



FARNHAM TOWN COUNCIL

Mr Roland Potter
Town Clerk

14 March, 2008

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 20 MARCH, 2008, at 7.00PM.**

The Agenda for the meeting is set out below.

Yours faithfully

A handwritten signature in black ink that reads 'R. Potter'.

Mr Roland Potter
Town Clerk

QUESTIONS BY THE PUBLIC – GENERAL

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.



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AGENDA

1 APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

2 MINUTES

TO SIGN as correct record the minutes of the Farnham Town Council meeting held on 7 February, 2008 (attached at **Appendix A**).

3 DISCLOSURE OF INTERESTS

TO RECEIVE from members, in respect of any items included on the agenda for this meeting, disclosure of any personal or prejudicial interests in line with the 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 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 if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

4 STATEMENTS BY THE PUBLIC

The Town Mayor TO INVITE members of the public present, to indicate on which item, 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 COMMITTEE STRUCTURE

To REVIEW the Structure of Council meetings following the completion of a twelve month pilot scheme whereby all the Council's decision making was undertaken by Full Council without the use of Committees.

To CONSIDER the recommendations of the Corporate Development and Audit Task Group – report attached at **Appendix B**.

7 STAFFING ISSUES

To NOTE the contract for Job Evaluation has been awarded to South East Employers.

To CONSIDER the recommendation of the Corporate Development and Audit Task Group (CDATG) that all Council's Staff and all Elected Members are Criminal Records Bureau (CRB) cleared.

To CONSIDER the recommendation of the CDATG that the Town Clerk make enquiries for the Council to be registered as a provider of the CRB service.

To NOTE the appointment of Catherine Cooper to provide Maternity Leave cover for the Major Projects Co-ordinator.

Report attached at **Appendix C**.

8 APPLICATION TO WAIVER FINANCIAL REGULATIONS – AS PER REGULATION 11.1 (b)

To NOTE the project phasing for the Bandstand installation at Gostrey Meadow, Farnham.

To NOTE that as per Financial Regulation 11.1 (b) that three quotes should be obtained for Phase 1 of the Band Stand Project.

To CONSIDER under Financial Regulation 11.1 (c), that Council waiver Financial Regulation 11.1 (b) to obtain three quotes for Phase 2 and 3 of the Bandstand project due to the limited number of suppliers and the time restraints on completing the Bandstand project.

Report attached at **Appendix D**.

9 PROJECT UPDATES

To RECEIVE a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk, report attached at **Appendix E**.

Part 2 – ITEMS TO NOTE

10 PLANNING APPLICATIONS

TO RECEIVE the minutes of the meetings of the Planning Consultative Group held on 31 January, 14 February and 28 February 2008 (attached at **Appendix F**) as submitted for the information of the Council. The action taken there under is in accordance with delegated authority.

11 FINANCE

To NOTE authorisation of payments, to be available for inspection 15 minutes before the start of the meeting.

12 WEBSITE

To NOTE the development work to enhance the web site services and to improve it's communication with residents and to provide a mechanism to obtain a flavour of local opinion. Report attached at **Appendix G**.

13 ITEMS TABLED

None.

14 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.

15 EXCLUSION OF THE PUBLIC AND PRESS

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 16, of the agenda during receipt of the Confidential Minutes of the Farnham Town Council meeting held on 7 February 2008.

Part 3 – CONFIDENTIAL ITEMS

15 CONFIDENTIAL MINUTES

TO SIGN as correct record the confidential minutes of the Farnham Town Council meeting held on 7 February, 2008 – to be sent under separate cover for **Members only**.

The Town Mayor will close the meeting.

FARNHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 7 FEBRUARY 2008 AT
7.00PM AT WRECCLESHAM COMMUNITY CENTRE, GREENFIELD ROAD, FARNHAM

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

Officers Present:

Roland Potter (Town Clerk)
Kevin Taitt (Grounds and Service Manager)
Wendy Coulter (Member and Committee Services Co-ordinator)

C 151/07 QUESTIONS BY THE PUBLIC

No members of the public wished to ask a question.

C 152/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors V Duckett, J Maines, S O'Grady and A Thorp.

C 153/07 MINUTES

The minutes of the meeting held on 10 January, 2008, were signed by the Town Mayor as a correct record.

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C 154/07 DISCLOSURE OF INTERESTS

No members, in relation to any items included on the agenda for this meeting, disclosed any personal or prejudicial interests in line with the Parish Council's Code of Conduct, or gifts and hospitality in line with Government Legislation.

C 155/07 STATEMENTS BY THE PUBLIC

No members of the public wished to make a statement.

Part 1 – ITEMS FOR DECISION

C156/07 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor congratulated the Farnham Team who took part in the Intertown Sports Competition. The Farnham Team won the competition however; the Mayor was disappointed with that the event had not been given more coverage in the local press.

C157/07 CEMETERIES GROUP REPORT

Members received a report on the work undertaken under delegated authority by the Cemeteries Group.

Members noted the Terms of Reference of the Cemeteries Working Group – **attached to record minutes.**

It was reported that following the Council meeting held in December 2007 the Cemeteries Group was asked to consider Health and Safety Issues including whether or not the Council should charge a one off nominal fee. Members noted that the Cemeteries Group had agreed that a one off nominal fee of £50 should be charged and this would include a transfer of memorial, a memorial permit, transfer of ownership and general administration.

Members were asked to consider the delegation of authority to lay down memorials to the Cemeteries Group. Members discussed this issue and agreed that the Cemeteries Working Group should be granted delegated authority to agree to lay down memorials.

RESOLVED: That delegated authority be given to the Cemeteries Working Group to make decisions to lay down memorials.

C158/07 REVIEW OF FEES

Cemeteries

Members received a report on the review of Cemetery Charges for 2008/2009.

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As part of the Council's budget planning for 2008/2009 it was agreed that income received for the use of cemeteries should be reviewed.

Members were asked to consider the adoption of a financial strategy to ensure that the cemeteries service was not subsidised by residents who chose not to use that service and the fees should also be comparable with neighbouring burial authorities.

The Annual Operating Cost of the Cemeteries for 2008/09 is anticipated to be £103,125 of which income is received from fees of £40,300. This leaves an operating deficit of £62,825 which is currently funded by local residents through the Parish Precept.

The Cemeteries Working Group considered a financial strategy which would address the financial weaknesses in the cemeteries service. This strategy would establish a sound foundation for the Council's Cemeteries to be operated in a professional business environment and be competitive with neighbouring burial authorities.

Members noted that there was also a need to improve and extend the staffing to provide the cemeteries service but that this development would be considered at a later meeting.

Members were asked to consider the following options in order to establish a more robust financial strategy to reduce the financial burden on the Farnham residents as tax payers.

1. Reduce the period of exclusive rights of burial from 100 years to 30 years.
2. Adopt a combined single pricing structure.
3. Adopt cemetery fees to address the deficit in the operational cost of delivering the service.

The Town Clerk explained that currently the purchase of the Right of Burial entitles a family to use a grave for 100 years. The contribution for the maintenance of the cemeteries is allocated over 100 years and the funding is based on the price paid at the time of the purchase. It does not take into account the rising cost of maintenance of the cemeteries and the implications of new legislation e.g. Health and Safety.

The Town Clerk further explained that it is a condition of the purchase that any memorial is maintained by the purchaser or their succeeding family. However due to the Right of Burial for 100 years graves are often not maintained and it is almost impossible to trace families to take responsibility for the graves.

Other factors that the Members considered were that guarantees for memorials are time restricted to thirty years and it is becoming national practice to grant exclusive rights of burial for a period of 30 years with the option to purchase additional 5 year extensions to the time period.

The Town Clerk explained that if the period of Exclusive Right of Burial is reduced it would allow the Council to be proactive in contacting grave owners to extend the exclusive right thereby keeping the Council's records up to date.

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Members considered the adoption of a consolidated pricing structure. Under the current pricing structure the Town Council charges for individual areas of service which may be charged at different times e.g.:

- ◆ Purchase of Exclusive Rights of Burial
- ◆ Interment fees
- ◆ Memorial fees

Members considered adopting a consolidated pricing scheme where the initial fee includes all elements of the service.

Members considered a review of cemetery fee charges. It was explained that the growing deficit of operating the Council's cemeteries is as a result of the following:

- ◆ The extensive period of exclusive Right of Burial (100 years)
- ◆ Cemetery fees which do not reflect the true cost of operating the cemeteries
- ◆ The rising cost of maintenance of the cemeteries
- ◆ The requirement to provide additional training for staff to comply with new legislation
- ◆ Impact of changes in weather patterns which require grass to be cut more often
- ◆ The requirement to comply with new legislation e.g. Health and Safety

The fees which were recommended were formulated on the basis of being comparable with the fees of neighbouring local burial authorities.

