



# FARNHAM TOWN COUNCIL

Mr Roland Potter  
Town Clerk

7 December 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 at the **HALE INSTITUTE, WINGS ROAD, UPPER HALE, FARNHAM** on **THURSDAY 13 DECEMBER, 2007, 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.

## QUESTIONS BY THE PUBLIC – WARD ISSUES

THE TOWN MAYOR WILL INVITE MEMBERS OF THE PUBLIC PRESENT TO ASK QUESTIONS ON ANY LOCAL WARD ISSUES.

A MAXIMUM OF 15 MINUTES WILL BE ALLOWED FOR THE WHOLE SESSION.



Town Council Office South Street Farnham Surrey GU9 7RN  
Tel: 01252 712667 Fax: 01252 718309 Website:  
[www.farnham.gov.uk](http://www.farnham.gov.uk)



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## AGENDA

### 1 APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

Apologies received from Councillors

### 2 MINUTES

TO SIGN as correct record the minutes of the Farnham Town Council meeting held on 1<sup>st</sup> November 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 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 ORGANISATION RESTRUCTURE

To CONSIDER the recommendations of the Corporate Development and Audit Task Group (CDATG):

- To approve the new structure of the organisation to reflect the Town Councils two distinct areas of working which are Corporate and Service delivery.
- To approve the new job descriptions in support of the new structure.
- To approve the scheme of delegation from Town Clerk to officers under the new structure.

Report attached at **Appendix B**.

### 7 BUDGET 2008/2009

To CONSIDER the Draft Budget for 2008/2009, report attached at **Appendix C** (Draft Budget in separate booklet).

### 8 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 D**.

### 9 CEMETERIES – HEALTH & SAFETY INSPECTIONS

- ◆ To INFORM members of the current position regarding the Health and Safety Inspections in the Farnham Cemeteries.
- ◆ To NOTE the Project timeline.
- ◆ To NOTE the financial implications for the Health & Safety Memorial Inspection Project.
- ◆ To OBTAIN GUIDANCE from Members on issues arising from the project.

Report attached at **Appendix E**.

10 CROSS STREET BANNERS

- ◆ To NOTE that Farnham Town Council will be taking over the management and administration of the cross street banner fixings in Downing Street and The Borough in order for Surrey County Council, as Highway Authority, to issue the necessary licence to fix/place a banner over the highway.
- ◆ To CONSIDER a scale of charges if appropriate

Report attached at **Appendix F**.

11 LEISURE CENTRE FUNDING

To CONSIDER a letter from Waverley Borough Council are taking the opportunity to formally ask the Town Council if it wishes to contribute any of its resources to funding additional capital improvements to improve the services offered to residents.

Letter attached at **Appendix G**.

**Part 2 – ITEMS TO NOTE**

12 PLANNING APPLICATIONS

TO RECEIVE the minutes of the meetings of the Planning Consultative Group held on 8 November, 22 November and 29 November 2007 (attached at **Appendix H**) as submitted for the information of the Council. The action taken there under is in accordance with delegated authority.

13 FINANCE REPORT

- ◆ To RECEIVE a tabled report on the current budget.
- ◆ To NOTE authorisation of payments.

Report to be tabled.

14 STAFFING GENERAL - APPRAISALS

- ◆ To NOTE that all Staff Appraisals have been completed.
- ◆ To NOTE that the Corporate Development and Audit Task Group have instructed that the Town Clerk's Appraisal will be undertaken by Councillors (Mrs) P Frost and J Maines.

15 REPORTS FROM OUTSIDE BODIES

To RECEIVE reports form Outside Bodies – Report attached at **Appendix I**.

16 ITEMS TO BE 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.

18 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 19, of the agenda during discussion of the Organisation Restructure – Staff and Item 20 on the discussion of Staffing – Annual Pay Increases and Item 21 Staffing – Disciplinary Action.

**Part 3 – CONFIDENTIAL ITEMS**

19 ORGANISATION RESTRUCTURE – STAFF

To CONSIDER confidential issues relevant to individual Members of Staff as a result of the Organisation Restructure.

20 STAFFING – ANNUAL PAY INCREASES

To NOTE that the national agreed pay rise under the National Joint Council has been confirmed and adjusted on staff salaries as appropriate.

21 STAFFING – DISCIPLINARY ACTION

To NOTE the outcomes of disciplinary procedures.

**NOTE: THE PAPERS FOR THE CONFIDENTIAL ITEMS WILL BE DISTRIBUTED UNDER SEPARATE COVER TO MEMBERS ONLY.**

The Town Mayor will close the meeting.

FARNHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 1 NOVEMBER 2007  
AT 7.00PM AT THE LANTERN ROOM, ST THOMAS ON THE BOURNE,  
FRENESHAM ROAD, FARNHAM

- \* Cllr C Cockburn (Town Mayor)
  - \* Cllr G Beel (Deputy Town Mayor)
  - \* Cllr D J Attfield
  - \* Cllr V Duckett
  - \* Cllr L Fleming
  - o Cllr (Mrs) P Frost
  - o Cllr R Frost
  - \* Cllr C Genziani
  - o Cllr G Hargreaves
  - \* Cllr S Hill
  - \* Cllr D Le Gal
  - o Cllr A Lovell
  - \* Cllr J Maines – left the meeting at 8.00pm.
  - \* Cllr S O’Grady
  - \* Cllr R Steel
  - o Cllr C Storey
  - \* Cllr A Thorp – arrived 7.08pm
  - \* Cllr J Ward
- 
- \* Present
  - o Apologies for absence

Officers Present: Roland Potter (Town Clerk)  
Sheila Rayner (Assistant Town Clerk – Amenities)  
Nick Goddard (Assistant Town Clerk – Environment)  
Wendy Coulter (Committee & Member Services Officer)

C 089/07 QUESTIONS BY THE PUBLIC

**Mr Skingle – Local Resident**

Mr Skingle commented that the Council meeting could have been advertised in the Bourne Notice Board and perhaps that was the reason why there were no members of the public present.

The Town Mayor assured Mr Skingle that the matter would be looked into and that the Council would ensure that it did not happen again.

## ITEM 2 APPENDIX A

### C 090/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors (Mrs) P Frost, R Frost, G Hargreaves, A Lovell and C Storey.

### C 091/07 MINUTES

The minutes of the Extraordinary Council meeting held on 27<sup>th</sup> September 2007 and the minutes of the Council Meeting held on 4<sup>th</sup> October 2007 were signed by the Town Mayor as a correct record.

### C 092/07 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/ Minute No	Subject	Type of Interest	Reason
G Beel	6	Grants – Competitive Music Festival	Personal	I am a volunteer but not a committee member.
C Cockburn	6	Grants Creative Response	Personal	Trustee of Creative Response
C Cockburn	6	Grants – Voluntary Service Council	Personal	Attend meetings
C Cockburn	6	Grants – 40Degreez	Personal	Farnham Town Council observer
V Duckett	6	Grants – 40Degreez	Personal	Partner is Chairman of Trustees
V Duckett	10	Dempster Trust	Personal	Know one of the nominated Trustees.
D LeGal	6	Grants – Maltings	Personal	Member of Board of Management
J Maines	6	Grants – Delayed funding of 40Degreez	Personal/ Prejudicial	Chairman of Trustees of 40Degreez
J Maines	6	Grants – Revenue funding for 40Degreez	Personal/ Prejudicial	Chairman of Trustees of 40Degreez
J Maines	10	Dempster Trust	Personal	Know one of the nominated Trustees.
R Steel	All	All	Personal	Waverley Borough Councillor
R Steel	6	Grants - Maltings	Personal	Member of Board of Management representing Waverley
R Steel	6	Grants – Farnham Citizens Advice Bureau	Personal	Known personally to a newly appointed trustee of CAB.
R Steel	20	Cemetery Buildings	Personal	I have worked on other committees with 3 trustees of the Farnham Building Preservation Trust.
J Ward	6	Grants – Vivaldi Singers	Personal	Wife is a Vivaldi Choir Member

### C 093/07 STATEMENTS BY THE PUBLIC

No members of the public present wished to make a statement.

**ITEM 2  
APPENDIX A**

**Part 1 – ITEMS FOR DECISION**

It was agreed that Agenda Item number 6 would be moved to the end of Part 1 of the Agenda in order that members who had to declare a Prejudicial Interest could leave the room.

**C094/07 TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor announced that Councillor Maines, Councillors Frost and herself had attended a dinner and award ceremony to receive the runners up prize for the Tourism Website. The Event was hosted by Tourism South East and the awards were presented by Jenny Powell. Farnham Town Council was there with some of the biggest names in Tourism in the South East and to win the runners up prize was a great achievement.

The Mayor congratulated Councillors Maines and Frost, Cath Sydenham and Geoff Thoms for all their hard work on the new Farnham Town Council Website.

The Mayor also extended her personal thanks to Kevin Taitt for all the hard work he had put in to the Farnham In Bloom during 2007. She congratulated Kevin on the work he had put in liaising with the schools to encourage planting and co-operation with the Town Council. She commented that Kevin's hard work had made a huge difference to the way the Town Council is perceived. She wished her thanks to Kevin to be recorded.

The Town Mayor read out a statement from the Council informing members of the public that it was Farnham Town Council's intension to start work on carrying out Health & Safety Checks in the Cemeteries at Badshot Lea during the week commencing 5<sup>th</sup> November 2007. Notices had been placed on the website and in the local press.

**C095/07 GRANT APPLICATIONS**

Councillor Maines left the meeting at 8.00pm have declared a Prejudicial interest as she is the Chairman of trustees at 40Degreez.

Members received a report on Grant applications received for 2008/2009. The report outlined the Grants policy which had been adopted by the Council in October 2006. Members were asked to consider a delayed request from 40Degreez for additional funding for 2007/2008 and to consider requests for Revenue and Community Grant funding in order to inform the Council's budget process for 2008/2009.

Due to a communication error, the relevant representative in 40Degreez did not receive notification in time and failed to attend the decision making meeting to make a presentation. As a result members agreed to only award 40Degreez half of the funding requested. Members agreed to award 40Degreez £2,000 for 2007/2008.

## ITEM 2 APPENDIX A

Members received a matrix of the Community Grant and Revenue Grant applications for 2008/2009. Each application was considered individually.

### RESOLVED:

1. That an additional grant of £2,000 should be paid to 40Degreez for the financial year 2007/2008.
2. That the following Community and Revenue Grants be awarded for 2008/2009.

