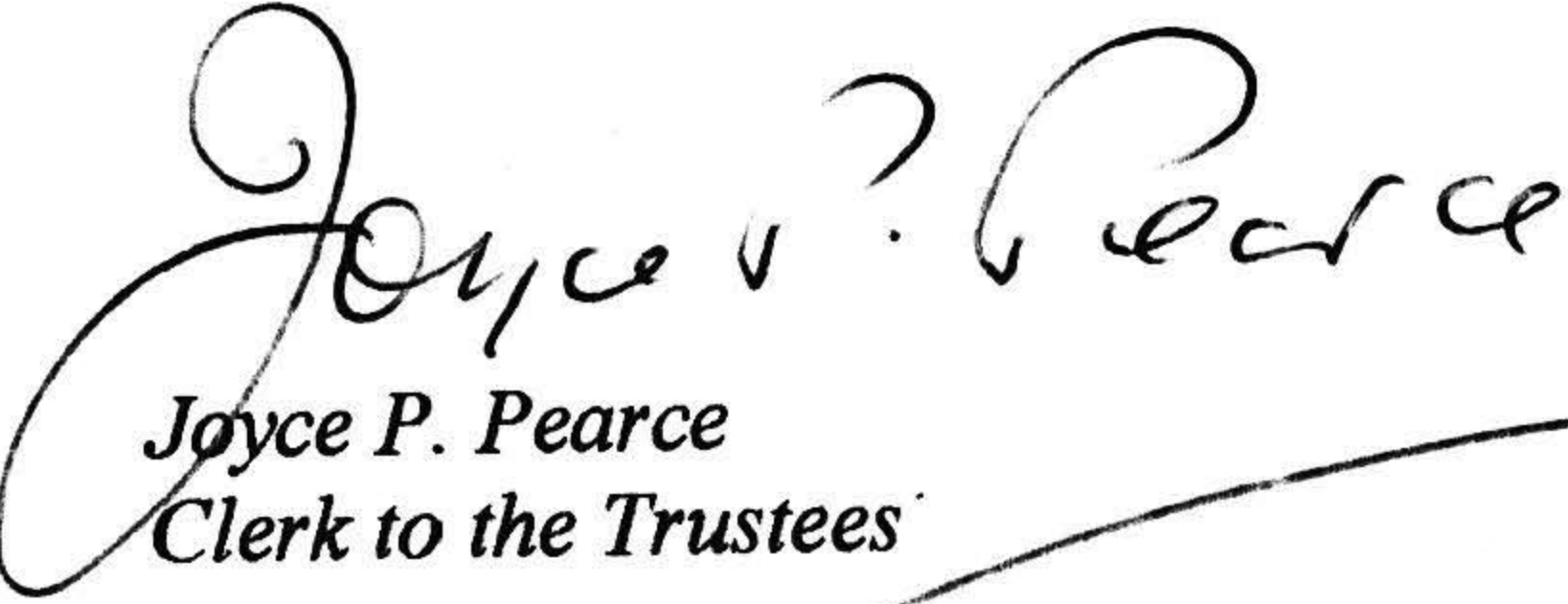
Dear Mr Potter,

At the next meeting of the Farnham Town Council the Dempster Trustees have asked me to enquire if the Members would consider the renewal of Trusteeship, for a further four years, for Mrs A. Hoath of Upper Ways, 14, Rosemary Lane, Rowledge, Farnham, GU10 4DB and Mr. Jack Mayhew, of 39 Baldreys, Farnham, GU9 8RH.

If you would be kind enough to put this to the Town Council when they next meet and kindly let me know the result in due course.

With many thanks.

Yours sincerely

  
Joyce P. Pearce  
Clerk to the Trustees





# FARNHAM TOWN COUNCIL

Capital Programme 2007/08									
<b>AUTHOR:</b> <i>Roland Potter - Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter - Town Clerk</i>								
<b>PRODUCED FOR: COUNCIL</b>	<b>DATE OF REPORT: 21 June 2007</b>								
<p><b>SUMMARY OF KEY ISSUES</b></p> <p>Attached to this report at Annexe A is the proposed capital programme recommended by the Councils Public Services and Environmental Services Committees for work to be considered for implementation during 2007/08.</p> <p>The total cost of the capital programme is £148K.</p> <p>The total funding allocated in the budget for 2007/08 is £42,110</p> <p>Council is requested to prioritise the list of projects in Annexe A for implementation during 2007/08 and to consider if additional funding should be released from reserves to complete specific projects.</p> <p>Members are requested to consider the project in Sandy Hill to provide a £10,000 contribution towards the cost of a MUGA. This project is being managed by Waverley Borough Council and funding has been secured from:</p> <table> <tr> <td>Waverley Borough Council</td><td>£20,000</td></tr> <tr> <td>Safer Waverley Project</td><td>£10,000</td></tr> <tr> <td>Pavilion Housing</td><td><u>£ 5,000</u></td></tr> <tr> <td><b>TOTAL</b></td><td><b>£ 35,000</b></td></tr> </table> <p>This project is now on hold awaiting approval of additional funding from the Town Council of £10,000.</p>		Waverley Borough Council	£20,000	Safer Waverley Project	£10,000	Pavilion Housing	<u>£ 5,000</u>	<b>TOTAL</b>	<b>£ 35,000</b>
Waverley Borough Council	£20,000								
Safer Waverley Project	£10,000								
Pavilion Housing	<u>£ 5,000</u>								
<b>TOTAL</b>	<b>£ 35,000</b>								
<p><b>FINANCIAL IMPLICATIONS:</b></p> <p>Only a limited number of projects can be implemented with the current capital budget. Any additional funding for a fuller implementation of the programme will have to be funded from the Council's reserves.</p>									
<p><b>RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. To approve a prioritised list of projects for the capital programme.</li> <li>2. To approve that any shortfall in funding for the above list should be identified within the Council's reserves for specific projects.</li> </ol>									
<p><b>FOR FURTHER INFORMATION CONTACT:</b> <b>S Rayner</b></p>									