Schedule of Agreed Cemetery Charges 2008/2009	
Service	Fees at 1 March 2008 (£)
Double Depth Grave: First interment, Exclusive Rights of Burial and right to erect a memorial	1,925
Single Depth Grave: First interment, Exclusive Rights of Burial and right to erect a memorial	1,870
Re-opening of grave	670
Purchase of grave	1,050
Ashes: First interment, Exclusive Rights of Burial and right to erect a memorial	800
Children under 12 years	340
Purchase of additional 5 years of Exclusive Rights of Burial	200
Additional inscription for graves purchased prior to 01/03/08	100
Memorial permit for graves purchased prior to 01/03/08	150
Transfer of ownership	65
Administration Charges	50
The Council does not recharge the interment fees for children under 12 years.	

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RESOLVED:

1. That the Town Council will only grant Exclusive Rights of Burial for a period of 30 years and that there will be an opportunity to purchase an additional 5 years on the anniversary of the completion of each original 5 year period.
2. The Exclusive Rights of Burial for a period of 30 years will be implemented from 1 March 2008.
3. That a consolidated pricing scheme is adopted for the cemeteries service for all new burials or interments.
4. That the new pricing scheme will be implemented from 1 March 2008.
5. That the following consolidated charges are adopted for the cemeteries service.
6. The consolidated charges will be implemented from 1 March 2008.

Allotments

Members considered a review of Allotment Charges for 2008/2009.

Members were reminded that as part of the Council's budget planning for 2008/2009 it was agreed that fees from the rental of allotments would be reviewed.

Members considered three options for a financial strategy to ensure that over an approved period of time the allotment service should not be subsidised from the Parish Precept.

The Annual Operating Cost of the Allotments for 2008/09 is anticipated to be £7,475 of which income is received from fees of £3,470. This leaves an operating deficit of £4,005 which is currently funded by local residents through the Parish Precept.

Members noted that the Council's allotment service also includes additional benefits which are not included in the operational cost of the service and include:

- ◆ Allotment newsletter (4 times per year)
- ◆ Allotment show
- ◆ Annual Allotment Competition
- ◆ Scarecrow Competition
- ◆ Winter allotment lecture

Farnham Town Council's allotment charges were compared to allotment charges at neighbouring local authorities and Farnham Town Council's charges were found to be the lowest in the area.

When the Town Council last reviewed its cemetery charges in 2007/2008 the charges were increased for a 5 rod allotment from £11.50 to £14.00 with a recommendation that the allotment fees should be reviewed to reduce the cost to the residents who pay the parish precept.

Members considered adopting a financial strategy over 3, 4 or 5 years to reduce the cost of allotments. Members debated in detail the issues regarding different lengths of time for a financial strategy and agreed that if the strategy was agreed for five years, the costing would not cover the real cost of the allotments. It was therefore agreed that a three year strategy would be more suitable.

RESOLVED: That the following 3 year financial strategy be adopted for allotment charges:

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Year	Cost of 5 rod allotment (£)
2007/2008	14.00 (0.27p per wk)
2008/2009	18.90 (0.36p per wk)
2009/2010	23.80 (0.46p per wk)
2010/2011	28.75 (0.55p per wk)

C 159/07 CEMETERY REGULATIONS/CEMETERIES CHARTER

Members were requested to consider delegating to the Town Clerk the authority to amend the Cemetery Regulations and Charter to allow for changes to the Exclusive Rights of Burial/Cemetery Fees and variations to the design and shape of memorials.

RESOLVED: That authority be delegated to the Town Clerk to amend the Cemetery Regulations and Charter to change the Exclusive Rights of Burial to 30 Years, to change the Cemetery Fees and to approve variations to the design and shape of memorials.

C 160/07 FARNHAM IN BLOOM GROUP REPORT

Members received a report on the work undertaken under delegated authority by the Farnham in Bloom Group on the Britain in Bloom Project.

Members noted that the Farnham in Bloom Group had agreed its Terms of Reference – **attached to record minutes**.

The Farnham in Bloom group had progressed the Farnham entry for South East in Bloom 2008. This would be based on a contiguous mile around the Town Centre.

All businesses and residents in the Town would be contacted in writing and asked to help with the competition.

A flyer had been produced promoting Farnham in Bloom and asking businesses in Farnham to sponsor hanging baskets. The leaflets will be distributed with promotional packs sent out to all the businesses.

It was noted that partnership working between Farnham Town Council, Waverley Borough Council and Surrey County Council would be encouraged and promoted and officers were liaising with both Councils.

Members noted that the Secret Garden Competition would take place again in 2008 and the open day would be on Sunday 13 July 2008. A leaflet to advertise the competition would be produced and included in the Farnham in Bloom Information Pack.

RESOLVED: That the Farnham in Bloom Working Group progress report be noted.

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C 161/07 DELIVERY OF AGENDAS

Members received a short report on the delivery of agendas and how possible cost savings for the budget 2008/2009.

Farnham Town Council has a legal duty to summon Members to attend meetings with a signed agenda which must be delivered by post or hand to the address of the Councillor.

The Town Council has no legal duty to provide supporting papers or reports prior to a meeting.

It was noted that currently the cost of posting a Full Agenda is approximately £60 per Full Council meeting and approximately £10 - £15 for a working group agenda.

Members considered the following three options:

- a) to receive by email the supporting papers and reports
- b) to receive by email a notification that the Full Agenda and supporting papers are on the website for inspection and/or downloading
- c) to continue to receive supporting papers and reports by post prior to the meeting.

RESOLVED:

- 1. That the Full Agenda including the supporting papers and reports would continue to be sent by post prior to the meeting.**
- 2. Other general communications would be made available for collection by members at the Council offices or at Council Meetings.**
- 3. All Working Group Agendas and Papers would continue to be sent via email to Members.**

C 162/07 PROJECT UPDATES

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

RESOLVED: That the progress report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk be noted.

C 163/07 PRIMARY CARE TRUST GUILDFORD AND WAVERLEY CO-DESIGN GROUP

Members were asked to nominate an additional Farnham Town Council representative for the Guildford and Waverley Primary Care Trust Co-Design Group.

RESOLVED: That Councillor D Le Gal be nominated as Farnham Town Council's additional representative on the Guildford and Waverley Primary Care Trust Co-Design Group.

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Part 2 – ITEMS TO NOTE

C 164/07 PLANNING APPLICATIONS

Members received the list of observations of the Planning Consultative Group meetings held on 3 January and 17 January 2008.

RESOLVED: That the observations made by the Planning Consultative Group held on 3 January and 17 January 2008 and dealt with in accordance with delegated authority, be noted.

C 165/07 REPORTS FROM OUTSIDE BODIES

Members received the Blackwater Valley Countryside Partnership AGM held on 9 November 2007.

Councillor Cockburn reported that the Voluntary Service Council was now operating across Surrey. The new organisation of the Voluntary Service Council would allow for greater access to funding and training.

C 166/07 UPDATE ON COFFEE MORNINGS

Members received an update on the work carried out as a consequence of the Mayor's Coffee mornings - **attached to record minutes.**

C 167/07 WORKING GROUP MEMBERSHIP

Members noted the current Working Group Membership for 2008 – **attached to record minutes.**

C 168/07 FINANCIAL REPORTS

Members received a copy of the Farnham Town Council Budget as submitted to Waverley Borough Council for the request for the parish precept for 2008/2009 – copy attached to record minutes.

C 169/08 ITEMS TABLED

None.

C 170/07 PUBLICITY

Council agreed that a Press Release would be issued regarding the following items:

Farnham Town Council's successful Mayors' coffee mornings
The formal release of the Council's Budget for 2008/2009
The appointment of an official Town Council piper.

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C 171/07 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Item 21, Farnham Transportation Task Group, Agenda Item 22, Wrecclesham Community Centre, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 20.

Part 3 – CONFIDENTIAL ITEMS

C 172/07 FARNHAM TRANSPORTATION TASK GROUP

Members received the confidential minutes of the Farnham Transportation Task Group meeting held on 9 January 2008.

C 173/07 WRECCLESHAM COMMUNITY CENTRE (SUB LEASE)

Members received an update on the current position with Wrecclesham Community Centre.

The Town Mayor closed the meeting at 8.50pm.

Date

Chairman

FARNHAM TOWN COUNCIL

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

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

COMMITTEE: FULL COUNCIL

DATE: 20 MARCH 2008

NAME OF COUNCILLOR: _____

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

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

Signed

Dated

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

² A personal interest includes:

Any matter registered in the register of interests

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

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

⁴ State item under consideration.