### Community Grants Awarded

<u>Name of Organisation</u>	<u>Action taken</u>	<u>Funding awarded</u>
11 <sup>th</sup> Farnham Scout Group	Out of date application – funding for previous year	£0
Creative Response (Arts) Ltd	Organisation holds reserves of £42,000	£0
Disability Challengers	Organisation holds reserves of £531,226	£0
Farnham Carnival – Entertainment	Set up separate fund for 'Community Events'	£2,000 to be awarded from 'Community Events' budget.
Farnham Carnival – Safety & General Facilities	Set up separate fund for 'Community Events'	£2,000 to be awarded from 'Community Events' budget.
Farnham Competitive Music Festival	Sponsor award costs	£550
Farnham Decorative & Fine Arts Society	Recommend to apply to Farnham South Street Trust	£0
Farnham Maltings	Partnership Project – liaise with FTC officers – funding through Tourism Budget	£0
Farnham Voluntary Service Council	Award conditioned – if FVSC continues, grant awarded	£2,000
Hale Carnival Committee	Set up separate fund for 'Community Events'	£2,000 to be awarded from 'Community Events' budget.
Rural Life Centre	Agreed to award whole grant requested	£1,080
Vivaldi Singers	Organisation applies for funding each year – reduced funding	£1,000
<b>TOTAL COMMUNITY GRANT FUNDING</b>		<b>£4,630</b>

### Revenue Grants Awarded

<u>Name of Organisation</u>	<u>Action taken</u>	<u>Funding awarded</u>
Farnham Citizens Advice Bureau	Taper funding for next 3 years – reduce by 20% each year – review in year 4.	£30,127

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40Degreez	Award full Grant requested – organisation has continued to deliver and exceed its agreed aims	£6,000
Farnham Maltings Association	Taper funding for next 3 years – reduce by 20% each year – review in year 4.	£30,000
Waverley Hoppa Community	Agree to award £5,000 at start of financial year 2008 – to review if continuation of organisation	£5,000 - £15,000 reserved if organisation continues.
<b>TOTAL REVENUE GRANT FUNDING</b>		<b>£86,127</b>

C096/07 AUDITORS REPORT

Members noted receipt of the BDO Stoy Hayward LLP the Council's external auditors Report for the financial year ended 31 March 2007.

Members noted that the accounts had been audited and approved without qualification. The auditors raised the issued of increasing the Fidelity Guarantee insurance for liquid funds.

Officers reported that the Fidelity Guarantee insurance had been increased from £1,250,000 to £1,600,000.

**RESOLVED:**

- 1. Receipt of the report of the external auditor BDO Stoy Hayward be noted.**
- 2. That the identified actions as a result of the report be approved.**

C097/07 INFILL PLANNING

Members were asked to debate the issues regarding the growing impact of infill development.

It was explained that the Planning Consultative Group had requested guidance from Members as to how it should respond to infill planning applications.

The Planning Consultative Group had observed that over the last couple of years the number of infill planning applications has increased.

Members discussed the issue of infill planning in Farnham. Members expressed their concern that the issue of infill planning in Farnham was actually a wider issue and that the question that ought to be asked was; what kind of housing does Farnham actually need.

It was agreed that the Planning Consultative Group should look at the whole aspect of development in Farnham and come up with a framework for applications across Farnham.

## ITEM 2 APPENDIX A

Members suggested that the Planning Consultative Group investigate the following:

- ◆ Identify criteria by which infill development should not occur.
- ◆ Look at opportunities where development could be channelled.
- ◆ How many empty houses are there in Farnham?
- ◆ Developers to pay towards infrastructure costs
- ◆ Develop a framework which includes the acknowledgement that applications still need to be considered on a case by case basis.

**RESOLVED: That the Planning Consultative Group be requested investigate the whole aspect of development in Farnham and develop a framework of observations for applications across Farnham.**

### C098/07 PROGRESS REPORT

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

Cllr J Maines commented that the Town Council Projects always seem to slow down when they are dependent on Waverley Borough Council or Surrey County Council.

The Mayor commented that the entrance to Farnham from Guildford into Farnham was a disaster. She asked whether there was anything that Farnham Town Council could do.

It was agreed that the Farnham in Bloom Review Group would look into the situation.

#### **RESOLVED:**

1. **That the progress report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk be noted.**
2. **That the Farnham in Bloom Review Group investigate the current status of the entrance into Farnham from Guildford.**

### C099/07 DEMPSTER TRUST

The Dempster Trust had advised the Council that two of its five trustees had resigned. The Clerk to the Trustees had requested that the two currently co-opted Trustees be appointed full Trustees to the Trust.

Members were informed that Mr P Jeans and Mr P Whitlock were appointed co-opted Trustees in May 2004. Both indicated that they wished to become full trustees.

## ITEM 2 APPENDIX A

Members were requested to approve the appointment of Mr P Jeans and Mr P Whitlock as Farnham Town Council nominated trustees.

**RESOLVED: To approve the appointment of Mr P Jeans and Mr P Whitlock as Farnham Town Council nominated trustees to the Dempster Trust.**

### Part 2 – ITEMS TO NOTE

#### C100/07 PLANNING APPLICATIONS

**RESOLVED: That the observations made by the Planning Consultative Group held on 9<sup>th</sup> August and 23<sup>rd</sup> August 2007, and dealt with in accordance with delegated authority, be noted.**

#### C101/07 FUTURE OF THE POST OFFICE

Members noted a report on a six week public consultation beginning in January 2008 on the Future of the Post Office Network. Officers would distribute consultation papers shortly to allow a full debate at Full Council in January 2008.

#### C102/07 CITIZENS ADVICE BUREAU – YEARLY REPORT

Members received and noted the Annual Report of the Farnham Citizens Advice Bureau.

#### C103/07 FINANCE REPORT

Members received a Finance report on the current status of the Council's budget. The Town Clerk advised that the Insurance had been reviewed and had increased as the Council was underinsured. The stationery figure was high due to all stationery costs being included under one budget heading.

#### C104/07 LETTER OF THANKS

Members noted a letter of thanks received from 40Degreez for grant funding.

#### C 105/07 ITEMS TABLED

None.

#### C 106/07 PUBLICITY

Members noted that a Press Release would be issued on the Health and Safety Checks to be carried out in the Farnham Cemeteries.

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C107/07 DATE AND LOCATION OF NEXT MEETING

Members noted the date and time of the next meeting – Thursday 13<sup>th</sup> December 2007 at the Hale Institute, Wings Road, Upper Hale, Farnham.

C108/07 EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED:** That in view of the confidential nature of business to be transacted at Agenda Item 20, Confidential Minutes of Council meeting held on 4<sup>th</sup> October 2007, 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**

C109/07 CONFIDENTIAL MINUTES

The Confidential minutes of the meeting held on 4<sup>th</sup> October were signed by the Town Mayor as a correct record.

The Town Mayor closed the meeting at 9.10pm.

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: 13 DECEMBER 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

<b>STAFFING RESTRUCTURE - DECEMBER 2007</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:</b> <b>FULL COUNCIL 13 December 2007</b>		<b>DATE OF REPORT:</b> <b>4 December 2007</b>
<p><b>SUMMARY OF KEY ISSUES</b></p> <p>To consider the recommendations of the Corporate Development and Audit Task Group (CDATG):</p> <ul style="list-style-type: none"> <li>• To approve the new structure of the organisation to reflect the Town Councils two distinct areas of working which are Corporate and Service delivery.</li> <li>• To approve the new job descriptions in support of the new structure.</li> <li>• To approve the scheme of delegation from Town Clerk to officers under the new structure.</li> </ul>		
<p><b>History</b></p> <p>The table below demonstrates the changes to the staffing structure over the last 5 years.</p>		
<b>Year</b>	<b>Staffing Level (full time equivalent)</b>	<b>Reason for changes</b>
2002	8	
2003	9	Deputy Town Clerk resigned and was replaced by two Assistant Town Clerk posts to reflect the Councils Committee structure.
2004	12	As the Council took over the management of the cemeteries and allotments, the Council recruited an Outside Work Force Manager, Cemeteries Administrator and an Office Junior to reflect the increase in work load. However, one Outside Workforce full time post was replaced with a part time post. The Council also recruited a part time Health Check Co-ordinators post.
2005	10.5	Due to Changes in the personal requirements of staff the cemeteries post was reduced to part –time (20hours) and the Office Junior post was not filled.
2006	11	The Council agreed to take over the operation of Farnham in Bloom and the contract linked to the maintenance of the cemeteries came to an end. An additional member of staff was recruited to the Outside Work Force. The contract with the Health Check Co-ordinator was not renewed.
2007	14	The Council agreed to operate the Public Conveniences and recruited two additional Outside Housekeeping members of staff and recruited a receptionist to support the general organisation.

## APPENDIX B ITEM 6

<b>Management Structure</b>
<p>The current management structure is based on a hierarchical pyramid structure and employs the equivalent of five managers.</p> <p>The Current Corporate management ratio is 4 managers to 3.5 staff. The Outside Work Force management ratio is 1 manger to 5.5 staff.</p> <p>The current organisational structure is geared to support an intensive committee structure. This reduces the time available for officers to focus on service delivery and does not allow for the development and training of officers.</p>
<b>The Objectives of the Corporate Development and Audit Task Group (CDATG)</b>
<p>The members of the CDATG were requested to review the current Town Council organisational structure based on the following changes of circumstance.</p>
<ul style="list-style-type: none"><li>• Changes to Council committee structure.</li><li>• Changes to the Aims and Objectives of the Council.</li><li>• Changes in the working availability of staff.</li><li>• Value for Money.</li></ul>
<p>The aim of the review is to restructure the organisation to:</p> <ul style="list-style-type: none"><li>• Maximise the return on staff time.</li><li>• To increase the time available for officers to focus on service delivery.</li><li>• Establish a clear delegation of roles and responsibilities.</li><li>• Create an organisation which acknowledges the skills of its officers.</li></ul>
<b>What the review included</b>
<ul style="list-style-type: none"><li>• A review of job descriptions for all the posts other than the Town Clerks post which is a nationally agreed post.</li><li>• The change of status of posts and the financial implications of redundancy. (Part 3 of the agenda)</li><li>• The financial implications of the change of status of posts. (Part 3 of the agenda)</li><li>• The review of salaries for specific posts. (Part 3 of the agenda)</li><li>• The creation of a scheme of delegation from the Town Clerk to officers to reflect the new organisational structure and responsibilities.</li><li>• The future impact on the structure should the organisation take on any additional responsibilities.</li><li>• That the Town Clerk would undertake negotiations with staff regarding the proposed new job descriptions and roles.</li></ul>
<b>Recommendations of the Corporate Development and Audit Task Group (CDATG)</b>
<ol style="list-style-type: none"><li>1. That the Structure of the organisation at (Annexe A) should be adopted, on the basis that the new structure reflects the aims and objectives of the organisation. This has been achieved by changing the organisations emphasis from committee administration to service delivery.</li><li>2. That the new job descriptions linked to the structure should be adopted. (Annexe B1-7)</li></ol>

## APPENDIX B ITEM 6

3. That within the Town Clerk's Scheme of delegation there is the option for the Town Clerk to delegate certain responsibilities to other Council Officers. The Town Clerk recommends that officers will have delegated budget responsibility for expenditure for the budgets associated with the new job descriptions. That each budget holder will be permitted to authorise expenditure up to a maximum limit of £500 for a single invoice. The limit for the Outside Work Force Manager will be £1,000 for a single invoice. Expenditure over this sum will require approval by the Town Clerk.
4. The Town Clerk will delegate the management of these budgets and the responsibility to deliver the aims and objectives to the relevant officers as they consider appropriate.
5. This process of delegation will be supported by the establishment of a management supervisory structure which will include monthly one to one meetings with individual project managers/budget holders and a monthly team meeting for project managers/budget holders.
6. That the new structure and job descriptions should be implemented from 1 January 2008.
7. That a time recording system be introduced for all staff from 1 January 2008. This will ensure that costs are allocated correctly to budget headings and the Council can obtain the true cost of the delivery of services and projects. In addition the work associated with the job descriptions can be evaluated later in 2008.
8. The salaries of specific posts should be reviewed (Part 3 of the agenda)
9. That any new post or vacant post should be evaluated before the vacancy is filled.
10. That in August 2008 all posts will be subject to a job evaluation before the next budget.