### Capital Programme 2007/08

Project	2007/08	2008/09
Youth Shelter	10,000	
Self watering hanging baskets-continuation programme	1,500	1,500
Bus Shelter installation-continuation programme	10,000	10,000
Ashgate Gallery pedestrian finger signs	3,000	
Tourism Interpretation Boards		
Improvement to coach parking area at The Hart	10,000	
Information Touch screen implementation	10,000	10,000
Bandstand	45,000	
Contribution to installation of play equipment.-continuation programme	10,000	
Multi use games area-Sandy Hill	10,000	
Cemetery noticeboard installation	5,000	
Replace damaged traffic barriers	3,000	
Install & replace litter bins	3,000	
Cycle Rack Programme	3,000	
River/footpath enhancements	6,000	
Mini environmental schemes	6,000	
Street light replacement/enhancement programme		5,000
Enhance footpath repair - standard	5,000	
Walking bus protective clothing	1,000	1,000
Installation of nature trail in woodland near Clifton Close	1,500	1,500
Riverside walk near A31		10,000
Restore footpath near Hatch Mill	5,000	
Wrecclesham Railway Bridge - proposed traffic signals		
Dropped kerb/crossing point St Georges Rd Badshot Lea		
Traffic calming measures St Georges Rd Badshot Lea		
Traffic signs and road markings near Badshot Lea		
Traffic survey/calming The Chantry		
<b>Cost of Environmental Service Committee Projects</b>	<b>148,000</b>	<b>39,000</b>

FARNHAM TOWN COUNCIL

Preservation and Archiving of Cemetery Records

12.01 **Purpose**

To consider a project for the preservation and archiving of cemeteries records

12.02 **Suggested Actions**

1. To approve the scanning of the cemetery registers into PDF format.
2. To approve the scanning and digital and physical restoration of the cemetery maps.
3. To approve the historic data inputting of the cemetery registers on to the Council's cemeteries management system.
4. To approve the storage of the original cemeteries records with the Surrey History Centre.
5. To approve the release of funding for the project from Council Reserves.

12.03 **Supporting Information**

**Background**

The Town Council is responsible for the administration of four cemeteries within Farnham.

The Council has a legal duty to maintain the records of all interments, burial plots and memorials within its cemeteries. The current manual record system covers a period of over 150 years and consists of approximately 43 large handwritten books and an equivalent number of hand drawn maps. The books contain approximately 31,600 entries.

**Current Situation**

The demand on the use of the cemetery registers and books is continuing to increase as a result of the growing interest in local family history.

This increased demand, plus the Council's own administration procedures, subjects these records to continuous wear and tear. The maps which are particularly fragile are subject to regular use and exposure which has contributed to the poor condition.

The demand for local family history enquiries places an additional burden on the Council staff to respond to requests and provide photocopies of maps.

The current security of these valuable sources of information is very poor as they are located in the Council's general office in two cabinets. The cabinets are not fire proof and any source of heat will damage this information beyond recovery.

The above situation is not acceptable for records of such value, in addition the manual maintenance of the records is time consuming and does not utilise the Council's current computer systems to their maximum capacity.

Council is therefore requested to consider the following options:

---

## ITEM 12 APPENDIX I

<b>Option A</b>	
Undertake remedial repairs to the maps	£2,325
Provide Fire resistant cabinet (2hours max)	£5,800
<b>Total Cost</b>	<b>£8,125</b>

**Note:** Option A the Council does not have any available space on a ground floor level for the fire resistant cabinets.

<b>Option B</b>	
Undertake remedial repairs to the maps	£2,325
Scanning of Registers	£1,905
Input back data on to computer system	£5,600
<b>Total Cost</b>	<b>£9,830</b>

**Note:** Option B includes the inputting of the back data by a third party company who specialises in historic data. The Council does not have the resources to manage the input of the established records onto the computer system within its current staffing resources. This will allow the Council to operate its cemeteries management programme and will eventually allow the Council the opportunity to provide family history information on line. The cemetery registers will be scanned on to an independent hard drive and will be available for inspection by the public.

### 12.04 **Legal & Policy Implications**

The Council has a duty to preserve its records under the Local Authorities and Cemeteries Order 1977, SI 1977/204, Sch2, Part II, para1

### 12.05 **Financial Implications**

The financial implications are set out in the above report. The estimates for the repairs and scanning of the registers and maps have been obtained from two nationally recognised providers of this type of service.

### 12.06 **Recommendations**

- 1. That the Councils cemetery records should be preserved using Option B**
- 2. The funds for the project should be identified from within reserves.**
- 3. To approve the storage of the original cemeteries record with the Surrey History Centre.**

**FARNHAM TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE PLANS PANEL**  
**OF FARNHAM TOWN COUNCIL**  
**HELD ON THURSDAY, 26<sup>th</sup> APRIL, 2007 AT 5.30PM**

Cllr C G Genziani (Chairman)  
Cllr S Farrow (Vice Chairman)  
Cllr M A Clark  
Cllr J M Harris  
Cllr S A G Lang  
Cllr (Mrs) A E Mansell MBE  
Cllr M W Norris  
Cllr (Mrs) S Scrivens

\* Present  
o Apologies for absence.

PP 276/06                      PLANNING APPLICATIONS - CONSIDERATIONS

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

**The observations below are interim observations and will be ratified at the next Full Council meeting to be held on 24<sup>th</sup> May, 2007.**

**WA 07/0753**

Erection of a two storey extension to existing bungalow.  
91 Broomleaf Road, Farnham.