FARNHAM TOWN COUNCIL

REVIEW OF THE COUNCIL'S DEMOCRATIC STRUCTURE	
AUTHOR: <i>Roland Potter</i> <i>Town Clerk</i>	PRESENTED BY: <i>Roland Potter</i> <i>Town Clerk</i>
PRODUCED FOR FULL COUNCIL 20 MARCH 2008	DATE OF REPORT: 13 MARCH 2008
SUMMARY OF KEY ISSUES To consider the recommendations of the Corporate Development and Audit Task Group. Current Situation In May 2007 the Council decided that it would pilot the operation of the Council's democratic process with no committees with all decisions being made at Council meetings or through delegated authority to Working Groups and the Town Clerk. The Council has had a structured timetable of 9 Council Meetings in addition the Council held two further meetings to address specific issues of local concern. The Council was supported by the following Town Council Working Groups: Corporate Development and Audit Task Group Planning Consultative Group Cemeteries Working and Appeal Group Farnham in Bloom Review Group Bandstand Working Group Minerals Working Party (Ad Hoc) Issues considered by CDATG CDATG considered two other options for the reintroduction of committees. However, it was the view of CDATG that the current democratic system had worked well although there were areas for improvement in addition Members acknowledged that the organisational structure had been streamlined to reflect the pilot project thereby releasing other Council officers to deliver services to the public rather than servicing committees. Clarifying the Role of the Mayor As per Civic Ceremonial a Handbook and Guide by Paul Millward (4 th Edition) "The Mayor and the Council". "However, the role of Mayor as 'First Citizen' and the widely accepted idea of the Mayor representing all the people of the authority does support the idea of Political Neutrality.... Political Neutrality may mean ceasing committee work, attending party meetings and even canvassing for themselves or others.... The Mayor whilst being Chair of the Council and First Citizen is not the Leader of the Council and does not as such have a role to play in the	

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political leadership of the Council”.

“The main duty of the Mayor is to preside over principal meetings of Council and, if present at the meeting he/she must preside (Local Government Act 1972 Sec 12 para 5 (1))”.

Recommendations of the Corporate Development and Audit Task Group.

1. To continue with the current piloted democratic structure
2. To adopt Terms of Reference for the Working Groups attached at **Annex A**
3. To ensure a more transparent and accountable process of reporting by working groups to Council
4. To adopt the timetable of meetings attached at **Annex B**
5. To define the role of the Mayor as the Civic Head of the Town Council
6. That the role of the Mayor as recommended by the Civic and Ceremonial Handbook should not include membership of any working Groups

VENUES OF COUNCIL MEETINGS (FOR MEMBER DISCUSSION)

In May 2008 Council decided that wherever possible Council Meetings would be held in local Wards.

Members are requested to consider if they wish to continue this practice however, members are requested to take the following issues into consideration:

1. Difficulty in obtaining suitable venues
2. Venues cannot be booked in advance to suit the Council timetable
3. Poor attendance of public at meetings
4. Members of public identify the Council offices as the civic centre
5. Difficulty in advertising meetings to an interested audience
6. Failure to have an attractive agenda content which addresses local Ward concerns

Officer Observations

1. As the Council offices are identified as the civic centre meetings should be located in the Council Chamber, South Street, Farnham.
2. However, when there are Major Local Ward issues the Council should be flexible to change its venue to engage local ward residents on an area of major concern.
3. The Council should review how it would publicise a Ward Council meeting to ensure that the local residents can attend and that the local issues are a priority on the Council agenda.
4. The Council should review how it publicises all of its meetings.

FINANCIAL IMPLICATIONS:

There are no Financial Implications under this recommendation. However should Council choose an alternative democratic structure there may be additional staffing costs.

RECOMMENDATION:

1. **To continue with the current piloted democratic structure**
2. **To adopt Terms of Reference for the Working Groups**
3. **To ensure a more transparent and accountable process of reporting by working groups to Council**

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|---|
| <ol style="list-style-type: none">4. To adopt the timetable of meetings5. To agree that the role of the Mayor should be restricted to the Civic Head of the Town Council6. That the role of the Mayor as recommended by the Civic and Ceremonial Handbook should not include membership of any working Groups |
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SUPPORTING INFORMATION:

Civic Ceremonial a Handbook and Guide by Paul Millward (4 th Edition)
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FOR FURTHER INFORMATION CONTACT:

Roland Potter

FARNHAM TOWN COUNCIL

PLANNING CONSULTATIVE GROUP

TERMS OF REFERENCE - DRAFT 1 12.03.2008

Purpose:

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

To have delegated authority to carry out the following:

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

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

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

FARNHAM TOWN COUNCIL

CORPORATE DEVELOPMENT AND AUDIT GROUP

TERMS OF REFERENCE - DRAFT 2 13.03.2008

The Group will comprise of 5 members.

The quorum of the Group shall be three members.

The Group shall nominate an Elected Member as Chairman.

Purpose

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

Terms of Reference

To develop and or review the following and to make recommendations to Full Council:

Policy and Procedures

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

Finance

7. Council's Financial Plan and Strategy
8. Annual Estimates and Precept
9. Use of financial reserves

ITEM 6
ANNEX A(2)

10. Investment Strategy
11. Leasing, loans and finance
12. Revenue Grants
13. Project Grants outside delegated authority
14. Appointment of an independent Internal Auditor
15. Asset management and strategy
16. To ensure that the Council is full covered by Insurance to carry out all it's functions as a Local Authority

Staffing

17. Staffing establishment levels and appropriate levels to deliver services
18. Regrading, re-evaluation and new staffing posts and salary scales and conditions of service
19. Annual Appraisal of Town Clerk
20. Recruitment procedures, equal opportunity statements and guidelines on employment practice
21. To determine the second stage appeals with regard to grievance and disciplinary procedures for all employees.

Cemeteries Working Party

Terms of Reference

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

Key Tasks

To determine Stage 4 appeals of the Cemetery Regulations.

To monitor and review the progression of the Health and Safety Inspections.

To consider issues raised during commencement of Health and Safety Inspections.

To recommend to Council cemetery fees except where this has been explicitly delegated to the Working Group.

To monitor the operation and maintenance of Cemetery Buildings.

To review the role of Cemetery Buildings and to make recommendations to Council.

To review policies for the future operation and use of cemeteries and to recommend to Council.

To monitor complaints regarding the Cemeteries Service.

Membership

Officers – R. Potter (Town Clerk), K Taitt (Grounds and Service Manager), N Goddard Rural Development Co-ordinator) and W Coulter (Members and Committee Services Co-ordinator).

Councillors – G Beel, C Cockburn, V Duckett, G Hargreaves and L Fleming.

Farnham in Bloom Working Party

Terms of Reference

Aims & Objectives

To work with the Town Clerk and Officers for the improvement and development of gardens, open spaces and other public spaces (including Cemeteries) in the Town Council area.

Key Tasks

To work with officers to manage and deliver:

- Britain in Bloom
- Farnham in Bloom
- Secret Gardens

To identify and obtain sponsorship

To negotiate the transfer or management of assets to Farnham Town Council from Waverley Borough Council including:

- Borelli Walk
- The Harun Garden

And to report to Council for approval.

To develop, implement and promote the principle of Pride in Farnham.

Membership

Officers – R. Potter (Town Clerk), S Rayner (Town Development co-ordinator), K Taitt (Grounds and Service Manager), N Goddard (Rural Development Co-ordinator), C Sydenham (Major Projects Co-ordinator) and W Coulter (Members and Committee Services Co-ordinator).

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

FARNHAM TOWN COUNCIL

BANDSTAND WORKING GROUP (AD HOC)

TERMS OF REFERENCE - DRAFT 1 12.03.2008

Purpose:

To develop a Bandstand in Gostrey Meadow together with associated support services.

To have delegated authority to carry out the following:

- a) To develop a work programme for the installation of a Bandstand in Gostrey Meadow.
- b) To negotiate with Land Owners permissions and licences for the installation of a Bandstand and associated support services.
- c) To obtain the relevant planning permission for the installation of a bandstand and associated services.
- d) To commission works for the installation of the bandstand and associated services.
- e) To organise the official opening of the bandstand.
- f) To be responsible for monitoring the use and maintenance of the bandstand for the first twelve months of operation.
- g) To be responsible for the negotiation and transfer of Waverley Borough Council assets relevant to Gostrey Meadow.
- h) To refer any of the above matters to Full Council for debate and decision if required.

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

FARNHAM TOWN COUNCIL

MINERALS CONSULTATIVE GROUP (AD HOC)

TERMS OF REFERENCE - DRAFT 1 12.03.2008

Purpose:

To make observations on all Mineral Extraction and associated issues.