### **Legal and Policy Implications**

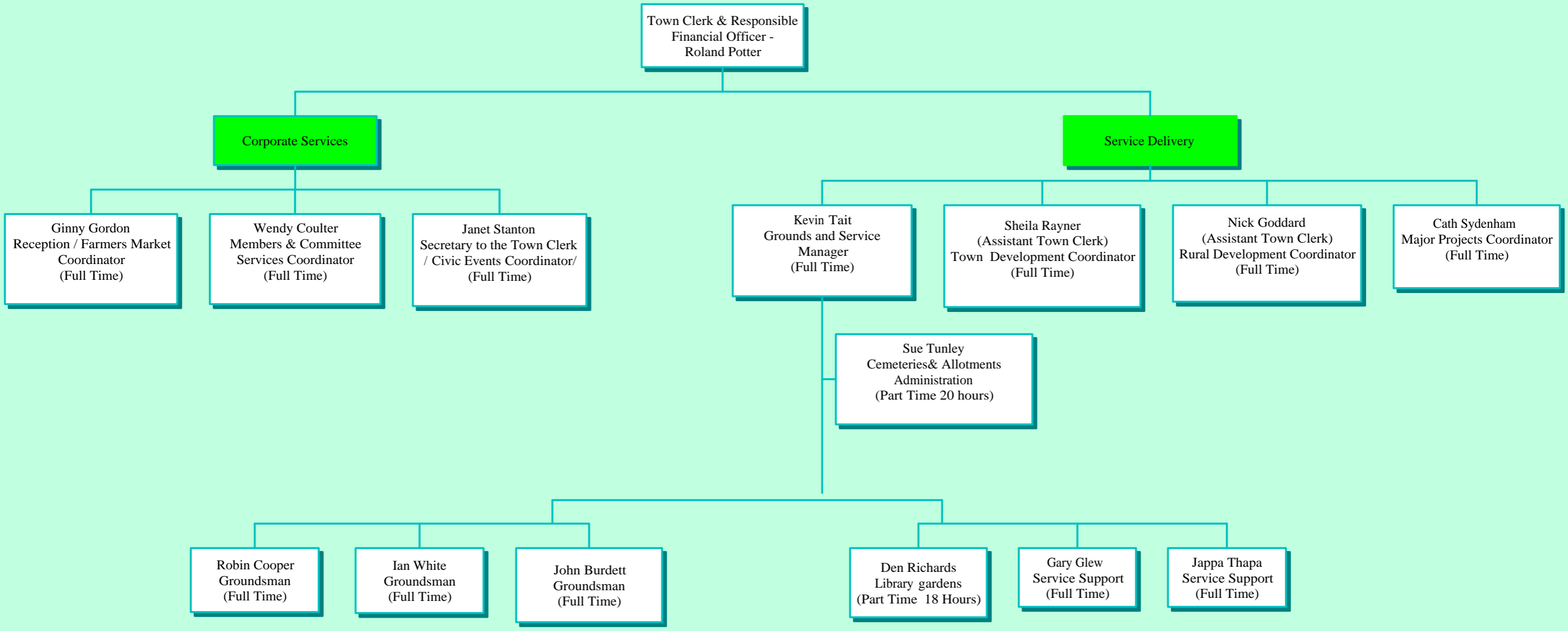
The new structure and associated job descriptions reflects the aims and objectives adopted by the Council in June 2007.

### **Financial Implications**

The Financial implications are considered in Part 3 of the agenda

### **Recommendations**

- 1. That the Recommendations of the Corporate Development and Audit Task Group be adopted.**



**FARNHAM TOWN COUNCIL**

**JOB DESCRIPTION**

**Post Title:** Town Development Co-ordinator

**Section:** Service Delivery

**Location:** Town Council Offices, South Street, Farnham

**Report to:** Town Clerk

**Staff Responsible for:** None

**Grade:** 30-35

**Main Areas of Responsibility:**

- Responsible for managing Town Council events.
- Responsible for developing and implementing new programmes, projects and plans to meet the Councils aim and objectives.
- Responsible for liaising with other local authorities and external organisations in promoting the town.
- Maintain and develop relationships with voluntary organisations in the town and develop new links for the benefit of residents, business and visitors.
- Assist with events supported by voluntary organisations where appropriate.
- Develop new projects to promote the Councils areas of responsibility, e.g. Library gardens, Gostrey Meadow.
- Develop and promote the attractiveness of Farnham Town
- Develop close liaison with and encourage the development of the business community, recreation, arts and community organisations.
- To promote and work with the community to improve the visual appearance of the town centre.
- Attract private sector funding for specific projects.
- Assist with the development of tourism.
- Maximise the opportunities for further development presented through the Councils assets.
- To attend, advice and service if appropriate any committee or working group of the Council specifically responsible for community liaison and to work with agencies which impact on the town centre.
- Assist with the preparation and management of budgets and financial statements on projects.
- Maintain and prepare key performance indicators for projects.
- Promote and administer the Old Peoples Forum.
- To attend external meetings and to represent the Council.
- To liaise with the Sandy hill bungalow project.
- To attend Civic functions as and when required.
- To manage and administer the Councils Capital programme.
- To carry out any other reasonable duties as required.

### **Assist the Town Clerk with**

- Policy advice, development and monitoring, research and analysis of policy options.
- Formulation, development, revision and monitoring of the Councils aims and objectives and strategic direction.
- Ongoing review of the Councils policies, strategies and procedures.
- The growth of service delivery options for Farnham Town Council
- To deputise for the Town Clerk as required.

### **Council External Events**

- To attend and provide support to Council events outside normal working hours as requested by the Town Clerk.

**FARNHAM TOWN COUNCIL**

**JOB DESCRIPTION**

**Post Title:** Rural Development Co-ordinator

**Section:** Service Delivery

**Location:** Town Council Offices, South Street, Farnham

**Report to:** Town Clerk

**Staff Responsible for:** None

**Grade:** 30-35

**Main Areas of Responsibility:**

- Responsible for managing Town Council rural events.
- Responsible for developing and implementing new programmes, projects and plans to meet the Councils aims and objectives.
- Responsible for liaising with other local authorities and external organisations in promoting the rural and village life of the town.
- Maintain and develop relationships with voluntary organisations in the rural areas of the town and develop new links for the benefit of residents, business and visitors.
- Assist with events supported by voluntary organisations where appropriate.
- Develop new projects to promote the Councils areas of responsibility in surrounding areas.
- Develop and promote the attractiveness of the rural gateways and villages making up Farnham Town
- Develop close liaison with and encourage the development of the business community, recreation, arts and community organisations.
- To promote and work with the community to improve the visual appearance of the rural areas.
- Attract private sector funding for specific projects.
- Maximise the opportunities for further development presented through the Councils assets.
- To manage the Councils graffiti project.
- To deputise for the management of the Councils cemeteries.
- To attend, advice and service if appropriate any committee or working group of the Council specifically responsible for community liaison and to work with agencies which impact on the town centre.
- Assist with the preparation and management of budgets and financial statements on projects.
- Maintain and prepare key performance indicators for projects.
- To attend Civic functions as and when required.
- To lead on issues regarding planning and transportation where appropriate.

## **ANNEX B2**

- To attend external meetings and to represent the Council.
- To carry out any other reasonable duties as required.

### **Assist the Town Clerk with:**

- Policy advice, development and monitoring, research and analysis of policy options.
- Formulation, development, revision and monitoring of the Councils aims and objectives and strategic direction.
- Ongoing review of the Councils policies, strategies and procedures.
- The growth of service delivery options for Farnham Town Council.
- Payroll and time sheet analysis.
- Management of financial assets
- To deputise for the Town Clerks Responsible Financial Officer as required.

### **Council External Events**

- To attend and provide support to Council events outside normal working hours as requested by the Town Clerk.

**FARNHAM TOWN COUNCIL**

**JOB DESCRIPTION**

**Post Title:** Secretary to the Town Clerk and Civic Events Co-ordinator

**Section:** Corporate Services

**Location:** Town Council Offices, South Street, Farnham

**Report to:** Town Clerk

**Staff Responsible for:** None

**Grade:** 21-29

**Main Areas of Responsibility: Town Clerk**

- Management of the Town Clerk's diary and Appointments.
- Assist the Town Clerk manage output, workflow and office deadlines.
- Take and relay accurate and timely messages from telephone callers and answer queries where possible.
- To attend meetings and to take minutes as and when required by the Town Clerk including meetings outside normal office hours.
- Draft, type and dispatch all the Town Clerk's correspondence.
- Liaise with relevant individuals, external organisations etc to arrange meetings for the Town Clerk.
- Maintain a comprehensive filing system.
- Co-ordinate any travel arrangements as required by the Town Clerk.
- Tabulate and retrieve Town Clerk's official expenditure.
- Undertake research as required by the Town Clerk
- To deal with enquiries from Councillors, officers of the Council and the general public.
- To receive, co-ordinate and monitor complaints, ensuring acknowledgments and replies are sent and properly recorded and to provide summary information on complaints to the Town Clerk.
- To provide back up secretarial support to other officers from time to time as required by the Town Clerk.
- To take part in project teams from time to time when required.
- Maintain and update Procedures Manual.
- Maintain internal databases and records.
- Filing.
- To carry out any other reasonable duties as required.

### **Main Areas of Responsibility: Town Mayor**

- Management of the Town Mayor's diary and Appointments and liaison with the Mayor.
- Liaise with other Local Authorities and Organisations regarding Civic appointments.
- Draft, type and dispatch all the Town Mayor's correspondence.
- Tabulate and retrieve Town Mayor's official expenditure.
- Co-ordinate any travel arrangements as required by the Town Mayor.
- Weekly preparation of Mayor's commitments.
- To attend with the Mayor any events as required.

### **Civic Administration**

- To organise and arrange all Civic events including Civic Service, Remembrance Day, End of Term reception, Mayor's Coffee mornings and any other Civic engagements as required.
- Arrange for the provision of refreshment as and when required.

### **Media Administration**

- Liaise with the press and radio with press releases as required by the Town Clerk or other officers.
- To create and produce the Town Council newsletter.

### **Finance Administration**

- Administer imprest petty cash system.
- Record all incoming monies and arrange for weekly banking if appropriate.
- Input accurately all purchase invoices.
- Input accurately all sales invoices.
- Input accurately all purchase orders.
- Maintain accurate accounting information.
- Monitor Insurance policies

### **Human Resources Administration**

- Maintain leave cards.
- Monitor and address South Street Office health and safety issues
- Assist with the administration of the recruitment of new staff.
- Placing adverts
- Follow up with candidates/ arranging interviews
- Follow up on references and medicals

### **Council External Events**

- To attend and provide support to Council events outside normal working hours as requested by the Town Clerk.