**No objection.**

**WA 07/0756**

Change of use of ground floor of no.97 to retail use in conjunction with existing post office at no.95 together with the erection of extensions and alterations to provide an enlarges post office/newsagent shop and extended flats above (follows invalid application WA 07/0310).

95/97 Farnborough Road, Farnham.

Previous comments of the Planning Consultative Group of 1<sup>st</sup> March, 2007, were as follows: Permission should be conditional that the future conversion of the shop to residential will not be

permitted.

**Permission should be conditional that the further conversion of the shop to residential should not be permitted.**

**WA 07/0760**

Installation of air conditioning units.  
4 West Street, Farnham.

**No objection.**

**WA 07/0761**

Application for Listed Building Consent for the installation of air conditioning units.  
4 West Street, Farnham.

**No objection.**

**WA 07/0764**

Erection of a dwelling and garage; erection of a detached garage to the existing dwelling.  
Beavers Lodge, Beavers Hill, Farnham.

**The reduced size of the proposed dwelling compared with the previous application is noted. The attention to sustainable construction and living and the use of renewable energy is welcomed.**

**WA 07/0770**

Erection of a conservatory.  
4 Trinity Fields, Farnham.

**No objection.**

**WA 07/0775**

Erection of a two storey extension.  
1 Greenhill Way, Farnham.

**No objection.**

**WA 07/0779**

Erection of a two storey extension and loft conversion.

Pembroke house, 64 Lynch Road, Farnham.

**No objection.**

**WA 07/0783**

Erection of 2 single storey extensions following demolition of existing conservatory.  
33 Woodside Road, Farnham.

**No objection.**

**WA 07/0786**

Erection of a garage and alterations to elevations.  
30 Greenhill Way, Farnham.

**Concerned about the proximity of proposed extension to the neighbouring boundary.**

**WA 07/0792**

Erection of an extension and alterations (revision of WA 06/1563).  
133 Farnborough Road, Farnham.  
Previous comments of the Planning Consultative Group of 20<sup>th</sup> July, 2006, were as follows: No objection.

**No objection.**

**WA 07/0797**

Demolition of existing dwelling and erection of a building to provide 4 flats with associated car parking and amenity space.  
Wrecclesham Farm Bungalow, Wrecclesham Road, Farnham.

**No objection provided the neighbours' amenity is not adversely affected.**

**WA 07/0798**

Demolition of existing dwelling and erection of 3 new dwellings with associated car parking and amenity space.  
Wrecclesham Farm Bungalow, Wrecclesham Road, Farnham.

**No objection provided the neighbours' amenity is not adversely affected.**

**WA 07/0799**

Application of consent for a canopy.  
Borelli's Bar Restaurant.

**No objection provided the canopy is in keeping with the  
Town Centre conservation area.**

**WA 07/0800**

Erection of extensions and alterations to existing coach  
house/garage/studio and conversion to a dwelling.  
22 Longdown Road, Lower Bourne, Farnham.

**No objection however, Farnham Town Council is  
concerned about the proposed siting of the garage at  
the front of the building.**

**WA 07/0802**

Erection of an extension, use of garage as habitable  
accommodation and erection of a replacement boundary wall.  
12 Hampton Road, Farnham.

**Concerned about potential impact on the street scene.**

**WA 07/0805**

Erection of a single storey extension following demolition of  
existing conservatory.  
3 Wrecclesham Road, Farnham.

**No objection.**

**WA 07/0807**

Erection of a n extension to existing garage and alterations.  
8 The Avenue, Rowledge, Farnham.

**No objection.**

**WA 07/0812**

Erection of a single storey extension.  
393 Swift Road, Farnham.



**No objection.**

**WA 07/0815**

Erection of an extension and alterations to existing bungalow to provide a chalet bungalow.  
11 Lawday Link, Farnham.

**No objection.**

**WA 07/0817**

Erection of an extension and alterations (revision of WA 06/2621).  
10 Trebor Avenue, Farnham.  
Previous comments of the Planning Consultative Group of 7<sup>th</sup> December, 2006, were as follows: No objection.

**No objection.**

**WA 07/0821**

Consultation on the variation of condition 1 of planning permission ref: WA 97/1204 and GU 07/1106 dated 27/11/97 such that the site shall be restored by 31/10/07.  
Homefield Sandpit, Guildford Road, Runfold, Farnham.

**Farnham Town Council is concerned that the original programme of reconstruction has been delayed and urges Surrey County Council to ensure that the applicant seeks to minimise any impact upon local residents.**

**WA 07/0826**

Provision of a retractable canopy.  
The Hop Blossom, 50 Long Garden Walk, Farnham.

**No objection.**

**WA 07/0828**

Erection of a building to provide 13 apartments, together with associated works, following demolition of existing dwelling.  
Waverley house, 54 Waverley Lane, Farnham.  
Previous comments of the Planning Consultative Group on application WA 06/0308 on 6<sup>th</sup> July, 2006, were as follows:  
Farnham Town Council strongly objects to this application on the following grounds:

We believe that the proposed development is contrary to Policy D4 Design and Layout of the Waverley Borough Local Plan 2002 and refute the applicant's assertion that *"the scale, location and design of the development would not be harmful to the residential amenities of surrounding dwellings."*

We believe that density of development should be reduced as one moves away from the town centre and we strongly believe that the proposed development will exacerbate the considerable pressure upon the local infrastructure which has arisen as a result of similar developments in the immediate vicinity.

We strongly believe that the loss of a handsome family house set in mature gardens will be detrimental to maintaining the tranquil character of the local area.

Farnham Town Council welcomes the applicant's inclusion of an Energy Efficiency Statement in their Design Statement and would urge the adoption of the EcoHomes "Very Good" standard as a minimum. In addition, every effort should be made to incorporate water conservation and recycling measures in the development and facilities for recycling should be carefully planned and provided.