To have delegated authority to carry out the following:

- a) To inform the community of Farnham on mineral extraction issues and to encourage participation in decision making.
- b) To make observations on all mineral extraction and all associated issues notified by the relevant authority.
- c) To submit the Council's and the Minerals Consultative Group's observations to the relevant planning authorities.
- d) To hear preliminary proposals for mineral extraction within Farnham and it's hinterland.
- e) To represent the views of the Council at appeals relating to mineral extraction.
- f) To consider the environmental impact of mineral extraction proposals in Farnham and adjacent parishes.
- g) To refer any of the above matters to Full Council for debate and decision.

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

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

FARNHAM TOWN COUNCIL

BUSINESS OF THE COUNCIL AS A CORPORATE BODY

TERMS OF REFERENCE

DRAFT 1 05.03.08

These Terms of Reference apply to a Council which operates solely as a Council and or with Committees/Sub Committees.

Therefore the Term 'Committee or Sub Committee' only applies where a Council chooses to appoint any of these.

Purpose:

To ensure that Farnham Town Council, it's Elected Members, Officers, volunteers and representatives comply with all legislation relevant to the Town Council.

The Council may (under section 101, Local Government Act 1972) with certain exceptions delegate any of its functions to:

- a) A committee
- b) A Sub-Committee
- c) An officer of the Council

The exceptions are:

- a) Issuing a Precept
- b) Approving the End of Year Accounts and Annual Return
- c) Borrowing money
- d) Lending money
- e) Amending Standing Orders and Financial Regulations
- f) Incurring capital expenditure which is over and above the Council's approved budget
- g) Fixing the number of committees, and the names and number of Members appointed to each committee
- h) Determine the functions and constitution of Committees and Sub-Committees
- i) Fix dates of routine meetings of the Council and its Committees
- j) Fill Member vacancies which occur on any Committee or Council (if required to do so by law)
- k) Appoint of nominate persons to fill vacancies on outside bodies
- l) Confirm the appointment of and dismiss the Town Clerk

ITEM 6 ANNEX A(7)

Delegated Authority to Town Clerk:

The Council may, from time to time and by mutual consent, delegate authority to the Town Clerk or other appropriate officer.

- a) The Town Clerk may send to the Full Council any matter which in his/her opinion it would be advisable to so refer. And further, that each of the Standing Committees shall formulate a resolution to the effect that:
The Town Clerk shall take such action as is deemed necessary, in the interests of expediency, on any matter for which the committee has delegated authority.
- b) The Town Clerk has the authority to cancel or postpone a meeting owing to lack of business or in an emergency.
- c) Any Standing Committee may on the requisition of 51% of the members present, should it consider that a wider view on any particular issue be necessary, refer the matter to the Full Council for determination.

Standing Orders

Full Council will make decisions on the following matters:

Policy and Procedures

1. To review policy and policy objectives
2. Amend as required, Standing Orders and Financial Regulations
3. To authorise matters of major policy resource use under the Council's own terms of reference and in the form of recommendations from other committees; or where the recommendations of one committee on a particular matter differ from the recommendations of another committee on the same matter.
4. To carry out as necessary, a performance review on aims, objectives, powers and duties of the Council and standing committees.
5. To develop and monitor the Council's Risk Management Strategy.
6. To develop the Council's Strategic Objectives and monitor the Council's performance against these.

Finance

7. Develop the Council's Financial Plan.
8. To prepare annual estimates and precept
9. The use of financial reserves
10. To regulate and control the finances of the Council with powers to revise, in each financial year the estimates of the spending committees.
11. To authorise additional expenditure at the request of a spending committee for items not included in the estimates, provided that savings cannot be found within the committee's estimates and that funding is available.
12. Expenditure from the Contingency Fund.
13. To consider and authorise capital expenditure on schemes approved by Council.
14. To receive statements of income and expenditure
15. To receive details of urgent expenditure incurred by the Town Clerk under Financial Regulations.
16. To direct the raising of loans, leasing finance and investment funds held by the Council and the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
17. To give guidance and instructions to spending committees and officers for the formulation of forward programmes and financial guidelines.
18. To authorise the acceptance of a tender, other than the lowest if the payment is to be made by the Council, or the highest tender, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
19. To waiver Financial Regulations
20. The making of grants to local organisations in accordance with the Local Government Act 1972, s 137, 144, 145. Local Government (Miscellaneous Provisions) Act 1976 s 19, Local Government and Rating Act 1997, Part III S26 – 30.

ITEM 6
ANNEX A(7)

21. The use of powers to participate in schemes of collective investment in accordance with the provisions of the Trustee Investments Act 1961, s. 11.
22. To appoint an independent Internal Auditor.

Staffing

23. Agree, with a recommendation from the Town Clerk on
 - a) Staffing levels
 - b) The Grading of Staff and level of remuneration using as a guide the National Joint Council salary scale and conditions of service.
24. To undertake the appointment of Town Clerk in line with the Terms and Conditions approved by the National Association of Local Council and the Society of Local Council Clerks.
25. To consider the terms and conditions of service and pension provisions of the Town Council's staff referring to the Scheme of Conditions of Service of the National Joint Council's, and the National Association of Local Councils.
26. To oversee that Staff are appointed in accordance with the Council's Recruitment Procedure and Equal opportunities Statement and Guidelines on Employment Practice.
27. To determine the final internal appeal stage within the grievance and disciplinary procedures for all employees.

Civic

28. The use by any other organisation of the Armorial Bearings as exemplified according to the laws of arms and recorded in the College of Arms.
29. Future provision of civic regalia.
30. To promote the highest standards in all aspects of public life.

Assets

31. To manage the Council's freehold and leasehold property and make recommendations on all land use issues.
32. To oversee the management and administration of all the Town Council's Assets.

ITEM 6
ANNEX A(7)

33. Provision for offices and for public meetings and assemblies in accordance with the provisions of the Local Government Act 1972, s. 133.
34. To deal with all leases and licences.
35. The use of powers to acquire by agreement, to appropriate, to dispose of land in accordance with the provisions of Local Government Act 1972, ss 124, 126, 127.
36. Approve requests for reproduction rights.

Services

37. To ensure the Council's existing services are effectively and efficiently undertaken.
38. To identify any new service(s) or facilities required which can be delivered by the Town Council.
39. To make representations to the appropriate local authority to identify services which could be delivered by the Town Council.
40. To make representations to the appropriate authority in respect of all health care, social care, community care, housing matters and public transport services.

Insurance

41. To ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
42. To ensure that the Council has managed all risks relevant to or associated with its services.

Legal Matters

43. The prosecution or defence of any legal proceedings.
44. To deal with all matters affecting the Local Government boundaries of the town of Farnham.
45. To deal with all matters regarding leases and licences.

ITEM 6
ANNEX A(7)

46. To deal with all legal matters pertaining to Farnham Town Council e.g. Freedom of Information Act, Data Protection.

Administration

47. Oversee the production of the Annual Report and other publications.

48. To oversee the administration of all Council services.

General

49. To promote Town Twinning with other organisations.

50. To accept gifts, including land.

51. To consider, where appropriate, the environmental impact on decisions being made by the Council.

52. To consider under Section 17 of the Crime and Disorder Act, any implications the decisions of the Council may have on Community Safety.

53. To deal with all matters not specifically delegated to any other Standing Committee.

NOTE:

The Town Council is a Corporate Body (Local Government Act 1972 sections 14 and 33). As a Corporate Body the Council is a person (Interpretation Act 1889, section 19) and is distinct from its members (either as individuals or collectively). The Council remains in uninterrupted existence until its lawful dissolution, even if its members vacate office, or its membership falls so low that it is unable to act because it is not quorate.



FARNHAM TOWN COUNCIL

STAFFING ISSUES

AUTHOR:

Roland Potter
Town Clerk

PRESENTED BY:

Roland Potter
Town Clerk

PRODUCED FOR FULL COUNCIL
20 MARCH 2008

DATE OF REPORT:
13 MARCH 2008

SUMMARY OF KEY ISSUES

To consider the recommendations of the Corporate Development and Audit Task Group.

1. Job Evaluation

As previously approved by the Council the Town Clerk has obtained a quote from South East Employers for the implementation and evaluation of all posts within the Council with the exception of manual positions.

The process will require staff to complete a detailed questionnaire with regard to their job and not how they deliver their job. This will then be subject to a scoring and evaluation as prescribed in the National Joint Council Green Book on job evaluations.