**FARNHAM TOWN COUNCIL**

**JOB DESCRIPTION**

**Post Title:** Major Projects Coordinator

**Section:** Service Delivery

**Location:** Town Council Offices, South Street, Farnham

**Report to:** Town Clerk

**Staff Responsible for:** None

**Grade:** 30-33

**Main Areas of Responsibility:**

**Visitor's Strategy**

- Develop and manage the promotion and marketing of Farnham and its hinterland as a visitor destination.
- Develop and enable local partnerships including the Visitor's forum to promote Farnham.
- Co-ordinate visitor and attraction related businesses to promote their businesses and Farnham.
- Maintain and develop relationships with a range of agencies, local authorities and voluntary organisations in the town and develop new links for the benefit of residents and business.
- Liaising with other local authorities and external organisations in promoting the Town Council.
- Develop a range of initiatives and projects as a result of the Visitors strategy.
- Develop and maintain a system of Visitor Information Outlets.

**Projects & Events**

- Develop and manage the organisation of the Town Council's Events programme.
- Develop and manage a core number of major events or themes to be repeated each year.
- Develop partnerships where appropriate to assist in the delivery of the above.
- Maintain and develop relationships with a range of agencies, local authorities and voluntary organisations in the town to support projects.
- Assist in the development of the Battle of Bands youth initiative.

### **Marketing & publicity**

- Develop and implement Farnham Town Council's Marketing Strategy.
- Develop the Council's corporate image and style.
- Prepare press releases associated with visitors and emerging projects.
- Prepare and manage the content and production of the Town Council's Resident and Visitors publications.
- Provide support to other Council Officer's with promotional materials.
- Manage and develop the Town Council Web Site.

### **General Duties**

- Responsible for developing and implementing new programmes, projects and plans to meet the Council's aims and objectives.
- Assist with the preparation and management of budgets and financial statements on projects.
- Attract funding for specific projects.
- Maintain and prepare key performance indicators for projects.
- To attend external meetings and to represent the Council.
- To attend Civic functions as and when required.
- To carry out any other reasonable duties as required.

### **General Administration**

- To provide additional support approved by the Town Clerk in the following areas:
- Take and relay accurate and timely messages from telephone callers and answer queries where possible.
- To deal with enquiries from Councillors, officers of the Council and the general public.

### **Assist the Town Clerk with**

- Policy advice, development and monitoring, research and analysis of policy options.
- Formulation, development, revision and monitoring of the Council's aims and objectives and strategic direction.
- Ongoing review of the Council's policies, strategies and procedures.

### **Council External Events**

- To attend and provide support to Council events outside normal working hours as requested by the Town Clerk.

**FARNHAM TOWN COUNCIL**

**JOB DESCRIPTION**

**Post Title:** Members & Committee Services Coordinator

**Section:** Corporate Service

**Location:** Town Council Offices, South Street, Farnham

**Report to:** Town Clerk

**Staff Responsible for:** None

**Grade:** 28-33

**Main Areas of Responsibility:**

**Committee Services**

- To manage and co-ordinate the Council's Committee services:
  - Draft agendas and minutes
  - To coordinate supporting reports and materials.
  - To ensure that notices of meetings are displayed within legal or organisational time limits.
  - File committee papers and correspondence
  - Minute book indexing
- To attend all Council and committee meetings.
- To attend Task or Working group meetings as required.
- To develop and co-ordinate the Council timetable for meetings.
- To maintain and review Standing Orders.
- To maintain and review Financial Regulations.
- To maintain the members Register of Interests and gifts.
- To liaise and keep up to date all issues on the Standards Board of England.
- To arrange and prepare venues for Council or committee meetings.
- To update the website with Committee Agendas, Minutes, Policies and Newsletters.

**Members Services**

- To manage the political sensitivities of the service, with discretion and confidentiality.
- To ensure that members are kept informed of local and national issues impacting on the Town Council or ward specific areas.
- To produce and maintain up to date a Members handbook.
- To ensure members have recorded their Register of Interests under the Standards Board of England.
- To provide support, advice and member training on aspects of Council administration and protocols.
- To provide training and advice on Standards Board Issues.
- To provide a first point of contact for members on issues relevant to the administration of committees and the standards board.

### **General Duties**

- Manage the administration of the Council's Grants procedures and policies.
- Manage the administration of the Farnham South Street Trust procedures and policies.
- Responsible for developing and implementing new programmes, projects and plans to meet the Council's aims and objectives.
- Responsible for liaising with other local authorities and external organisations in promoting the Town Council.
- Maintain and develop relationships with voluntary organisations in the town and develop new links for the benefit of residents, business and visitors through the Council's Grants policy.
- Assist with the preparation and management of budgets and financial statements on projects.
- Maintain and prepare key performance indicators for projects.
- To attend external meetings and to represent the Council.
- To maintain an Officers Register of Interests and gifts.
- To attend Civic functions as and when required.
- To carry out any other reasonable duties as required.

### **General Administration**

- To provide additional support approved by the Town Clerk in the following areas:
- Take and relay accurate and timely messages from telephone callers and answer queries where possible.
- To attend meetings and to take minutes as and when required by the Town Clerk including meetings outside normal office hours.
- To deal with enquiries from Councillors, officers of the Council and the general public.

### **Assist the Town Clerk with**

- Policy advice, development and monitoring, research and analysis of policy options.
- Formulation, development, revision and monitoring of the Council's aims and objectives and strategic direction.
- To provide locum support to other Councils if required.
- Ongoing review of the Council's policies, strategies and procedures.
- To deputise for the Town Clerk at Council and Committee meetings as required.

### **Council External Events**

- To attend and provide support to Council events outside normal working hours as requested by the Town Clerk.

**FARNHAM TOWN COUNCIL**

**JOB DESCRIPTION**

**Post Title:** Cemeteries and Allotments Administrator (part time 20 hours)

**Section:** Service Delivery

**Location:** Town Council Offices, South Street, Farnham

**Report to:** Outside Work Force Manager

**Staff Responsible for:** None

**Grade:** 22-25

**Main Areas of Responsibility:**

- Dealing and corresponding with bereaved families, funeral directors and monumental stone masons.
- Maintenance of all cemetery records.
- Administration of the Council's cemetery function including- identifying plots, genealogy enquiries.
- Preparation and issuing of invoices.
- Maintenance of Allotment records.
- Administration of the Council's allotment function
- Preparation and issuing of invoices.
- Record all incoming monies and arrange for weekly banking if appropriate.
- To provide admin support to the Outside Workforce manager
- Assist the Outside Workforce Manager to manage output, workflow and office deadlines.
- Take and relay accurate and timely messages from telephone callers and answer queries where possible.
- Draft, type and dispatch all the Outside Workforce Managers correspondence.
- Maintain a comprehensive filing system.
- To deal with enquiries from Councillors, officers of the Council and the general public.
- Maintenance of Stationary Stocks including ordering
- To carry out any other reasonable duties as required.

**Council External Events**

- To attend and provide support to Council events outside normal working hours as requested by the Town Clerk.

**FARNHAM TOWN COUNCIL**

**JOB DESCRIPTION**

**Post Title:** Receptionist and Farmers market Co-ordinator

**Section:** Corporate Services

**Location:** Town Council Offices, South Street, Farnham

**Report to:** Town Clerk

**Staff Responsible for:** None

**Grade:** To be reviewed

**Main Areas of Responsibility: Receptionist duties**

- Answer all incoming calls and handle caller's enquiries whenever possible.
- Re-direct calls as appropriate and take adequate messages when required.
- Greet, assist and/or direct visitors and the general public
- Regular updating of customer information displays including co-ordinating the Visitor Information Points with care and attention.
- Update internal telephone records of staff contact numbers and job titles.
- Liaise with Waverley Borough Council and book meeting rooms and maintain a meeting room diary.
- Ensure that refreshments such as tea, coffee, milk etc are available.

**General Office Administration**

- Take and relay accurate and timely messages from telephone callers and answer queries where possible.
- To deal with enquiries from Councillors, officers of the Council and the general public.
- Assist in the planning and preparation of meetings, conferences and conference telephone calls.
- Respond to public enquiries
- Maintain a comprehensive filing system.
- To take part in project teams from time to time when required.
- Sorting, distribution and actioning of all post.
- Ensure all outgoing post is franked and actioned each day.
- Filing.
- To maintain the Planning application database.
- To provide back up secretarial and clerical support to other officers from time to time as required by the Town Clerk.
- Occasionally assisting in the preparation of large mail shots and preparation of material for events

### Farmers Market Management and Administration

- To make arrangements for and manage Farnham Farmers' Markets.
- To promote Farnham Farmers Markets within and outside the area.
- To increase stallholder and general public attendance at Farnham Farmers' Markets.
- To improve the quality of Farnham Farmers' Markets and the shopping experience for customers.
- To recruit appropriate and a variety of quality producers to attend farmers' markets.
- To attend on an agreed basis the farmers' market throughout the period of trading overseeing all activities, maintaining good working relationships with stallholders, adopting at all times good health and safety practices.
- To prepare for the commencement of trading at each farmers' market by preparing site layout plans and overseeing and assisting with the erection and placement of stalls.
- To ensure that farmers markets signs and banners are located at strategic locations prior to each market and to remove and store all signs immediately after each market.
- To investigate and resolve complaints relating to the farmers' markets.
- To monitor and enforce the Council's farmers' market rules.
- To investigate and verify the authenticity of producers and products for sale as appropriate.
- To check and maintain records of stallholders' product and public liability insurance cover.
- To produce sales invoices for farmers market.
- To receive and reconcile stallholder fees.
- To be responsible for managing the farmers' markets budgets and monitoring and recording all income and expenditure.
- To prepare promotional and marketing material for dissemination at the markets and in the wider community.
- To promote the Farnham Farmers' Markets in a variety of ways within the surrounding area and wider region.
- To assist stallholders to improve the presentation of themselves, their products and stalls.
- To plan for and implement farmers' market events, initiatives and themes to enhance the shopping experience for and attendance by customers.
- To maintain a database of potential and actual producer attendees at Farnham Farmers Markets.
- To answer queries from all sources and to deal with correspondence to a satisfactory conclusion.

### **Support duties**

- To provide support for the management of the Council Web site.
- To undertake the preparation of agendas. (if required)
- To arrange the distribution of agendas and supporting papers for Council meetings. (if required)
- To attend Council meetings and provide administrative support to the meeting. (if required)
- To produce minutes for Council meetings. (if required)
- To provide support for the administration of the Councils cemetery and allotment functions. (if required)

### **Council External Events**

- To attend and provide support to Council events outside normal working hours as requested by the Town Clerk.