The Panel requested that in accordance with the *trigger* mechanism, the officers send an e-mail request to the Waverley Borough Council ward members requesting that this application be referred to the next available Waverley Planning Committee.

**Farnham Town Council does not consider that the changes to this application make the proposals any better, our previous comments still stand;**

**Farnham Town Council strongly objects to this application on the following grounds:**

**We believe that the proposed development is contrary to Policy D4 Design and Layout of the Waverley Borough Local Plan 2002 and refute the applicant's assertion that *"the scale, location and design of the development would not be harmful to the residential amenities of surrounding dwellings."***

**We believe that density of development should be reduced as one moves away from the town centre and**

we strongly believe that the proposed development will exacerbate the considerable pressure upon the local infrastructure which has arisen as a result of similar developments in the immediate vicinity.

We strongly believe that the loss of a handsome family house set in mature gardens will be detrimental to maintaining the tranquil character of the local area.

Farnham Town Council welcomes the applicant's inclusion of an Energy Efficiency Statement in their Design Statement and would urge the adoption of the EcoHomes "Very Good" standard as a minimum. In addition, every effort should be made to incorporate water conservation and recycling measures in the development and facilities for recycling should be carefully planned and provided.

The Panel requested that in accordance with the *trigger* mechanism, the officers send an e-mail request to the Waverley Borough Council ward members requesting that this application be referred to the next available Waverley Planning Committee.

**WA 07/0830**

Demolition of an existing single garage and erection of a detached double garage.  
97 Broomleaf Road, Farnham.

**No objection.**

**WA 07/0831**

Change of use of building from a car showroom to class A1 (retail) use with independent office.  
Hawthorns, Romans Business Park, East Street, Farnham.

**No objection.**

**WA 07/0832**

Erection of an extension (revision of WA 06/2429) (follows invalid application WA 07/0204).  
2 Byworth Road, Farnham.

Previous comments of the Planning Consultative Group of 9<sup>th</sup> November, 2006, were as follows: Concerned about garage in front of the building line and effect on the street scene.

**Concerned about the possible effect on the neighbours amenity and the proximity of the proposed extension to the neighbouring boundary.**

**WA 07/0839**

Alterations to elevations and loft conversion.  
14 Menin Way, Farnham.

**No objection.**

**WA 07/0844**

Erection of a replacement dwelling and garages.  
The Gateway, 48 Compton Way, Farnham.

**No objection.**

**WA 07/0845**

Erection of an extension to existing garage.  
17 Great Austins, Farnham.

**The extension should be in keeping with the setting in the Great Austins Conservation Area.**

**WA 07/0846**

Erection of a two-storey extension and alterations.  
68 Firgrove Hill, Farnham.

**Farnham Town Council welcomes the attractive design which will enhance the street scene.**

**WA 07/0851**

Erection of new building to provide improved campsite sleeping, sanitary and catering facilities (revision of WA 06/1996).

Woodlarks Camp Site, Tilford Road, Farnham.

Previous comments of the Plans Panel of 7<sup>th</sup> September, 2006, were as follows: no objection, new facilities welcomed.

**The new facilities are welcomed.**

**WA 07/0852**

Erection of two detached buildings to provide 9 flats following demolition of existing building, together with ancillary works

(revision of WA 06/2248).

Pendik, 49 Ridgeway Road, Farnham.

Previous comments of the Plans Panel held on 12<sup>th</sup> October, 2006, were as follows: Object – too dense, out of keeping with surrounding area. Concerned about cumulative effect on the infrastructure. Farnham Town Council believes its original objections were correct. We regret that this scheme has been given permission.

**No objection to the variation of the previous application; i.e. no objection to provision of gates and re-siting of one car parking space.**

**WA 07/0853**

Erection of two detached buildings to provide 9 flats following demolition of existing building (variation to parking provision approved under WA 06/2248).

Pendik, 49 Ridgeway Road, Farnham.

Previous comments of the Plans Panel held on 12<sup>th</sup> October, 2006, were as follows: Object – too dense, out of keeping with surrounding area. Concerned about cumulative effect on the infrastructure. Farnham Town Council believes its original objections were correct. We regret that this scheme has been given permission.

**No objection to the variation of the previous application; i.e. no objection to provision of gates and re-siting of one car parking space.**

**WA 07/0855**

Erection of a single storey extension following demolition of existing garage.

16 Elm Crescent, Farnham.

**Concerned about the loss of parking space.**

**WA 07/0857**

Erection of an extension.

36 Badshot Park, Badshot Lea, Farnham.

**No objection.**

**Appeals Lodged**

**WA 06/2822**

Erection of 8 new dwellings and associated works with access off Lynch Road.  
Land rear of 5-11 Old Compton Lane, Farnham.

Comments of the Plans Panel of 18<sup>th</sup> January, 2007, were as follows:

Farnham Town Council strongly objects to this development which we consider to be gross overdevelopment; it will detract from the amenities for people using a long access. In addition, the area is subject to frequent flooding.

We also believe that all new development should comply with the Eco Homes "Very Good" standard as a minimum. We also consider that new developments should make a contribution to the local area by means of a Section 106 agreement and we recommend a site visit.

**Noted.**

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

**CA 07/0038**

Great Austins Conservation Area.  
Works to tree.  
12 Great Austins, Farnham.

**Noted.**

Date

Chairman

**FARNHAM TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE PLANNING CONSULTATIVE GROUP  
OF FARNHAM TOWN COUNCIL  
HELD ON THURSDAY, 31<sup>st</sup> MAY, 2007 AT 6.30PM.**

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

- \* Present
- o Apologies for absence.

PP 015/07

PLANNING APPLICATIONS - CONSIDERATIONS

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

**APOLOGIES FOR ABSENCE**

There were apologies for absence from Councillor R D Frost.