Members have requested that in addition to the current staff job evaluations that a potential new post of Finance and Asset Officer should be evaluated based on the possible future increase in delegated services to the Town Council and legal requirements regarding statements of accounting practice where the Council turnover exceeds 1 million pounds.

This consultancy work will be undertaken by South East Employers over the next five to six months.

The cost of the project is approximately £2,200.

2. CRB Checks

The Working Group recommends that all Council Staff and Elected Members should complete a CRB check due to their contact with children and vulnerable members of the community.

The Town Clerk has been instructed to make enquiries to register the Town Council as a provider of the CRB service which can also be made available to other Parish Councils.

ITEM 7
APPENDIX C

3. Maternity Cover

To note the appointment of Catherine Cooper to provide Maternity Leave Cover for the post of Major Projects Co-ordinator. Miss Cooper will be employed from 7 April 2008 to 31 March 2009 and transfers to the Town Council from Truro City Council where she has been employed as the Tourist Information Centre Manager.

FINANCIAL IMPLICATIONS:

1. Job Evaluation costs £2,200 to be funded from General Reserves.
2. CRB Checks – the cost of CRB clearance will be funded from within Council's current Budget.
3. Maternity Cover – additional salary costs have already been allowed in the 2008/2009 Budget calculations.

RECOMMENDATION:

1. **To note the contract for Job Evaluation has been awarded to South East Employers.**
2. **To approve the recommendation of the CDATG that all Council's Staff and all Elected Members are CRB cleared**
3. **To approve the recommendation that the Town Clerk make enquiries for the Council to be registered as a provider of the CRB service.**
4. **To note the appointment of Catherine Cooper to provide Maternity Leave cover for the Major Projects Co-ordinator.**

SUPPORTING INFORMATION:

The Job Evaluation Process details are available from the Town Clerk.

FOR FURTHER INFORMATION CONTACT:

Roland Potter



FARNHAM TOWN COUNCIL

APPLICATION TO WAIVER FINANCIAL REGULATIONS – AS PER REGULATION 11.1 (b)	
AUTHOR: <i>Roland Potter</i> <i>Town Clerk</i>	PRESENTED BY: <i>Roland Potter</i> <i>Town Clerk</i>
PRODUCED FOR FULL COUNCIL 20 MARCH 2008	DATE OF REPORT: 13 MARCH 2008
SUMMARY OF KEY ISSUES <p>The following report contains the recommendations from the Bandstand Working Group to Full Council regarding the award of two contracts for the construction of a Bandstand in Gostrey Meadow, Farnham.</p> <p>The Planning Application for the above Bandstand has been submitted to the Planning Authority and subject to the approval of this application it is anticipated that the Bandstand Project including the installation of the Bandstand will be completed by the end of July and a Grand Opening will take place on Sunday 27 July 2008.</p> <p>The construction of this project will be split into two phases</p> <p>Phase 1. Construction of base and supply of utilities – estimated cost £10,000 Phase 2. Supply and fabrication of Bandstand – estimated cost £25,000 Phase 3. Installation of CCTV coverage.</p> <p>Financial Regulation 11.1 (b) requires three quotes to be obtained for each part of the project.</p> <p>The Bandstand Working Group recommends</p> <ol style="list-style-type: none">1. As per Financial Regulation 11.1 (b) that three quotes be obtained for Phase 1 of this project.2. As per Financial Regulation 11.1 (c) that Council approve the waiving of Financial Regulations for Phase 2 and 3 of this project due to the limited number of suppliers and the time restraints on completing this project.	
FINANCIAL IMPLICATIONS: <ol style="list-style-type: none">1. All funding has been identified from within Council's Budget and funds for the completion of this project are available from within Council Reserves.2. The Council will continue to apply Best Value Principles in the awarding of the above contracts.	

ITEM 8
APPENDIX D

RECOMMENDATION:

1. To note that as per Financial Regulation 11.1 (b) that three quotes should be obtained for Phase 1 of the Band Stand Project.
2. That under Financial Regulation 11.1 (c), that Council waive Financial Regulation 11.1 (b) to obtain three quotes for Phase 2 and 3 of the Bandstand project due to the limited number of suppliers and the time restraints on completing the Bandstand project.

SUPPORTING INFORMATION:

Farnham Town Council Financial Regulation 11.1 attached at **Annex A**.

FOR FURTHER INFORMATION CONTACT:

Roland Potter

EXTRACT FORM FARNHAM TOWN COUNCIL FINANCIAL REGULATIONS

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list. Exemption will be made where a contract is for a number of units of a lower value e.g. hanging baskets at a cost of £125 per unit.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

ITEM 8 ANNEX A

The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- (g) If less than three tenders are received for contracts above £2,500 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 61, 63 and 64.
- (i) When it is to enter into a contract less than £2,500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £100 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- (j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

ITEM 9
APPENDIX E

PROJECT MONITORING & SIGNIFICANT ACTIONS UNDER DELEGATED AUTHORITY – 1 FEBRUARY 2008-15 MARCH 2008

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
	COMMUNITY LEADERSHIP			
1	Take the Town Council Meetings out of the Council Offices in to the community.	Dates for 2008/2009 meetings to identified.	To be considered by Council 20 March 2008.	Wendy Coulter
2	Annual Town Meeting	The Annual Town Electors Meeting will be held on 10 April	The meeting will be held in the Council Chamber, South Street	Wendy Coulter
	CORPORATE GOVERNANCE			
3	Council Corporate Risk Management.	Review undertaken in March	To be reported to Council 3 April 2008.	Town Clerk
4	Preservation and archiving of cemetery records.	Back data input to be completed by 31 December 2007	Purchase information being entered onto system	Town Clerk
5	Review of Office Accommodation.	Meeting with Members 19.02.2008.		Town Clerk
6	Web Site	Statistics for December 2007	See attached report in Part 2.	Town Clerk
7	East Street Redevelopment - Planning Application	The application has now been received by the Town Council and will be considered on 3 April 2008.	The venue will be the Council Chamber, South Street, Farnham and seating capacity will be limited.	Town Clerk
8	Annual Report	The Annual Report will be collated for publication in June 2008		Town Clerk
	ECONOMIC DEVELOPMENT			
9	Farmers Market.	Monthly market.	Easter Farmers Market 23 March 2008, to include Winston the Singing Farmer and an Easter Quiz trail.	Ginny Gordon
10	Heritage Trail.	Leaflet redesigned by University College of Arts Student. Due to be printed August/September 2007.	Project on hold due to withdrawal of copy right	Town Clerk

ITEM 9
APPENDIX E

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
11	Visitor Information Points (VIP)	Review of sites undertaken. Development of Touch Screen information.	Negotiations to begin with two venues for touch screens.	Town Clerk
12	Easter in Farnham	Project planning in preparation for Easter in Farnham	FTC working in partnership with Rotary Club of Farnham Weyside to organise the Easter Extravaganza and Duck Race on Easter Saturday (22 March 2008). Leaflet being produced to advertise all activities happening over the weekend (including that of local businesses) working with retailers to produce a Hidden Duck Train throughout town.	Town Clerk
13	Band Concerts	A series of band concerts have been arranged for June, July, August and September.	Refreshments will be provided by local charities who will staff the Council tea tent which will also be available for each event.	Town Clerk
14	Castle Street Continental Markets	The project is under negotiation.	It is anticipated to establish 3 two day markets in 2008. The Council is in negotiation with WBC to obtain concessionary parking.	Town Clerk
15	Heritage Open Days 11-14 September 2008	Farnham Town Council is now working with the Farnham Society to develop Heritage Open Days	Some new and exciting initiatives are currently being developed including a display of old photographs in the Council Chamber over the 4 day event.	Sheila Rayner
	SERVICES			
16	Maltings Festival and Street market in Downing Street	This is a partnership project with the Maltings and will involve the closure of Downing Street on Saturday 10 May for a market.	Formal confirmation of Road Closure required. Surrey Police intend to charge £62 per hour for each police officer required. There will be an informal meeting with Downing Street retailers hosted by the mayor to inform of the Council's plans.	Town Clerk
17	Central Car Park and Surrounding areas.	Waverley Borough Council has responded to the report prepared by Farnham Town Council on the condition of Central Car Park	A meeting was held with Waverley Borough Council and agreement has been reached on the issues that they will tackle.	Sheila Rayner