# FARNHAM TOWN COUNCIL

<b>DRAFT BUDGET 2008/09</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:</b> <b>FULL COUNCIL 13 December 2007</b>	<b>DATE OF REPORT:</b> <b>7 December 2007</b>
<p><b>SUMMARY OF KEY ISSUES</b></p> <ul style="list-style-type: none"> <li>• <b>To consider the draft budget for 2008/09</b></li> <li>• <b>To consider the reallocation of the Council's Reserves for 2007/08.</b></li> </ul> <p>The draft budget is attached in a separate budget booklet for consideration by the Council.</p> <p>The budget has been redesigned to reflect the Council's new organisational structure.</p> <p>The Officers have started to reallocate staffing costs where possible to specific areas of work. However, this is currently based on estimated staff time allocation. As of 1 January 2008 staff will be completing time sheets and the true cost of services can be allocated more accurately although the full impact of this system will not be fully reflected until the year ended 31 March 2009.</p> <p>Members should also note that some of the Administration Rechargeable figures should in practice be reallocated to other budget costs.</p> <p>As the Town Clerk has a delegated authority to vire between budgets as is considered appropriate to deliver services and because of the reallocation of staff time the comparative actual figures for 2006/07 have been presented as total service expenditure.</p> <p>The Draft Budget booklet contains three sections.</p> <ol style="list-style-type: none"> <li>1. The Draft Budget for 2008/09 with notes on variations between the budget for 2007/08 and 2008/09.</li> <li>2. The Consolidated budget for 2008/09 with notes on significant variations between 2006/07 actual costs and the 2007/08 budget which was based on the anticipated outcomes of the previous year.</li> <li>3. The Reserves Schedule: Contains recommendations for the reallocation of reserves between Earmarked Reserves and General Reserves.</li> </ol> <p>Members will note that there is currently a projected Excess of Expenditure over Income of <b>£44,091</b>. The issue of how this will be funded will be considered at the Council's January meeting when the Council is required to agree its precept for 2008/09.</p>	

**APPENDIX C  
ITEM 7**

**Legal and Policy Implications**

The Council are required to make a decision at this meeting to inform the next meeting of the Council when the Council Precept must be agreed.

**Financial Implications**

The financial implications are stated within the Draft Budget Booklet

**Recommendations**

- 1. To approve the draft budget for 2008/09**
- 2. To approve the reallocation of Reserves for 2007/08.**

**ITEM 8  
APPENDIX D**

**PROJECT MONITORING & SIGNIFICANT ACTIONS UNDER DELEGATED AUTHORITY – 21 JULY- 7 DECEMBER 2007**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
	<b>COMMUNITY LEADERSHIP</b>			
<b>1</b>	Take the Town Council Meetings out of the Council Offices in to the community.	Venues are being identified for Council Meetings to be held in the Community.	7 February 2007 – Wrecclesham Community Centre.	Wendy Coulter
	<b>CORPORATE GOVERNANCE</b>			
<b>2</b>	Council Corporate Risk Management.	Review being undertaken in July /August.	Delayed due to staff shortages, to be reported to Full Council in January 2008	Town Clerk
<b>3</b>	Staffing Organisational review.	Review being undertaken in July /August.	To be considered by Town Council on 13 December 2007.	Town Clerk
<b>4</b>	Preservation and archiving of cemetery records.	Back data input to be completed by 31 December 2007	It is anticipated that the cemeteries system will be fully on line in January 2008.	Town Clerk
<b>5</b>	Review of Office Accommodation.	CEO of Waverley Borough Council to establish working Group	Initial meeting held with WBC. WBC to make further investigations.	Town Clerk
<b>6</b>	Web Site	The Town Council Tourism Web Site has been short listed in the South East Tourism Excellence awards	The Town Council web Site was second in the competition. New seasonal banners have been drawn and will be charged according to the season. Christmas video is now on website.	Cath Sydenham
<b>7</b>	Web Site	Statistics for August to End of November	34,579 – unique visits 4.33 – average number of pages visited 2 mins 20 sec – average time spent on site	Cath Sydenham

**ITEM 8  
APPENDIX D**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
	<b>ECONOMIC DEVELOPMENT</b>			
<b>8</b>	Farmers Market.	Monthly market.	Christmas Farmers Market will be held on Sunday 23 December	Ginny Gordon
<b>9</b>	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	Cath Sydenham
<b>10</b>	Visitor Information Points.	Review of sites undertaken.  Development of Touch Screen information.	VIP removed from the Exchange Hotel Sites still operational in Bush Hotel and The Maltings. Assessment of locations and how to keep up to date being reviewed.	Cath Sydenham
<b>11</b>	Tourism Events.	Partnership agreed with the Maltings to hold three major events in the Town over the next 18 months.	Provisional details of the Events, possible themes and time scales are: Community Event (May 2008), Harvest Food Event (September/October 2008). Xmas Market (December 2008). Band Concerts Markets	Cath Sydenham
<b>12</b>	Tourism Promotion	Farnham will appear in the flora Activ Magazine in January	This is circulated to 430,000 people and will have no cost to Farnham. Hidden Britain are paying for it (Farnham is part of the Hidden Britain Project) and profiling Farnham as their centre.	Cath Sydenham

**ITEM 8  
APPENDIX D**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
<b>13</b>	Christmas in Farnham	Project planning in preparation from Xmas light switch on – 24 November 2007	<p>Christmas switch-on went well.</p> <p>A late night shopping event will now be held on Thursday 13 December between 6.00-8.00 pm. Shoppers will be entertained by Farnham Brass Band and street entertainers</p> <p>Christmas leaflet has been produced and distributed.</p> <p>Between now and Xmas there will be a weekly press release.</p> <p>A thank you Christmas reception will be held at the Council offices Wed 19 December. Members are requested to note the date which will be hosted by the Mayor.</p> <p>We have received one complaint from Ash hairdressing regarding the impact on their business.</p>	Sheila Rayner
<b>14</b>	Bed & Breakfast Partnership Group	B & B meeting to be held in January 2008		Cath Sydenham

**ITEM 8  
APPENDIX D**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
	<b>SERVICES</b>			
<b>15</b>	Public Conveniences: Gostrey meadow.	Waiting for hand over of toilets to FTC.	Remedial works to be completed before handing over to FTC.	Sheila Rayner
<b>16</b>	Footpaths from Central Car Park.	Responsibility for the maintenance of these paths have been denied by Surrey CC and Waverley Borough Council	The Town Council has now cleaned and cleared these paths as there was no suitable response from other authorities.	Kevin Tait
<b>17</b>	Central Car Park and Surrounding areas.	The upkeep of this area requires attention and there are disputes over ownership and responsibility. In addition the passageways are becoming ash bins for cigarette smokers.	A report has been completed and a copy has been submitted to Waverley Borough Council for comment. The report will be considered by the working group responsible for the review of Farnham in Bloom.  A meeting has been held with WBC to address some of these issues.	Sheila Rayner
<b>18</b>	Xmas decorations.	FTC has a 5 year contract with supplier.	The Christmas lights are now operational although there were some initial teething problems these have been resolved.	Sheila Rayner
<b>19</b>	Farnham in Bloom.	Review of Farnham in Bloom to be considered by Council	The first meeting of the working group was held in November and officers are undertaking further research to develop the concept of Pride in Farnham.	Kevin Tait
<b>20</b>	Cemeteries.	Regular maintenance schedule allows for 6 cuts per year.	The weather has increased the maintenance of the cemeteries and grass has already been cut 12 times in this year to date. Routine maintenance is being carried on in the cemeteries as part of the health and safety inspections.	Kevin Tait

**ITEM 8  
APPENDIX D**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
<b>21</b>	Cemeteries.	October – November 2007 Total Burials – 5 Total Purchases – 1 Total Memorials – 2		Sue Tunley
<b>22</b>	Cemeteries Health & Safety Inspections	Inspections completed in Badshot Lea Cemetery	Entering data onto Cemeteries Management System  Tracing owners of grave plots.	Wendy Coulter/Kevin Taitt
<b>23</b>	Bus Shelter installation programme.	5 Sites identified for shelters subject to Surrey CC approval.	Still awaiting SCC approval to siting	Sheila Rayner
<b>24</b>	Cycle rack installation programme.	11 Sites identified. Currently waiting for Surrey CC to install.	Cycle racks have now been delivered and it is anticipated installation will follow shortly	Sheila Rayner
<b>25</b>	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  Resurfacing works now on order with SCC  Handrail installation now on order from SCC		Sheila Rayner
<b>26</b>	Wrecclesham Community Centre.	Property transferred into ownership of Town Council.	Lease has now been signed and the centre is anticipated to open in January 2008.	Town Clerk
<b>27</b>	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/ Kevin Tait

**ITEM 8  
APPENDIX D**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
<b>28</b>	Borelli Walk	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/ Kevin Tait
<b>29</b>	Bandstand	Building of a bandstand in Gostrey Meadow	WBC has been informed of the requirement of the Town Council to place a band stand in Gostrey Meadow. Officers are currently awaiting the estimates for the building of the base.	
	<b>QUALITY OF LIFE</b>			
<b>30</b>	Graffiti management.	The Town Council continues to provide a monthly response to graffiti based on reports by the public and staff.	None.	Nick Goddard
<b>31</b>	Community Grants	Applications were considered at Council 1 November 2007.	Letters sent to all applicants informing about outcome of Council decisions.	Wendy Coulter
<b>32</b>	Funding request for Farnham Museum	An informal; request has been received from the Farnham Museum for a contribution of £2,000 towards the new classroom project.	Members received a presentation from the museum and supported the work being undertaken. Under delegated authority the Town Clerk is awaiting a formal approach from the museum before authorising.	Town Clerk

## ITEM 9 APPENDIX E

FARNHAM TOWN COUNCIL  
FULL COUNCIL  
13 December 2007

### MEMORIAL HEALTH & SAFETY INSPECTIONS IN FARNHAM CEMETERIES

#### Purpose

- 09.01
- ◆ The purpose of this report is to inform members of the current position regarding the Health and Safety Inspections in the Farnham Cemeteries.
  - ◆ To note the Project timeline.
  - ◆ To note the financial implications for the Health & Safety Memorial Inspection Project.
  - ◆ To obtain guidance from Members on issues arising from the project.

#### Supporting Information

09.02 Background

The Town Council is the owner of four cemeteries within Farnham at Badshot Lea, Green Lane, Hale and West Street.

Farnham Town Council, as the Burial Authority, has a duty under the Health & Safety at Work Act 1974 and the Occupiers Liability Act 1957 to ensure that as far as reasonably practical, Farnham Cemeteries are maintained in a safe condition.

The Local Authorities Cemeteries Order 1977 in Article 3(2) (b) gives the Town Council the authority to take action which is necessary to remove any danger which arises by reason of the condition of the vault, or tombstone or other memorial itself.

The memorials are private property and are owned by the grave plot owners who have the responsibility for maintaining these memorials. This maintenance must be undertaken by an approved stone mason, through an agreement between the grave plot owner and the stone mason or through an insurance policy.

The Council has no duty to maintain memorials and can not take any action on a memorial with the exception of complying with its health and safety responsibilities.

Members were informed at the Council meeting held on 1 November 2007 that Health & Safety Inspections would begin in Badshot Lea Cemetery on 5 November 2007.