**DISCLOSURE OF INTERESTS**

Name of Councillor	Planning Application No.	Subject	Type of Interest
D J Attfield	WA 07/1067	46 Crooksbury Road, Farnham	Personal

**ELECTION OF CHAIRMAN**

Councillor C Genziani was elected Chairman of the Planning Consultative Group.

**ELECTION OF VICE-CHAIRMAN**

Councillor D Attfield was elected Vice-Chairman of the Planning Consultative Group.

**WA 07/0862**

Construction of a sand school.  
Westlea Stables, Old Park lane, Farnham.

**No objection subject to clarification that no lighting will be used.**

**WA 07/0863**

Display of non-illuminated sign.  
24 Lion and Lamb Yard, Farnham.

**No objection.**

**WA 07/0864**

Erection of a replacement bungalow following demolition of existing dwelling.  
Summerfield Cottage, Runfold St George, Badshot Lea, Farnham.

**Farnham Town Council believes that the new dwelling should meet the Eco Homes 'very good' standard as a minimum and attain zero carbon emissions.**

**WA 07/0865**

Display of illuminated signs (revision of WA 07/0246).  
9-11 East Street, Farnham.  
Previous comments of the Planning Consultative Group held on 1<sup>st</sup> March, 2007, were as follows: no objection.

**No objection.**

**WA 07/0872**

Erection of a single storey extension.  
Bower House, 25 Sandrock Hill Road, Wrecclesham, Farnham.

**No objection subject to there being no detrimental effect of the development on the residential amenities of adjacent properties.**

**WA 07/0874**

Erection of an extension and alterations.  
4 Shortheath Crest, Farnham.

**No objection.**

**WA 07/0883**

Erection of a replacement mast and antenna.  
4 Larkfield Close, Farnham.



**No objection.**

**WA 07/0887**

Conversion of existing dwelling to provide 2 dwellings with associated parking.

85 Shortheath Road, Farnham.

**No objection subject to the provision of adequate parking and the refurbishment being undertaken using materials sympathetic to the existing building.**

**WA 07/0888**

Provision of 6 parking spaces and construction of a vehicular access.

Unit 3, Monkton Park, Farnham.

**No objection.**

**WA 07/0889**

Provision of 6 parking spaces and construction of a vehicular access.

Unit 3, Monkton lane, Farnham.

**No objection.**

**WA 07/0890**

Erection of a single storey extension, roof lights and alterations.

28 Meadow Way, Rowledge, Farnham.

**No objection.**

**WA 07/0900**

Erection of a new dwelling.

The Orchard, Nelson Close, Farnham.

**No objection.**

**WA 07/0901**

Outline application for a mixed use scheme comprising 45 new dwellings and a 41 bed nursing home together with associated parking and landscaping.

Land at 6a-8 Wrecclesham Road, Farnham.

Previous comments of the Planning Consultative Group of 1<sup>st</sup> March, 2007, were as follows: Although Farnham Town Council notes that the highways authority considers the access arrangements to be acceptable, our previous

comments still stand:

1. Farnham Town Council reiterates the problems with the very high levels of traffic at the bridge and roundabout. The impact of traffic from this site has been underestimated
2. Farnham Town Council is concerned about the proposals for the highway given the amount of traffic that will emerge onto this road.
3. Farnham Town Council notes the reduction in the number of dwellings but we still consider that this is over development.
4. The cumulative effect of the numerous residential developments in the recent past in this area should not be ignored.
5. Farnham Town Council regrets the loss of some of the social housing.
6. Farnham Town Council notes the reduction in height of the care home but is still concerned about the 3 storeys of plots 39-41.
7. The parking for the carehome still appears to be inadequate.

- 1. Farnham Town Council reiterates the problems with the very high levels of traffic at the bridge and roundabout. The impact of traffic from this site has been underestimated.**
- 2. Farnham Town Council is concerned about the proposals for the highway given the amount of traffic that will emerge onto this road.**
- 3. The cumulative effect of the numerous residential developments in the recent past in this area should not be ignored and their impact on the local infrastructure.**
- 4. The parking for the carehome still appears to be inadequate.**
- 5. Farnham Town Council is concerned about the flooding and the development of this site may contribute further to this issue.**

**WA 07/0903**

Erection of a detached garage and use of existing garage as habitable accommodation.

Park Lodge, 11 Parkside, Farnham.

**Concerned about the impact on the street scene if the garage is at the front of the building plot.**

**WA 07/0910**

Application for a Certificate of Lawfulness under Section 192 for the proposed alteration to roof and construction of new dormer window.

2 Broomwood Way, Farnham.

**No objection.**

**WA 07/0911**

Provision of dropped kerb.  
8 Ridgway Road, Farnham.

**No objection.**

**WA 07/0912**

Erection of extensions and alterations (revision of WA 07/0406).  
Latchets, Latchwood Lane, Farnham.  
Previous comments of the Planning Consultative Group held on 15<sup>th</sup> March, 2007, were as follows: This site lies within the South Farnham Area of Special Environmental Quality Police Area (BE3).

**No further comments.**

**WA 07/0915**

Erection of pair of semi-detached dwellings.  
Land at Fairvalley Farm, 8 Rosemary Lane, Rowledge, Farnham.

**No objection.**

**WA 07/0918**

Consultation under Regulation 3 for the erection of a replacement garden gallery building and garden wall.  
Museum of Farnham, 38 West Street, Farnham.

**The proposal is within the Farnham Conservation Area and Farnham Town Council would wish that building materials should be in keeping with the surrounding buildings and that no trees should be removed. However, if there is a need for trees to be removed these should be replaced with specimens local to the area.**

**WA 07/0919**

Consultation under Regulation 13 for Listed Building Consent to demolish and re-build part of a garden wall.  
Museum of Farnham, 38 West Street, Farnham.