ITEM 9
APPENDIX E

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
18	Cemeteries.	29 January 2008 – 29 February 2008 Total Burials – 5 Total Reservations/Purchases – 4 Total Memorials – 4 Total Transfers – 1		Sue Tunley
19	Cemeteries Health & Safety Inspections	Inspections completed in Badshot Lea Cemetery and Green Lane Cemetery	1 st Letters sent out for Badshot Lea Cemetery. Good response from grave owners. Green Lane data currently being entered onto system.	Wendy Coulter/Kevin Taitt
20	Bus Shelter installation programme.	5 Sites identified for shelters subject to Surrey CC approval.	A replacement shelter is to be installed in Upper Hale Road, near Tesco's in February 2008	Sheila Rayner
21	Cycle rack installation programme.	11 Sites identified. Currently waiting for Surrey CC to install.		Sheila Rayner
22	Environmental Improvements Footpath at Hatch Mill Footpath rear of Bear and Ragged Staff Wrecclesham Handrail to Footpath near Bourne Mill	Resurfacing works now on order with SCC Footpath works now completed Handrail installation now on order from SCC	'Before' and 'After' pictures will appear in the next newsletter	Sheila Rayner
23	Gostrey Meadow	Transfer of the management responsibility of Gostrey Meadow	An initial meeting has been held with WBC regarding the transfer of the management of this service. A business plan is being brought together for consideration by the Council in March 2008	Town Clerk
24	Borelli Walk/Haren Garden	Transfer of the management responsibility of Borelli Walk.	An initial meeting has been held with WBC regarding the transfer of the management of this service. A business plan is being brought together for consideration by the Council in March 2008	Town Clerk
25	Bandstand	Building of a bandstand in Gostrey Meadow	A Planning Application has been submitted, the provisional project completion date is the end of July 2008. The project will include CCTV surveillance of the band stand and Gostrey Meadow.	Town Clerk

ITEM 9
APPENDIX E

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
26	Additional Lighting in Gostrey Meadow	Scheme being assembled	Provisional approval received from Waverley Borough Council.	Nick Goddard
27	Lease on common land at Black Pond Lane	Request for Lease from Waverley Borough Council	Awaiting reply	Town Clerk
28	Land at Green Lane Cemetery (not transferred with cemetery)	Unused land accessible from cemetery required for additional cemetery space	Waverley Borough Council refused transfer – land required for development	Town Clerk
29	Weybourne Allotments	Initial enquiries with Waverley Borough Council regarding transfer	Awaiting reply	Town Clerk
	QUALITY OF LIFE			
30	Graffiti management.	The Town Council continues to provide a monthly response to graffiti based on reports by the public and staff.	None.	Nick Goddard

FARNHAM TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING CONSULTATIVE GROUP
OF FARNHAM TOWN COUNCIL
HELD ON THURSDAY, 31 JANUARY 2008 AT 6.30PM

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

- * Present
- o Apologies for absence.

PP 150/07

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.

Name of Councillor	Application Number	Subject	Type of Interest	Reason
D J Attfield	WA 08/0059	Land at 11 Compton Way	Personal	Customer
D J Attfield	WA 08/0078	Copse House, 7 Temples Close	Personal	Customer
C Storey	WA 08/0060	Wrecclesham Tennis Club	Personal	Proximity to home

WA 07/2740

Change of use, alterations and extensions to provide enlarges public house and the provision of an extract flue together with an extension to existing flat at No. 102 (revision of WA 07/0439).

102 & 104 Upper Hale Road, Farnham.

Previous comments of the Planning Consultative Group held on 15 March 2007 were as follows: No objection.

No objection.

WA 07/2744

Erection of extension and alterations to existing bungalow to provide a 2 storey dwelling.

97 Broomleaf Road, Farnham.

No objection.

WA 07/2746

Erection of part single storey part two storey extension.
14 Shortheath Crest, Farnham.

Object. Concerned about adverse impact on the residential amenities of the neighbouring properties.

WA 07/2748

Demolition of Unit 9E (formerly Unit 4) and erection of a replacement building to form 2 new units allowing flexible business use, Class B1 (b) & (c); and/or general industrial use, Class B2; storage & distribution use, Class B8 (revision of WA 07/0340).

Unit 9e, 9 Farnham Trading Estate, Water Lane, Farnham.

Previous comments of the Planning Consultative Group held on 1 March 2007 were as follows: The refurbishment of this existing employment site is welcomed.

No objection.

WA 07/2749

Erection of extensions and alterations.
29 Boundstone Road, Farnham.

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

WA 07/2754

Erection of an extension and alterations, conversion of garage to habitable accommodation and erection of a detached double garage (revision of WA 07/2329).

9 Windermere Way, Farnham.

Previous comments of the Planning Consultative Group held on 22 November 2007 were as follows: Concerned about the potential adverse impact on the residential amenities of the neighbouring properties in road adjacent to the proposed garage.

No objection.

WA 07/2760

Erection of two detached dwellings (revision of WA 07/2028).

Land to rear of 104 Boundstone Road, Rowledge, Farnham.

Previous comments of the Planning Consultative Group held on 11 October 2007 were as follows: Object, overdevelopment. The proposal is cramped on the plot, this will have an urbanizing impact on the edge of the settlement. Farnham Town Council is concerned about the detrimental impact upon neighbouring properties.

Object, overdevelopment. The proposal is cramped on the plot; this will have an urbanizing impact on the edge of the settlement. Farnham Town Council is concerned about the detrimental impact upon neighbouring properties.

ITEM 10 APPENDIX F

WA 07/2762

Demolition of existing dwelling and erection of a pair of semi-detached dwellings.
9 Upper Hale Road, Farnham.

Object. Overdevelopment for the site. Concerned about access and egress from the site onto a busy road.

WA 08/0008

Erection of a summer house to provide ancillary accommodation.
Highmoore, 52 Compton Way, Farnham.

Object. This could potentially be a precursor to further infill development in this area.

If the planning authority is mindful to grant this application Farnham Town Council suggests that the use be conditioned for occasional use only.

WA 08/0009

Alterations to elevations.
The Mulberry (Formerly The Exchange), Station Hill, Farnham.

No objection subject to the approval of the Listed Building's officer. The materials used should match the existing.

WA 08/0010

Application for Listed Building Consent for internal and external alterations.
The Mulberry (Formerly The Exchange), Station Hill, Farnham.

No objection subject to the approval of the Listed Building's officer. The materials used should match the existing.

WA 08/0018

Erection of an extension.
4 Elkins Grove, Hazell Road, Farnham.

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

WA 08/0021

Demolition of existing garage/car port and covered way to 19B and erection of a detached dwelling with detached garage/car port and associated works.
Land adjoining 19b Upper Hale Road, Farnham.

Object. Concerned about increase in traffic movements, overdevelopment of the site and the adverse impact on the residential amenities of the neighbouring properties.

ITEM 10 APPENDIX F

WA 08/0022

Erection of a building to provide 10 flats following demolition of existing dwelling (revision of WA 07/1632).

Land at 3 Shortheath Road, Farnham.

Previous comments of the Planning Consultative Group held on 9 August 2007 were as follows: Objection. This is overdevelopment; the size and mass of the proposed building is too large for the site.

- a. Farnham Town Council is concerned about the increase in traffic.
- b. The proposed development is out of keeping with the local area.
- c. The proposed development will have an adverse impact on the street scene.

Objection. This is overdevelopment; the size and mass of the proposed building is too large for the site.

- d. **Farnham Town Council is concerned about the increase in traffic.**
- e. **The proposed development is out of keeping with the local area.**
- f. **The proposed development will have an adverse impact on the street scene.**

WA 08/0025

Erection of an extension.

William Cobbett, Bridge Square, Farnham.

No objection subject to approval of the Listed Building's officer.

WA 08/0026

Application for Listed Building Consent for an extension.

William Cobbett, Bridge Square, Farnham.

No objection subject to approval of the Listed Building's officer.

WA 08/0029

Erection of a two storey extension.

82 Firgrove Hill, Farnham.

No objection.

WA 08/0033

Erection of an extension, construction of a pitched roof over flat roof and conversion of garage into habitable accommodation; alterations.

Mulberry House, 2 Lickfolds Road, Rowledge, Farnham.

Objection, Farnham Town Council regret the loss of car parking.

WA 08/0038

Conversion of existing double garage to habitable accommodation and erection of an attached garage.

4 Orchard End, Rowledge, Farnham.

No objection.

WA 08/0043

Erection of a single storey extension.

2 Winston Walk, Lower Bourne, Farnham.

No objection.

WA 08/0045

Erection of a single storey extension.

22 Waverley Lane, Farnham.

No objection however concerned about the possible impact on the residential amenities of the neighbouring properties.

WA 08/0047

Alteration to elevation to provide larger ground floor window.

5 Mead Lane, Farnham.

No objection subject to consent of Listed Buildings Officer.

WA 08/0048

Application for Listed building Consent for the alteration to elevation to provide a larger ground floor window.