#### Current Situation

09.03 Health & Safety Inspections of Memorials in Badshot Lea Cemetery

The initial Health and Safety Inspections have now been completed in Badshot Lea Cemetery. 1,000 memorials have been inspected and at least 17% require attention or are unsafe.

The memorials considered to be unsafe have been temporarily secured and notices placed on the grave plots indicating that the memorial has been found to be unsafe and the owner or anyone with any information regarding the plot should contact the Council.

The data from the inspections is currently being entered onto the Council's Cemeteries Management System and letters are being prepared to be sent out to grave owners at the last known address.

## ITEM 9 APPENDIX E

The Council has already received a number of phone calls from the general public responding to the notices placed on the grave plots. This has proved useful as many of the contact addresses that are in the Council's records are out of date. This is because many of the grave plot owners have moved out of the area and have not informed the Council or are interred within the plot.

### 09.04 Project Timeline

A provisional estimate for Project Delivery for Badshot Lea Cemetery has been set up by officers and is as follows:

<u>Date</u>	<u>Action</u>	<u>Current status</u>
29.10.2007 – 02.11.2007	Notification of Inspections placed on Notice Boards, Newspaper & Website	Completed
01.11.2007	Notification of Inspections to take place announced at Council Meeting	Completed
05.11.2007 – 07.11.2007	Health & Safety Inspections carried out at Badshot Lea Cemetery	Completed
12.11.2007 – 16.11.2007	Memorials which had not passed inspections staked and notices placed on grave plots	Completed
19.11.2007 – 31.12.2007	Data input onto cemetery system	In progress
17.12.2007 – 21.12.2007	Stage 1 letters sent to grave plot owners	
18.02.2008 – 22.02.2008	Stage 2 letters sent to grave owners	
07.04.2008 – 11.04.2008	Stage 3 letters sent to grave owners	
03.07.2008	Report to Full Council with a recommendation for necessary action	
11.07.2008	Press, Website & Cemetery Notice Boards publicity	
08.08.2008	Council to take action	

The trigger dates for work to commence in the other Cemeteries will be as follows:

<u>Name of Cemetery</u>	<u>Trigger Date</u>
Green Lane	25.02.2008
Hale	07.04.2008
West Street (1 <sup>st</sup> Section)	16.06.2008

The project is expected to be completed by December 2009.

Members are asked to note that once this initial review has been completed there will be a rolling 5 year programme of more rigorous inspections commencing in 2010 in Badshot Lea Cemetery. The proposed programme will be as follows:

<u>Name of Cemetery</u>	<u>Year of Inspection</u>
Badshot Lea	2010
Green Lane	2011
Hale	2012
West Street	2013
West Street	2014

## ITEM 9 APPENDIX E

### 09.05 Procedure for Administration

This project is particularly sensitive as there is never a 'right time' to undertake the work and it is inevitable that there will be occasions when the actions of the Council will produce some form of conflict with the public.

Therefore the Council's officers have set out a procedure for informing the public generally of the Council's actions and of contacting grave plot owners and families.

Action 1	A notice will be placed on the cemetery Notice Boards, the Council's Web Site and a press release will be issued to the local press notifying the public of the Council's intention to undertake Health and Safety Inspections of memorials in the cemetery from a set date.
Action 2	The memorials will be inspected and subjected to a simple physical push test. The memorials will be photographed and assessed on their condition.
Action 3	Those memorials which are considered to be unsafe and a danger will be staked and a notice placed on the memorial requesting the owners to contact the Council.
Action 4	The results of the inspections will be recorded on the Council's Cemetery Management System.
Action 5	Stage 1 – a letter will be sent to the last known address of the grave plot owner notifying the addressee of the Health and Safety Inspections that have been carried out. A leaflet will also be included giving advice and information on what the grave owner needs to do next.
Action 6 (Where there is no reply)	Stage 2 – a second letter will be sent first class to the last known address reminding the grave owner of their duties and urging them to contact the Council for further information.
Action 7 (Where there is no reply)	Stage 3 – a third letter will be sent first class to the last known address reminding them of their duty to upkeep the memorial and that after a certain date the Council will approve its own actions to deal with the memorial.
Action 8 (Where there is no reply)	The Officer's will submit a report to Council to consider the next actions which may include the laying down of memorials.
Action 9	A notice will be placed on the memorial, the cemetery notice boards, Council Web Site and in the press of the Council's intended action 1 month from the date of the notice.
Action 10	After one month the Council will take the appropriate action.

### 09.05 Project Cost Implications

1. Staff diverted from other duties
2. Overtime cost – Project Manager and data input @ cost
3. Security of memorials
4. Other actions

### 09.06 Issues arising from the Project

As this project continues it has become increasingly clear that there are many issues arising that need consideration.

## ITEM 9 APPENDIX E

Attached at **Annex 1** is a list of issues that Members are requested to consider and to give direction to the officers.

Attached at **Annex 2** is a list of current charges for administration costs that relate to this project.

### **Legal and Policy implications**

09.07 The Burial Authority under the Health & Safety at Work Act 1974 and the Occupiers Liability Act 1957 has to ensure that, as far as reasonably practical, their sites are maintained in a safe condition.

The Local Authorities Cemeteries Order 1977 in Article 3(2) (b) provides for the Burial Authority to take action which is necessary to remove danger which arises by reason of the condition of the vault, or tombstone or other memorial, itself.

### **Financial Implications**

09.08 That the cost of implementing the project should be regularly reported to Council and be funded from Reserves.

### **Recommendations**

- 09.09
- 1. That the current situation regarding the Health & Safety Inspections in Badshot Lea Cemetery be noted.**
  - 2. That the Timeline for the Health & Safety Inspections for the project be noted.**
  - 3. That the cost of implementing the project should be regularly reported to Council and additional funding drawn down from Reserves.**
  - 4. To approve any administration charges for the Health & Safety Inspection Project.**

Author: Wendy Coulter Supporting Papers: Annex 1 & 2
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**Health & Safety Inspections – Issues**

**1. Who is responsible for the maintenance of memorials?**

The grave plot owner is responsible for the maintenance and upkeep of the grave plot and memorial.

**Solution** - Repairs require a Memorial Permit only – an administration charge of £50 applies.

**2. If grave plot owner refuses to have repairs carried out?**

Farnham Town Council has a procedure for notifying the owners of their responsibility and that repairs must be carried out within 6 months.

**3. If no action is taken?**

A report will be taken to Council to have memorial made safe by laying down. This allows Farnham Town Council to ensure that it has complied with its Health and Safety responsibilities.

**Solution** – The Town Council can recover costs for actions with a general administration charge of £50.

**4. The owner of the grave is deceased?**

All attempts will be made to trace Next of Kin. The transfer of ownership for the rights and responsibilities can be given to the Next of Kin.

**Solution** – Transfer of Ownership to Next of Kin at a cost of £50.

**5. The Owner of the grave is deceased but the Next of Kin do not wish to take responsibility for the grave plot?**

A report will be taken to Council to have memorial made safe by laying down. This allows Farnham Town Council to ensure that it has complied with its Health and Safety responsibilities.

**Solution** – The Town Council can recover costs for actions with a general administration charge of £50.

**6. The grave plot is a common grave (not purchased)?**

Farnham Town Council's regulations do not permit a memorial to be placed on a common grave.

To place a memorial on a common grave requires the purchase of the grave plot (see Annex 2 for costs of Exclusive Rights of Burial).

**7. The grave plot is a common grave plot but the next of kin do not wish to purchase the grave?**

A report will be taken to Council to have memorial made safe by laying down. This allows Farnham Town Council to ensure that it has complied with its Health and Safety responsibilities.

**Solution** – The Town Council can recover costs for actions with a general administration charge of £50.

**Further Issues to be considered:**

Farnham Town Council can legally charge for the undertaking of the Health and Safety inspections.

1. Does Farnham Town Council charge for the inspection?
2. Does Farnham Town Council charge for action taken as a result of the initial Health and Safety Inspections at the agreed rates?
3. Does Farnham Town Council charge at a fixed rate to cover all fees relevant to actions as a result of the Health and Safety Inspections?
4. Does Farnham Town waive all charges?
5. Does the Town Council agree to allow a concession on established common graves to provide a memorial permit to include right and responsibilities for the memorial on families using a common grave without the purchase of the grave?

**Health & Safety Inspections – Administration Charges**

<b>Exclusive right of burial</b>	<b>Resident Fees (£)</b>	<b>Non Resident Fees (£)</b>
Child's grave	140	420
Adult grave	275	825
Ashes	80	240
<b>Miscellaneous fees</b>		
Administration fee to cover staff costs where no other fee levied	50	150
Transfer of Grant of Burial	50	150



# FARNHAM TOWN COUNCIL

<b>CROSS STREET BANNERS</b>	
<b>AUTHOR:</b> <i>Sheila Rayner</i> <i>Assistant Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter</i> <i>Town Clerk</i>
<b>PRODUCED FOR FULL COUNCIL</b> <b>13 DECEMBER 2007</b>	<b>DATE OF REPORT:</b> <b>3 DECEMBER 2007</b>
<b>SUMMARY OF KEY ISSUES</b> <p>There are currently two locations for cross street banners in Farnham Town Centre-one in Downing Street and the other in The Borough.</p> <p>Until recently Surrey County Council has made the necessary arrangements to approve the installation of individual banners and has managed the booking system. However, following a review, Surrey County Council has asked Farnham Town Council to take over the management of the facility.</p> <p>Whilst Surrey County Council as the Highway Authority will continue to issue the necessary licence, this will be on the recommendation of FTC. The Town Council will therefore need to be satisfied that any application meets the requirements set out by SCC. Farnham Town Council will also have control of the booking system for banner space. SCC will make no charge for the licence and will require 5 working days notice from FTC before the issue of a licence.</p> <p>In order to formalise matters, Farnham Town Council has sought the permission of the owners of the premises which currently hold the fixing bolts to agree to the continuation of the arrangement.</p> <p>Whilst the owners in The Borough have agreed (Breaking Free and Boots Opticians) one owner (Ruby and Dom) in Downing Street has decided to withdraw from the arrangement.</p> <p>An alternative location has therefore been identified and negotiated between Robert Dyas and Rowlands where the owners have agreed.</p> <p>Surrey County Council will make no charge to applicants for a licence.</p> <p>As a large majority of the bookings are for local non commercial groups.</p> <p>Members are requested to consider if the Council should make an administrative charge to SCC or the applicants for administering the system.</p> <p>Individual users will make the necessary arrangements and meet the cost of the actual banner installation.</p> <p>The Town Council will however need to meet the cost of the installation of 2 new fixings and the independent inspection of the fixings leading to a periodic structural adequacy certificate.</p>	

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

**FINANCIAL IMPLICATIONS:**

The cost of installing the fixings and providing the insurance for these fixings will be paid by the Town Council and funded from within current budgets.

There will be a cost for the administration of this process and Members may wish to consider making a nominal charge or fixed fee for this service.