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

**WA 07/0923**

Erection of a pitched roof over existing flat roof to provide loft accommodation with alterations to elevations (revision of WA 06/2465).  
Sagana, The Hatches, Farnham.

Previous comments of the Planning Consultative Group held on 9<sup>th</sup> November, 2006, were as follows: No objection.

**No objection.**

**WA 07/0928**

Erection of a conservatory and a chimney.  
Chatsfield, Little Green Lane, Farnham.

**No objection.**

**WA 07/0931**

Erection of a single storey extension and the provision of canopies.  
The Royal Arms, 172 Farnborough Road, Farnham.

**No objection.**

**WA 07/0935**

Erection of extensions (revision of WA 06/2801).  
14 Coleson Hill Road, Farnham.

Previous comments of the Planning Consultative Group held on 21<sup>st</sup> December, 2006, were as follows: No objection.

**No objection.**

**WA 07/0944**

Display of illuminated sign.  
Woolmead House, Bear Lane, Farnham.

**Object, this sign is out of keeping with the surrounding area.**

**WA 07/0952**

Application for Listed Building Consent for the demolition of curtilage stables.  
Land at Moor Park House, Moor Park Lane, Farnham.

**No objection.**

**WA 07/0954**

Erection of a two storey extension and alterations.  
Manley Bridge Cottage, 2 Rosemary Lane, Rowledge, Farnham.

**No objection subject to the use of sympathetic and suitable materials.**

**WA 07/0958**

Erection of a two storey extension.  
44 Badshot Park, Badshot Lea, Farnham.

**No objection in principle subject to no detrimental impact on neighbouring properties.**

**WA 07/0960**

Display of a non-illuminated sign (revision of WA 06/2878).  
Carpetright, Unit 3, Romans Business Park, East Street, Farnham.  
Previous comments of the Planning Consultative group held on 18<sup>th</sup> January, 2007, were as follows: No objection.

**No objection.**

**WA 07/0961**

Erection of a chimney.  
22 Lodge Hill Road, Farnham.

**No objection.**

**WA 07/0966**

Display of non-illuminated signs.  
7 West Street, Farnham.

**Farnham Town Council acknowledges the need for modern businesses within the retail area of Farnham, and that modern logos are difficult to adapt to the requirements of a conservation area, however the Town Council would recommend that the overall body of the sign may be adopted to reflect the conservation area.**

**WA 07/0968**

Erection of extensions and alterations following demolition of existing extension (revision of WA 07/0435).  
Sutton Lodge, 11a Pine Ridge Drive, Lower Bourne, Farnham.  
Previous comments of the planning Consultative Group held on 15<sup>th</sup> March, 2007, were as follows: This site lies within the South Farnham Area of Special Environmental Quality Policy Area (BE 3).

**No comment.**

**WA 07/0975**

Erection of a conservatory.  
23 Tor Road, Farnham.

**No objection.**

**WA 07/0980**

Outline application for the erection of a building to provide 10 2 bedroom flats with associated outbuildings, parking and landscaping following demolition of existing dwellings.  
Land at 41 Frensham Road, Farnham.

**Farnham Town Council objects on the grounds that**

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

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

**WA 07/0981**

Erection of a single storey extension.  
27 Boundstone Road, Wrecclesham, Farnham.

**No objection.**

**WA 07/0982**

Demolition of existing porch and erection of a single storey extension.  
3 lodge Hill Road, Farnham.

**No objection.**

**WA 07/0983**

Erection of single storey extension and alterations.  
20 High park Road, Farnham.

**No objection.**

**WA 07/0984**

Erection of extensions (revision of WA 06/1573).

16 Sheephouse, Farnham.

Previous comments of the Plans Panel held on 20<sup>th</sup> July, 2006, were as follows: No objection.

**No objection.**

**WA 07/0987**

Erection of an extension and alterations.

18 Moor Park Lane, Farnham.

**No objection subject to the materials being used are in sympathy with the existing building.**

**WA 07/0995**

Erection of a new dwelling and garage.

Land at Bourne House, 15 Vicarage Hill, Farnham.

**Farnham Town Council considers that this development by the nature of its size, scale and location would have a detrimental impact on the street scene. Farnham Town Council has concerns that the egress from this development is onto a junction and would contribute to the growing traffic issues in the area.**

**The Town Council is concerned that infill building in this area could be a precursor to similar proposals in the immediate area thereby establishing precedence for future development.**

**WA 07/0996**

Application for a Certificate of Lawfulness under section 192 for a loft conversion with rear dormer.

15 Badshot Lea Road, Badshot Lea, Farnham.

**Farnham Town Council considers that this development is out of keeping and we are concerned about the impact on the residential amenities of neighbouring properties.**

**WA 07/0997**

Erection of a first floor extension.

2 White Rose Lane, Farnham.

**No objection in principle but the design should reflect the current building and the materials used should be in keeping so as not to detract from the existing building.**

**WA 07/0999**

Erection of a replacement double car barn.  
11 Old Park Lane, Farnham.

**No objection.**

**WA 07/1002**

Erection of a single storey extension.  
39 St Georges Road, Farnham.

**No objection in principle but Farnham Town Council is concerned about the possible impact upon the residents amenities of 41 St Georges Road.**

**WA 07/1006**

Erection of extensions (revision of WA 06/2367).  
41 Aveley Lane, Farnham.  
Previous comments of the Planning Consultative Group of 9<sup>th</sup> November, 2006, were as follows: No objection.

**No objection.**

**WA 07/1008**

Application under Section 73/73A for the variation of Condition 8 to allow for later improvements to the road junction of outline consent WA 04/1815; (outline application for the erection of 134 dwellings and a children's nursery following demolition of certain existing buildings).  
Farnham Hospital, Hale Road, Farnham.