5 Mead Lane, Farnham.

No objection subject to consent of Listed Buildings Officer.

WA 08/0049

Change of use from office to a single family dwelling (revision of WA 07/2146).

3 The Fairfield, Farnham.

Previous comments of the Planning Consultative Group held on 21 October 2007 were as follows: No objection.

No objection.

WA 08/0050

Erection of extensions and alterations (revision of WA 07/1158).
21 The Crescent, Farnham.

Previous comments of the Planning Consultative Group held on 21 July 2007 were as follows: Concerned about the proximity of the proposed extension to the neighbouring boundary. Overdevelopment for the site and impact on the residential amenities of neighbouring properties.

Concerned about the proximity of the proposed extension to the neighbouring boundary. Overdevelopment for the site and impact on the residential amenities of neighbouring properties.

WA 08/0055

Erection of a conservatory.
30 Edward Road, Farnham.

No objection in principle however concerned about possible adverse impact on residential amenities of neighbouring properties.

WA 08/0056

Erection of a two storey extension.
2 Pottery Lane, Wrecclesham, Farnham.

No objection.

WA 08/0057

Erection of a two storey extension following demolition of storeroom (revision of WA 07/1376).

Claremont, 13 Byworth Road, Farnham.

Previous comments of the Planning Consultative Group held on 5 July 2007 were as follows: No objection.

No objection.

WA 08/0058

Erection of a single storey extension (revision of WA 07/2161).
65 Boundstone Road, Rowledge, Farnham.

Previous comments of the Planning Consultative Group held on 25 October 2007 were as follows: Object. The proposed extension is out of keeping with the existing adjoining property. Farnham Town Council is concerned about the impact on the residential amenities of the neighbouring properties.

Object. The proposed extension is out of keeping with the existing adjoining property. Farnham Town Council is concerned about the impact on the residential amenities of the neighbouring properties.

ITEM 10 APPENDIX F

WA 08/0059

Erection of a replacement dwelling with detached garage block and ancillary accommodation above following demolition of existing dwelling.
Land at 11 Compton Way, Farnham.

No objection.

WA 08/0060

Alterations to floodlights to court 4 to provide 4 eight metre lighting columns following removal of existing floodlighting to court 4.
Wrecclesham Tennis Club, Recreation Ground, Farnham.

No objection provided the new lights are more energy efficient and reduce light pollution. There should be minimal effect on the neighbouring properties.

WA 08/0061

Retention of a garden shed.
7 Black Pond Lane, Lower Bourne, Farnham.

No objection.

WA 08/0064

Alterations to elevations and internal layout.
The Bush Hotel, The Borough, Farnham.

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

WA 08/0065

Application for Listed Building Consent for internal and external alterations.
The Bush Hotel, The Borough, Farnham.

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

WA 08/0068

Erection of extensions following demolition of existing garage.
21 South Avenue, Farnham.

Objection. Concerned about the loss of parking and Farnham Town Council believes that this is overdevelopment for the site.

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WA 08/0072

Application for a Certificate of Lawfulness under Section 192 for the retail sale of furniture to the public (Class A1) with ancillary, residential, office and storage accommodation (revision of WA 07/1966).

Runfold Antiques, Guildford Road, Runfold, Farnham.

Previous comments of the Planning Consultative Group held on 27 September 2007 were as follows: Farnham Town Council objects to the principle of retrospective planning applications.

Farnham Town Council objects to the principle of retrospective planning applications. However, Farnham Town Council has no objections to this proposal.

WA 08/0077

Erection of a portacabin for a temporary period of 3 years.

Phyllis Tuckwell Hospice, Waverley Lane, Farnham.

No objection.

WA 08/0078

Erection of a replacement dwelling following demolition of existing.

Copse House, 7 Temples Close, Farnham.

No objection.

WA 08/0079

Application for a Certificate of Lawfulness under Section 191 for the use as a single dwelling house (Class C3).

Unity House, 29 The Street, Farnham.

No objection.

WA 08/0084

Erection of extensions and alterations including the erection of an extension to provide an indoor swimming pool (revision of WA 06/2808).

60 Crooksbury Road, Farnham.

Previous comments of the Planning Consultative Group held on 21 December 2006 were as follows: No objection.

No objection.

The meeting closed at 7.10pm.

Date

Chairman

FARNHAM TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING CONSULTATIVE GROUP
OF FARNHAM TOWN COUNCIL
HELD ON THURSDAY, 14 FEBRUARY 2008 AT 6.30PM.

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

- * Present
- o Apologies for absence.

PP 174/07

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.

WA 08/0085

Erection of a dormer window for loft conversion.
179a Upper Hale Road, Farnham.

No objection in principle, however concerned about possible overlooking and possible detrimental effect on the residential amenities of the neighbouring properties.

WA 08/0086

Erection of a detached garage.
8 Ford Lane, Wrecclesham, Farnham.

No objection.

WA 08/0090

Erection of a single storey extension.
70 Lynch Road, Farnham.

No objection.

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APPENDIX F**

WA 08/0091

Erection of a 2 storey extension to provide further bedroom accommodation.

Ashton Manor, Beales Lane, Wrecclesham, Farnham.

No objection.

WA 08/0095

Erection of a conservatory.

Swiss Cottage, 5 Sands Road, Farnham.

No objection.

WA 08/0099

Erection of a conservatory.

Gables, Riverdale, Farnham.

No objection.

WA 08/0100

Erection of a rear extension.

34 East Avenue, Farnham.

No objection.

WA 08/0101

Erection of 2 sections of boundary fence.

Lawday House Farm, Odiham Road, Farnham.

No objection.

WA 08/0103

Construction of dormer windows, alterations and change of use of garage building to offices.

Cheyenne House, West Street, Farnham.

No objection.

WA 08/0104

Erection of extensions and alterations.

7 High Street, Rowledge, Farnham.

No objection provided materials used match existing.

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WA 08/0106

Application for a Certificate of Lawfulness under Section 191 for use as an independent dwelling.

Beech Cottage, East Street, Farnham.

No objection.

WA 08/0110

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

Sycamore House, Weybourne Road, Farnham.

No objection.

WA 08/0111

Erection of 8 new dwellings and associated works with access off Lynch Road.

Land to rear of 5-11 Old Compton Lane, Farnham.

Previous comments of the Planning Consultative Group held on 18 August 2005 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.

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.

WA 08/0112

Erection of 3 new dwellings and associated works with access off Lynch Road.

Land to rear of 5-11 Old Compton Lane, Farnham.

No objection, this proposal is more in keeping with the surrounding street scene.

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WA 08/0115

Erection of a two storey extension (revision of WA 07/2388)
23 Copse Avenue, Farnham.

Previous comments of the Planning Consultative Group held on 29 November 2007 were as follows: No objection subject to use of appropriate materials.

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

WA 08/0119

Erection of a single storey extension.
30 Weydon Hill Road, Farnham.

No objection.

WA 08/0128

Erection of a single storey extension together with an extension to detached garage.
33 Green Lane, Farnham.

No objection.

WA 08/0133

Erection of an extension.
8 Boundstone Road, Farnham.

No objection.

WA 08/0136

Erection of a two-storey extension and provision of new vehicular access.
24a Waverley Lane, Farnham.

The proposed vehicular access could be a precursor for future development. The access is also too close to the junction.

WA 08/0139

Display of illuminated signs.
8 Station Hill, Farnham.

No objection.

ITEM 10 APPENDIX F

WA 08/0141

Erection of two new dwellings following demolition of existing dwelling (revision of WA 07/1855).

Land at 7 Boundstone Road, Farnham.

Previous comments of the Planning Consultative Group held on 6 September 2007 were as follows:

Object, overdevelopment of the site and out of character with neighbouring properties.

Object. Farnham Town Council recognises the reduced mass of the proposed properties however we still consider this to be overdevelopment in this area.

WA 08/0144

Erection of extensions and alterations.

9 Glynswood, Farnham.

Object. Farnham Town Council considers this to be overdevelopment of the site and is concerned about the possible adverse impact on the residential amenities of the neighbouring properties.

WA 08/0145

Erection of a replacement dwelling following demolition of existing dwelling (revision of WA 07/2032).

Heather Bank, Swingate Road, Farnham.

Previous comments of the Planning Consultative Group held on 11 October 2007 were as follows: No objection provided that the new dwelling remains as a single dwelling.

No objection provided that the new dwelling remains as a single dwelling.

WA 08/0146

Application for Conservation Area Consent for the demolition of existing dwelling.

Heather Bank, Swingate Road, Farnham.

No objection subject to approval of the Conservation Officer.

WA 08/0147

Retention of external staircase to room over garage, together with use of the garage as habitable accommodation.