**RECOMMENDATION:**

- 1. It is recommended that Farnham Town Council take over the management and administration of the cross street banner fixings in Downing Street and The Borough in order for Surrey County Council, as Highway Authority, to issue the necessary licence to fix/place a banner over the highway.**
- 2. That the Council should consider a scale of charges if appropriate.**

**FOR FURTHER INFORMATION CONTACT:**

**Sheila Rayner.**

## ITEM 11 APPENDIX G

**Peter J Maudsley** BSc  
Director of Environment and Leisure

When calling please ask for: Julie Maskery

Direct line: 01483 523432

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

Fax No: 01483 523217

DX: 58303 Godalming 1

Switchboard number: 01483 523333

Date: 19.11.07.

Your ref:

Our ref: cspargo/correspondence/GTC

Dear

RE: CAPITAL IMPROVEMENTS TO GODALMING LEISURE CENTRE

As you are aware Waverley Borough Council is currently in negotiations with DC Leisure for a new 15-year management contract to operate the Council's five existing leisure centres. Waverley is committed to improving both the quality of the built facilities and the services offered by the leisure centres and, to this end, the Council has already committed itself to significant investment in the leisure centres, including £4million to carry out large scale refurbishments of both Godalming and Farnham sports centres as well as increasing the revenue funding for the management fees.

Having reached a position where the Council has confirmed its investment for the new contract, officers are now working with DC Leisure to identify any additional capital improvement schemes which could be delivered through the new contract but which can be financed on a cost neutral basis. The Council is due to consider these additional proposals in February.

It is evident however that some elements of the desired improvements identified as part of the Council's Leisure Facilities Strategy last year will remain unaffordable to Waverley and in light of this, Waverley is taking the opportunity to formally ask the Town Council if it wishes to contribute any of its resources to funding additional capital improvements to improve the services offered to residents.

Officers have full and detailed proposals, which can be made available if the Town Council is interested in investigating the opportunities available. Given the current stage in negotiations it would be advantageous to progress discussions quickly if the Town Council is interested.

Yours sincerely

Julie Maskery  
Head of Leisure Services

**ITEM 12**  
**APPENDIX H**

**FARNHAM TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE PLANNING CONSULTATIVE GROUP**  
**OF FARNHAM TOWN COUNCIL**  
**HELD ON THURSDAY, 8<sup>th</sup> NOVEMBER, 2007 AT 6.30PM.**

- \* 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.

Officers Present: Roland Potter – Town Clerk  
Wendy Coulter – Committee & Member Services Officer

PP 101/07 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 Attfield	WA 07/2285	Land at Bourne House, Lodge Hill Road	Personal	Know owner of property.
L Fleming	WA 07/2285	Land at Bourne House, Lodge Hill Road	Personal	Know owner of property.
R Frost	WA 07/2285	Land at Bourne House, Lodge Hill Road	Personal	Know owner of property.
C Genziani	WA 07/2285	Land at Bourne House, Lodge Hill Road	Personal	Know owner of property.
J Maines	WA 07/2285	Land at Bourne House, Lodge Hill Road	Personal	Know owner of property.
C Storey	WA 07/2285	Land at Bourne House, Lodge Hill Road	Personal	Know owner of property.

**WA 07/2237**

Erection of single storey extensions and detached double garage following demolition of existing garage.  
Pinecombe, 65 Lodge Hill Road, Lower Bourne, Farnham.

**No objection.**

## ITEM 12 APPENDIX H

### **WA 07/2239**

Erection of extensions and alterations.  
35 Bridgefield, Farnham.

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

### **WA 07/2243**

Application for a Certificate of Lawfulness under Section 191 for the existing use of land as a residential mobile home park.  
J Mar, Badshot Farm Lane, Badshot Lea, Farnham.

**Object. This site is not appropriate for a residential mobile home park. Access to the site is poor and it is within the Farnham/Aldershot Strategic Gap.**

### **WA 07/2250**

Change of use from Class B1 (b)/(c) (research and development/light industrial) to full Class B1 (office/research and development/light industrial) or alternative Class B8 (storage and warehouse) use; together with changes to elevations.  
Hurlands Business Park, Hurlands Close, Farnham.

**No objection.**

### **WA 07/2252**

Erection of extension.  
28 Echo Barn Lane, Farnham.

**No objection.**

### **WA 07/2253**

Provision of dormer windows for loft conversion and erection of a single storey extension (follows invalid application WA 07/1847).

25 Woodlands Avenue, Farnham.

Previous comments of the Planning Consultative Group held on 6<sup>th</sup> September, 2007, were as follows: Object, out of character with neighbouring properties. Concerned about the potential impact on the residential amenities of neighbouring properties.

**Object, out of character with neighbouring properties. Concerned about the potential impact on the residential amenities of neighbouring properties.**

### **WA 07/2256**

Outline application for the erection of a new dwelling.  
Land at 21 Dene Lane, Lower Bourne, Farnham.

**ITEM 12  
APPENDIX H**

**Object on the grounds that this development will encroach into the rural fringe of Farnham.**

**WA 07/2258**

Erection of a new dwelling with attached garage following demolition of existing garages.

Land to rear of 16-18 Weybourne Road, Farnham.

**No objection.**

**WA 07/2260**

Change of use from mixed use dentist, training display, offices to all Class D1 use, dentist, medical and medical consulting rooms.

21 East Street, Farnham.

**No objection.**

**WA 07/2261**

Erection of extensions and alterations to convert existing coach house to a dwelling.

22 Longdown Road, Farnham.

**No objection.**

**WA 07/2267**

Erection of extensions.

Greensand House, 2 Sandrock Hill Road, Farnham.

**No objection subject to the use of materials in keeping with the existing building.**

**WA 07/2268**

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

16a Heath Lane, Farnham.

**No objection.**

**WA 07/2271**

Alterations to existing dwelling and erection of a new dwelling.

Land at 41 Bethel Lane, Farnham.

**Object. Concerned about the potential increase in traffic movements on a narrow lane and the loss of parking at number 14.**

## ITEM 12 APPENDIX H

### **WA 07/2272**

Application for a Certificate of lawfulness under Section 192 for the erection of an extension.

66 Tilford Road, Farnham.

**Farnham Town Council objects to the principle of retrospective planning applications and cannot support this application.**

### **WA 07/2273**

Erection of a conservatory.

2 Paviers, Cherry Tree Close, Farnham.

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

### **WA 07/2275**

Erection of extension.

125a Badshot Lea Road, Badshot Lea, Farnham.

**Due to its height, its bulk and its scale this would be a substantial extension which would fail to respect the form and character of the existing dwelling.**

### **WA 07/2283**

Erection of extensions and alterations following demolition of existing conservatory.

64 Upper Way, Farnham.

**No objection in principle however concerned about the potential impact on the residential amenities of the neighbours.**

### **WA 07/2285**

Erection of a new dwelling.

Land at Bourne House, Lodge Hill Road, Farnham.

**Object**

### **WA 07/2288**

Erection of a new dwelling.

Land at 77 Riverdale, Farnham.

**Objection, overdevelopment, concerned about impact on the street scene and potential increase in traffic movements.**

### **WA 07/2289**

Erection of extensions and alterations.

## ITEM 12 APPENDIX H

5 Broomleaf Road, Farnham.

**No objection in principle however concerned about the potential impact on the residential amenities of the neighbours and any materials used should be in keeping with existing building.**

### **WA 07/2292**

Erection of extensions.  
55 Bridgefield, Farnham.

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

### **WA 07/2295**

Erection of extensions and alterations.  
Corriemount, Tilford Road, Farnham.

**No objection in principle however concerned about the potential impact on the residential amenities of the neighbours and any materials used should be in keeping with existing building.**

### **WA 07/2296**

Erection of a first floor extension.  
7 Bourne Grove, Farnham.

**No objection.**

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

#### **CA 07/0106**

Great Austins, Farnham Conservation Area.  
Works to trees.  
12 Greenhill Road, Farnham.

**Noted.**

#### **CA 07/0108**

Farnham Conservation Area.  
Works to one Yew Tree.  
9 Kingham Place, West Street, Farnham.

**Noted**

**ITEM 12  
APPENDIX H**

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

**TM 07/0158**

12 Bourne Firs, Farnham.

Works to trees the subject of Tree Preservation Order 2/00.

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

The meeting closed at 7.20pm.

Date

Chairman

**FARNHAM TOWN COUNCIL**

**OBSERVATIONS OF THE PLANNING CONSULTATIVE GROUP  
OF FARNHAM TOWN COUNCIL  
FROM THURSDAY, 22<sup>nd</sup> NOVEMBER, 2007**

PP 111/07

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 07/2309**

Erection of extensions and alterations (follows invalid application WA 07/1826).

77 Burnt Hill Road, Farnham.

Previous comments of the Planning Consultative Group held on 6<sup>th</sup> September, 2007, were as follows: No objection however concerned about the impact on the residential amenities of neighbouring properties.

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

**WA 07/2326**

Erection of an extension.

240 The Chantry, Farnham.

**No objection.**

**WA 07/2329**

Erection of an extension and alterations, conversion of garage to habitable accommodation and erection of detached double garage.

9 Windermere Way, Farnham.

**Concerned about the potential adverse impact on the residential amenities of the neighbouring properties in road adjacent to the proposed garage.**

**WA 07/2335**

Erection of extensions at first floor level; erection of porch and alterations.

2 Crondall Lane, Farnham.

**To be considered at PCG meeting to be held on 29<sup>th</sup>  
November 2007.**

**WA 07/2336**

Erection of a detached garage.  
21 Spring Lane, Farnham.

**No objection.**

**WA 07/2339**

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

**No objection.**

**WA 07/2344**

Erection of an attached dwelling (revision of WA 07/1797).  
Land at 36 Roman Way, Farnham.  
Previous comments of the Planning Consultative Group held on 6<sup>th</sup> September 2007, were as follows: Object, overdevelopment of the site. Farnham Town Council believes that the design is insensitive to the local area.

**To be considered at PCG meeting to be held on 29<sup>th</sup>  
November 2007.**

**WA 07/2348**

Erection of a first floor extension and alterations.  
Kingsbridge, Tilford Road, Farnham.

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

**WA 07/2354**

Erection of single storey extension and detached garage following demolition of existing garage.  
8 Queens Lane, Farnham.

**Any materials used should be in keeping with the existing building.**

**WA 07/2358**

Erection of a chimney.  
7 Pottery Lane, Farnham.

**No objection.**

**WA 07/2360**

Erection of a detached dwelling.  
Land at 51 Dene Lane, Farnham.

**To be considered at PCG meeting to be held on 29<sup>th</sup> November 2007.**

**WA 07/2361**

Erection of a first floor extension.  
4 Westbury Gardens, Farnham.

**Any materials used should be in keeping with the existing building.**

**WA 07/2371**

Erection of extensions and alterations to existing bungalow to provide a chalet bungalow (revision of WA 07/1184).  
Rymans, Lickfolds Road, Rowledge, Farnham.

Previous comments of the Planning Consultative Group held on 21<sup>st</sup> July 2007 were as follows: No objection in principle, however, concerned about the proximity of the extension to the boundary and the impact on the residential amenity of neighbouring properties.

**No objection in principle, however, concerned about the proximity of the extension to the boundary and the impact on the residential amenity of neighbouring properties.**

**WA 07/2374**

Erection of a new entrance porch, landscaping and widening of vehicular access point.  
6 Echo Barn Lane, Farnham.