**Farnham Town Council strongly objects to this amendment. We believe that the existing condition should be implemented fully as a delay would be significantly detrimental to pedestrian and vehicle traffic movements.**

**WA 07/1009**

Application under Section 73/73A for the variation of Condition 9 of outline consent WA 04/1815 to remove the requirement for pedestrian improvements to the signalised junction at East Street/Hale Road and Guildford Road; (outline application for the erection of 134 dwellings and a children's nursery following demolition of certain existing buildings).  
Farnham Hospital, Hale Road, Farnham.

**Farnham Town Council strongly objects to this amendment. We believe that the existing condition should be implemented fully as a**



**delay would be significantly detrimental to pedestrian and vehicle traffic movements.**

**WA 07/1010**

Erection of extensions and alterations.  
10 Broomleaf Road, Farnham.

**Farnham Town Council objects. This proposal is overdevelopment, out of character and will have a detrimental impact on the street scene.**

**WA 07/1015**

Erection of extensions and alteration including increase in height to part of the roof to provide loft conversion with dormer windows.  
Pine Needles, 2 Vicarage Close, Farnham.

**No objection.**

**WA 07/1016**

Erection of a replacement dwelling following demolition of existing dwelling.  
9 Gold Hill, Farnham.

**Farnham Town Council objects on the basis that the scale and height of the building are too high and out of keeping with the area and in particular the ridge height is too high.**

**WA 07/1019**

Erection of an outbuilding following demolition of existing shed and greenhouse.  
2 Rowhills Close, Farnham.

**No objection.**

**WA 07/1020**

Erection of extension.  
11 St Georges Road, Farnham.

**No objection in principle subject to there being not detrimental effect of the development on the residential amenities of adjacent properties. The materials used should be sympathetic to the original building.**

**WA 07/1023**

Erection of extensions.  
22 Brook Avenue, Farnham.

**Farnham Town Council is concerned about the potential impact on the neighbours property and we note that the garage is to be incorporated into the new extension and the Council would hope that the garage be considered for use as garage space only. The materials used for the extension should match the existing building.**

**WA 07/1025**

Erection of extensions.  
17 Folly Hill, Farnham.

**Farnham Town Council is concerned about the loss of parking space.**

**WA 07/1029**

Erection of a new detached dwelling.  
Land at Woodview, Bourne Grove, Farnham.

**Farnham Town Council has no objections in principle however, we would request that the proposed planting and landscaping should be strictly enforced as part of this planning approval.**

**WA 07/1030**

Change of use of building from a car showroom to Class A1 (retail) use with independent office (follows invalid application WA 07/0831).  
Hawthorns, Romans Business Park, East Street, Farnham.  
Previous comments of the Planning Consultative Group of 26<sup>th</sup> April, 2007, were as follows: No objection.

**No objection.**

**WA 07/1033**

Erection of extension (revision of WA 07/0331).  
6 Quennels Hill, Farnham.

Previous comments of the Planning Consultative Committee held on 1<sup>st</sup> March, 2007, were as follows: Farnham Town Council is concerned about the potential impact on the neighbours' amenity.

**No objection in principle subject to there being no detrimental effect of the development on the residential amenities of adjacent properties.**

**WA 07/1042**

Erection of a conservatory.  
5 Heron Close, Farnham.

**No objection in principle subject to there being no detrimental effect of the development on the residential amenities of adjacent properties.**

**WA 07/1043**

Erection of a first floor extension (revision of WA 07/0305).  
80 Copse Avenue, Farnham.

Previous comments of the Planning Consultative Group held on 1<sup>st</sup> March, 2007, were as follows: Farnham Town Council is concerned about variation to roof line to south elevation and concerned about impact on the street scene.

**No objection in principle but the materials used should be sympathetic to the original building.**

**WA 07/1044**

Erection of extensions following demolition of existing garage (revision of WA 06/2257).

28 Beacon Close, Farnham.

Previous comments of the Planning Consultative Group held on 12<sup>th</sup> October, 2006, were as follows: Farnham Town Council is concerned about the size of the extension. It is overlarge and dominating. It has been unsympathetically designed and it changes the style of the whole property.

**Object to the loss of the garage and the fact that the proposed extension is too close to the neighbouring property.**

**WA 07/1045**

Erection of a new dwelling.  
52 Knights Road, Farnham.

**Object, this proposal will cause additional traffic movements in a school area and will be detrimental to the street scene as it will be out of keeping with the neighbouring properties.**

**WA 07/1050**

Erection of an extension.  
6 Bethel Close, Farnham.

**Object, this extension is out of keeping with the existing property and neighbouring property and Farnham Town Council is concerned about the detrimental effect on the residential amenities of**

numbers 5 & 7.

**WA 07/1059**

Application for a Certificate of Lawfulness under Section 192 for the construction of a double garage for storing motorcars and a workshop for domestic, house and garden store and for D.I.Y. all ancillary to the house. Minadhu, Manley Bridge Road, Rowledge, Farnham.

**The use of the building should be conditioned purely for the use of the proposed application.**

**WA 07/1061**

Erection of extensions and alterations following demolition of existing conservatory.  
Bryanston, Great Austins, Farnham.

**Farnham Town Council has no objection in principle to the general application but consider the proposals for the garage to be overdevelopment. However, Farnham Town Council is concerned about the possible impact of proposed development on residential amenities of neighbouring properties and that the materials used should be sympathetic to the existing building.**

**WA 07/1062**

Erection of a two storey extension following demolition of existing extension (revision of WA 07/0473).

21 Byworth Road, Farnham.

Previous comments of the Planning Consultative Group held on 15<sup>th</sup> March, 2007, were as follows: No objection.

**Object, due to the impact upon the residential amenities of number 23 and the loss of garaging.**

**WA 07/1067**

Erection of extensions and alterations (revision of WA 06/2513).