Willow Bank, The Hatches, Farnham.

Object. The current condition should stand.

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WA 08/0149

Erection of extensions and alterations together with a detached garage following demolition of existing garage and extensions.
6 Ford Lane, Wrecclesham, Farnham.

No objection.

WA 08/0150

Erection of a conservatory.
30 West End Grove, Farnham.

Objection, concerned about the potential impact on the residential amenities of number 32, West End Grove.

WA 08/0155

Applications for Listed Building Consent for internal alterations.
The Bishops Table Hotel, 27 West Street, Farnham.

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

WA 08/0158

Loft conversion; construction of dormer windows (revision of WA 07/2065).
6 Little Green Lane, Farnham.
Previous comments of the Planning Consultative Group held on 11 October 2007 were as follows: No objection.

No objection.

WA 08/0161

Erection of extensions and alterations.
13 Tor Road, Farnham.

Object. Farnham Town Council considers this to be overdevelopment of the site and is also concerned about the possible impact on the residential amenities of number 15.

Notification of Tree Work in Conservation Area.

CA 08/0009

Farnham Conservation Area.
Works to trees.
13 Borelli Mews, Farnham.

Noted.

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CA 08/0010

Farnham Conservation Area.
Works to trees.
49 Downing Street, Farnham.

Noted

The meeting closed at 7.08pm.

Date

Chairman

FARNHAM TOWN COUNCIL

**MINUTES OF THE MEETING OF THE PLANNING CONSULTATIVE GROUP
OF FARNHAM TOWN COUNCIL
HELD ON THURSDAY, 28 FEBRUARY 2008 AT 6.30PM.**

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

- * Present
- o Apologies for absence.

PP 175/07 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.

WA 08/0165

Erection of a garage extension.
1 Riverdale, Farnham.

No objection.

WA 08/0168

Erection of an extension.
38 Echo Barn Lane, Farnham.

No objection.

WA 08/0169

Outline application for the erection of 4 new dwellings following demolition of existing dwelling but retaining building of special interest.
Hoghatch Farm, Hoghatch Lane, Farnham.

Object. Overdevelopment for the area and concerned about the increase of traffic along an unmade road. This development would be out of keeping with the surrounding properties.

WA 08/0172

Erection of extensions following demolition of existing conservatory.
5 Weydon Lane, Farnham.

Object. Overdevelopment for the site and concerned about the impact on the residential amenities of number 7.

WA 08/0173

Erection of an extension to provide new entrance and lounge.
Wey Valley House, Mike Hawthorn Drive, Farnham.

No objection.

WA 08/0175

Alterations to elevations to provide new entrance door.
21a The Borough, Farnham.

Object. The proposed modern door is not in keeping with the building compared to the existing door.

WA 08/0176

Application for consent to display illuminated signs.
21a The Borough, Farnham.

Object. The proposed signs are out of keeping with the conservation area.

WA 08/0177

Erection of a single storey extension and an underground extension.
24 School Hill, Farnham.

No objection.

WA 08/0180

Erection of extensions.
1 Birch Close, Farnham.

No objection provided the garage and garden store are conditioned for their purpose.

WA 08/0181

Replacement of existing roof.
The Crown Inn, Pine View Close, Badshot Lea, Farnham.

No objection.

WA 08/0184

Erection of extensions and alterations.
30 Crondall Lane, Farnham.

No objection.

WA 08/0185

Erection of extensions and alterations (revision of WA 07/2429).
8 Ford Lane, Farnham.
Previous comments of the Planning Consultative Group held on 18 December 2007 were as follows: No objection.

No objection.

WA 08/0186

Erection of extension following demolition of existing garage and outbuilding.
4 Old Compton Lane, Farnham.

Object. Concerned about the adverse impact on the residential amenities of the neighbouring properties.

WA 08/0191

Erection of extensions and alterations (variation to consent granted under WA 05/2251).
Snaylsynch Farm, Snaylsynch, Farnham.
Previous comments of the Plans Panel held on 15 December 2005 were as follows: No objection.

No objection.

WA 08/0197

Erection of a conservatory.
3 Hereford Lane, Farnham.

No objection.

WA 08/0202

Erection of extensions.
33 Frensham Vale, Farnham.

No objection.

WA 08/0203

Erection of conservatory.
14 The Copse, Rowledge, Farnham.

No objection.

WA 08/0205

Erection of a single storey and two storey extensions.
25 Waverley Lane, Farnham.

Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.

WA 08/0207

Conversion of existing garage into habitable accommodation.
6 Hillary Road, Farnham.

Concerned about the loss of garage and storage space.

WA 08/0209

Consultation under Regulation 3 for the installation of 4 x 10 metre floodlight columns to illuminate 3 existing tennis courts for school and community use.

Weydon School, Weydon Lane, Farnham.

No objection.

WA 08/0216

Erection of a single storey extension.
1 Orchard Road, Badshot Lea, Farnham.

No objection.

WA 08/0225

Change of use of ground floor restaurant to additional residential accommodation (to combine with first floor flat to form a two-storey single dwelling) (revision of WA 07/2339)..
61 Frensham Road, Farnham.

No objection.

WA 08/0232

Erection of extensions.
80 Lodge Hill Road, Farnham.

Concerned about possible adverse impact on the residential amenities of neighbouring properties. Natural materials would be preferable to man made materials proposed.

WA 08/0245

Demolition of Unit 9E (formerly Unit 4) and erection of a replacement building for form 2 new units allowing flexible business use, Class B1 (b) and (c); and/or general industrial use, Class B2; storage and distribution use, Class B8 (revision of WA 07/0340 and follows invalid application WA 07/2748).
Unit 9E, 9 Farnham Trading Estate, Water Lane, Farnham.

No objection.

WA 08/0248

Erection of extensions and alterations.
60 Middle Bourne Lane, Farnham.

No objection.

WA 08/0249

Erection of a conservatory.
13 White Cottage Close, Farnham.

No objection.

WA 08/0253

Erection of extension to existing cottages to provide a single dwelling following demolition of existing extensions.
Rock Cottages, East Street, Farnham.

No objection.

WA 08/0259

Erection of extensions.
Ulverstone, 7 Mavins Road, Farnham.

No objection subject to the consent of the Conservation Officer.

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APPENDIX F

WA 08/0277

Erection of a boundary fence.
13 Long Garden Walk, Farnham.

No objection.

The meeting closed at 7.05pm.

Date

Chairman



FARNHAM TOWN COUNCIL

CURRENT WEB SITE DEVELOPMENTS

AUTHOR:

Roland Potter
Town Clerk

PRESENTED BY:

Roland Potter
Town Clerk

PRODUCED FOR FULL COUNCIL
20 MARCH 2008

DATE OF REPORT:
13 MARCH 2008

SUMMARY OF KEY ISSUES

The Town Council Web site is currently entering a new phase of development with Wise Tiger the Council's Web provider.

The aim of this development work is to enhance the web site services and to improve it's communication with residents and to provide a mechanism to obtain a flavour of local opinion. The following development work has been commissioned.

1. Giraffe Mail

This will allow visitors to the site to register to receive publications. This will allow items such as the Council newsletter and Council promotional material to be circulated easier and more effectively. It is anticipated that this service will be available from 1 April 2008.

2. Pod casting

This is a service which will allow members of the public to hear recordings of meetings, interviews with members and officers and promotional material on the web site or to download the material direct on to their own machines.

The first pod cast will be used to record the Council meeting on 3 April 2008.

3. Opinion Poll

This is a single question poll, which will be placed on the web site.

The response to the question only allows one response per e-mail.

The intention is that there should be on average one question per month.

This service can be used by the Council to gauge opinion on a single issue question, to ask trivia questions to encourage tourism or community involvement.

The Council's Officers will establish a protocol for the approval of questions to be placed on the site.

It is anticipated that this service will be available form 1 April 2008.

4. Youth

Development work is being undertaken to create a youth page within the web site. The Council has already had a meeting with local Youth Workers to establish a contact path with interested young people. This work will involve working with young people, youth workers and the Council's Web Site developers. The aim will be to identify the needs of young people with regard to the web site content and to establish how and if the Council Web Site can provide this service. In particular the Council will need to ensure that the site can be

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managed safely at a minimum cost.

It is anticipated that this service will be available from 1 January 2009.

5. Surveys

Initial enquiries are being made to find a survey programme which will allow the Council to create Web based surveys as well as a general survey.

FINANCIAL IMPLICATIONS:

All funding has been identified from within Council's Budget.

RECOMMENDATION:

1. To note the above report.

SUPPORTING INFORMATION:

None

FOR FURTHER INFORMATION CONTACT:

Roland Potter