Sandstones, 46 Crooksbury Road, Farnham.

Previous comments of the Planning Consultative Group held on 23<sup>rd</sup> November, 2006, were as follows: No objection.

**No objection.**

**WA 07/1069**

Erection of a conservatory.

Windermere, Applelands Close, Wrecclesham, Farnham.

**No objection.**

**WA 07/1071**

Construction of a vehicular access and provision of parking bays (revision of WA 07/0465).

Abbeyfield House, 48-50 Ridgeway Road, Farnham.

Previous comments of the Planning Consultative Group held on 15<sup>th</sup> March, 2007, were as follows: No objection.

**Object on the basis of traffic movements and pedestrian safety.**

**WA 07/1076**

Erection of extension and alteration including use of garage as habitable accommodation together with the erection of a detached garage (revision of WA 07/0384).

Limebrook, 67b Upper Hale Road, Farnham.

Previous comments of the Planning Consultative Group held on 15<sup>th</sup> March, 2007, were as follows: No objection.

**Farnham Town Council are concerned that the position of the garage may have a detrimental impact on the residential amenities of number 69.**

**WA 07/1078**

Erection of extensions and alterations.

Braewood, 11 Pine Ridge Drive, Lower Bourne, Farnham.

**No comment.**

**WA 07/1079**

Erection of extensions (revision of WA 06/2929).

6 manor Gardens, Lower Bourne, Farnham.

Previous comments of the Planning Consultative Group held on 18<sup>th</sup> January, 2007, were as follows: No objection.

**No objection.**

**WA 07/1081**

Erection of extensions and alterations following demolition of existing garage.

11 Prospect Road, Rowledge, Farnham.

**Concerned about the detrimental impact on the residential amenities of number 9 and concerned about the loss of parking due to the loss of the garage.**

**WA 07/1082**

Consultation under Regulation 3 for the erection of ground and first floor extensions to provide fitness room, 2 group rooms, new entrance lobby and ancillary accommodation.

South Farnham Middle School, Menin Way, Farnham.

**No objection.**

**WA 07/1087**

Erection of a detached garage/store.

11a Greenhill Road, Farnham.

**No objection.**

**WA 07/1092**

Conversion of existing farm office and tea room to grooms office, tea room, wc and shower room with space for temporary overnight accommodation for attending groom linked to existing stud and stables.

Building A, Waverley Court Farm, Monks Walk, Farnham.

**No objection in principle, however Farnham Town Council is concerned that the building may be used for permanent accommodation and we strongly recommend that a condition should be imposed that the building be used for temporary accommodation only.**

**WA 07/1093**

Erection of a garden room following demolition of existing conservatory.

20 Great Austins, Farnham.

**No objection subject to the approval of the conservation officer.**

**WA 07/1094**

Construction of dormer windows and extension to provide a chalet bungalow.

1 Upper Bourne Vale, Wrecclesham, Farnham.

**No objection.**

**WA 07/1095**

Erection of a single storey extension following demolition of existing garage.

14 Cherry Tree Road, Rowledge, Farnham.

**No objection.**

**WA 07/1096**

Erection of a single storey extension.  
24 Hill View Road, Farnham.

**Farnham Town Council is concerned about the impact on the residential amenities of adjacent residential properties.**

**WA 07/1106**

Erection of extensions and alterations to existing bungalow to provide a chalet bungalow (revision of WA 06/2317).  
42 Folly Lane North, Farnham.  
Previous comments of the Planning Consultative Group held on 9<sup>th</sup> November, 2006, were as follows: No objection.

**Farnham Town Council is concerned about the impact upon the street scene and the residential amenities of neighbouring properties. We are concerned that the proposed extensions and alterations will not be in keeping with the street scene and may impact on the residential amenities of the neighbouring properties.**

**WA 07/1109**

Erection of a two storey extension.  
20 Broomleaf Road, Farnham.

**No objection in principle subject to any impact on residential amenities of neighbouring properties.**

**WA 07/1117**

Erection of extensions.  
18 Red Lion Lane, Farnham.

**Farnham Town Council is concerned about the impact on the residential amenities of the properties 20 & 24.**

**WA 07/1118**

Use of integral garage as habitable accommodation, erection of a detached garage/car port together with the erection of a porch.  
20 Stoneyfields, Farnham.

**No objection.**

**WA 07/1122**

Erection of extension.

Whytecroft, 23 Gong Hill Drive, Lower Bourne, Farnham.

**No objection.**

**WA 07/1128**

Erection of an extension.

Winton, old Compton Lane, Farnham.

**No objection.**

**Appeals Lodged**

**WA 07/0137**

Erection of a new dwelling following demolition of existing dwelling.  
17 Stream Farm Close, Lower Bourne, Farnham.

Comments of the Plans Panel of 1<sup>st</sup> February, 2007, were as follows:

It is difficult to comment without sight of the existing elevations;  
however, we are concerned about the size of the proposals.

**Noted.**

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

**TM 07/0052**

Squirrel Wood, The Avenue, Rowledge, Farnham.

Application to fell an Oak tree the subject of Tree Preservation order  
Far 134.

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

**TM 07/0053**

10 Annandale Drive, Farnham.

Consent to fell a tree the subject of Tree preservation Order 28/03.

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



**TM 07/0058**

Brambles, 3 Craven Close, Farnham.

Application for consent for works to trees the subject of Tree Preservation Order 7/00.

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

**TM 07/0059**

46 The Crescent, Farnham.

Application for consent for works to trees the subject of Tree Preservation order Far 40.

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

**TM 07/0062**

11 Longhope Drive, Farnham.

Application for works to trees the subject of Tree Preservation order 5/99.

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

The meeting closed at 8.15pm.

Date

Chairman