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

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

**CA 07/0109**

Farnham Conservation Area.  
Works to trees.  
The Plough, 74 West Street, Farnham.

**Noted.**

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

**TM 07/0162**

Beech Leaves, Crondall Lane, Farnham.  
Application to fell tree the subject of Tree Preservation Order 20/06.

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

**TM 07/0164**

22 Woodbourne, Farnham.  
Works to trees the subject of Tree Preservation Order 26/02.

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

**TM 07/0166**

32 Compton Way, Farnham.  
Works to tree the subject of Tree Preservation Order FAR114.

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



FARNHAM TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING CONSULTATIVE GROUP  
OF FARNHAM TOWN COUNCIL  
HELD ON THURSDAY, 29 NOVEMBER 2007 AT 6.30PM.

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

- \* Present
- o Apologies for absence.

PP 112/07

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 07/2335**

Erection of extensions at first floor level; erection of porch and alterations.

2 Crondall Lane, Farnham.

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

**WA 07/2344**

Erection of an attached dwelling (revision of WA 07/1797).

Land at 36 Roman Way, Farnham.

Previous comments of the Planning Consultative Group held on 6<sup>th</sup> September, 2007, were as follows: Object, overdevelopment of the site. Farnham Town Council believes that the design is insensitive to the local area.

**Object, overdevelopment of the site. Farnham Town Council believes that the design is insensitive to the local area.**

**WA 07/2360**

Erection of a detached dwelling.  
Land at 51 Dene Lane, Farnham.

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

**WA 07/2384**

Erection Of a detached dwelling following demolition of existing garage/outbuilding and alteration to existing dwelling.  
Land at 3 Weydon Lane, Farnham.

**No objection.**

**WA 07/2385**

Erection of a detached dwelling (revision of WA 07/1285).  
Land at 9 Wellington Lane, Farnham.  
Previous comments of the Planning Consultative Group held on 21<sup>st</sup> July 2007 were as follows: No objection.

**No objection.**

**WA 07/2388**

Erection of a two storey extension.  
23 Copse Avenue, Farnham.

**No objection subject to use of appropriate materials.**

**WA 07/2390**

Demolition of existing dwelling and erection of two detached buildings, each providing a terrace of three 4-bed two-storey dwellings (6 dwellings in total).  
21 Lodge Hill Road, Farnham.

**Object. This is overdevelopment for the site. Farnham Town Council is concerned about the potential increase in traffic in School Hill. This development will lead to the erosion of the semi rural character of the area and is out of keeping with the scale, pattern and density of the surrounding properties.**

**WA 07/2392**

Erection of extension.

13 Stream Farm Close, Lower Bourne, Farnham.

**No objection.**

**WA 07/2398**

Installation of solar panels.  
40 Castle Street, Farnham.

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

**WA 07/2399**

Application for Listed building Consent for the installation of solar panels.  
40 Castle Street, Farnham.

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

**WA 07/2402**

Erection of an extension.  
18 St Georges Road, Farnham.

**No objection.**

**WA 07/2405**

Demolition of existing dwelling and erection of a building to provide 9 flats, together with ancillary works.  
21 Lodge Hill Road, Lower Bourne, Farnham.

**Object. This is overdevelopment for the site. Farnham Town Council is concerned about the potential increase in traffic in Lodge Hill Road. This development will lead to the erosion of the semi rural character of the area and is out of keeping with the scale, pattern and density of the surrounding properties.**

**WA 07/2406**

Application for Listed Building Consent for internal alterations.  
Bartlett & Austin Opticians, 9 West Street, Farnham.

**Farnham Town Council questions the need to remove**

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**panelling to install a mirror. Refer to the Listed Buildings'  
Officer.**

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

**CA 07/0113**

Farnham Conservation Area.

Works to trees.

37 & 38 Downing Street, Farnham.

**Noted.**

The meeting closed at 7.00pm.

Date

Chairman

Farnham River Management Committee  
Fifth Meeting, 2<sup>nd</sup> November 2007

Minutes

**Present:**

Noel Moss (Chairman)		FRW (Farnham River Watch)
David Van Beesten (Secretary)		EA (Flood Defence)
Terry Mullaney	-	FRW
Bryan Sell	-	FRW
Anne Houlihan	-	TW (Thames Water)
Robin Ellks	-	Waverley (FD)
Patrick Giles	-	Surrey CC, Highways

**Apologies:**

Pat Frost	-	Farnham Town Council (FTC)
Debbie Cousins	-	EA
Adrian Bicknell	-	EA

**Item 1 Minutes of Fourth Meeting held on 24<sup>th</sup> August 2007**

The minutes of the last meeting were agreed as an accurate record.

**Item 2. Matters Arising and Outstanding Actions**

(1) **River Wey Strategy.** The EA reported this is now due in Spring 2008 – a further slip from the last forecast. In discussion the EA said this long-awaited item is one of a hierarchy of documents. At the top sits the Thames Catchment Flood Management Plan dealing with the whole of the Thames Basin. Below this come the various Strategies, 25 in number, including one for the Wey.

This will identify in broad terms the areas of highest flood risk, Farnham will get a mention here. It will recommend that some areas are further studied to see if flood alleviation schemes are viable. It also looks at the effect of climate change, possible large scale works such as a huge flood storage area in the upper reaches of one or some of the rivers and streams which make up the Wey catchment. It will also look at the effects of large scale development. It will comment on the effectiveness of maintenance in broad terms. It will not comment on the maintenance regime at Farnham or any other high flood risk area.

The EA is also creating System Asset Management Plans or SAMPS. These seek to define the work to be done year on year in a flood risk management system such as Farnham. The annual cost is then compared with the benefits derived from maintenance works and the benefit cost ratio derived. If greater than one, then work will proceed, if not, and there are no further factors, work will probably not proceed. This should not be a problem in high risk areas but will be for lower risks.

The delays in producing all these documents comes from the fact that this is all new work and the brief keeps changing as various ones are "completed". The EA has just completed its pilot SAMP which will be reviewed in December. This process may change how these are produced in the future. The EA said it will be happy to share the SAMP for Farnham when it is produced towards the end of next year.

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- (2) **Longbridge Piling.** SCC Highways confirmed that SCC accepted ownership and that the problem had been passed to Structures Dept. The contact is Hugh Brooman.
- (3) **Thames Water Consultation.** TW reported that the consultation period on their 25 Year "Taking Care of Water" Strategy had now ended and the results were being digested. The chairman said he had responded by internet as a private individual and was impressed with the breadth of the subjects covered.
- (4) **Land Ownership.** EA said they had still not completed this piece of work which was not a priority for them. It had been overtaken by urgent activities after the July floods. In response to questions on this delay, EA said lack of knowledge of an owner would not stop them doing essential work "under notice." **Action: EA ongoing**
- (5) **Hatch Mill Area.** WBC said they were, through a new contact, still trying to establish ownership of land at the east of the corridor. **Action WBC ongoing**
- (6) **Emergency Planning.** Robin Ellks said he had arranged for Keith Allen to attend on 8<sup>th</sup> February 2008. He was thanked for this initiative. Robin also demonstrated inflatable sandbags which WBC would be conducting a trial of.
- (7) **Gully Clearance Schedule.** SCC said work in accordance with the schedule was on target. They do have the resource to do extra, on a reactive basis, where there are high priority problems. Terry Mullaney referred to his queries on blocked gullies along the A31. The answer is that these (including slip roads) are the responsibility of the Highways Agency. However, SCC said they would check into this and report back. **Action SCC.**
- (8) **Gutter/ Weed Control.** SCC said that spraying is carried out in May and post-August Bank Holiday on all adopted roads with a kerb. Go to SCC website and register a problem. Is there a response? There should be one. **Action FRW**
- (9) **Town Ditch.** Beautiful brief on this issue (now properly called the New River), produced by the Chairman and passed to Pat Frost of FTC. The chairman said that work in that area had been carried out by Thames Conservancy in the 1970's as part of the Farnham flood defence project and that therefore it is part of that scheme and should be maintained. EA said this is not true as that segment was only to provide water supply to Crosby Doors. Action on possible clearance is now with Pat Frost and FTC but FRW finds it odd that these ditches which provide part of the drainage of the town are just not maintained by anyone. EA/TW/WBC say it is not a priority as no property is threatened. Who is the owner?
- (10) **Wet Spots Improvements.** SCC confirmed there is only one in Farnham at Frensham Vale and this has score of only 21 out of 200+ ie, not a high priority. Priority rating includes potholes, flooding, damages etc, with overall rating from causing/likely to cause death down to merely inconvenience from water lying in the road. This is a live list that can be updated.
- Asked about the comments made by FRW at the consultation stage, SCC handed over a list of actions for review. Some of these may be dealt with by routine maintenance.
- Action chairman**
- No one present was clear on future funding. Robin thought there was £1.2m for 700 sites.
- Action SCC**

(11) **Thames Water Sewer Cleaning Schedule.** Anne Houlihan has list but not in final form. She will send schedule to NM for inclusion in Management Plan

**Action TW**

East Street due October! SCC want to know as flooding of premises “Nuts and Bolts”. Reported to TW?

(12) **Link Magazine.** This has been renamed “Making Waves.” Robin handed over copies of an article published after the 2000 floods. It is suggested this is updated after WBC policies have been reviewed – this puts it off for a year.

(13) **Article for Farnham Herald.** Discussed at length. Check on contact numbers. Pass comments to NM

**Action ALL**

(14) **Flood Wardens.** It will be recalled that FRW had acquired a copy of the EAs manual on voluntary Flood Warden duties. This had been sent to FTC but, despite several reminders, no reaction had been forthcoming. The EA said they supported the idea of such wardens but this was a matter for parish/town councils.

**Action FTC**

(15) **Riverside Improvements.** In the absence of the FTC rep, the chairman said he had spoken to Cllr Cockburn. She had said that FTC was at an early stage of developing a “Pride in Farnham” initiative involving getting officers and councillors out and about to spot things that needed doing in the town. This included the Wey corridor. Members welcomed this idea and looked forward to future reports on implementation.

**Action FTC**

### **Item 3. River Maintenance**

Following discussion at the last meeting, NM and TM had met with DVB to discuss river maintenance as seen by the EA. The chairman summarised the EA position as follows:

“Farnham, unlike some other towns on the Wey, is fortunate to have a flood protection scheme. The town is recognised as at high risk and therefore has priority for maintenance. The existing scheme is therefore maintained to a high standard and it is the EAs considered professional view that it will protect the town to 1968 levels of 1000 cusecs.”

Asked if they accepted this view, FRW said that they continued to have their confidence undermined by apparent inconsistencies including, amongst others:

The way the Longbridge situation has been handled from start until the present  
The lack of attention to the build up of shoals as noted by Dr Mant  
General lack of visible activity. This was illustrated by a point raised by an FRW member resident at 34 Red Lion Lane who had been flooded in 1968 and was close 2000. He had pointed to the area of scrub immediately west of The Maltings which had been well cleared in 2005 but not touched since.

The lack of visibility of what work was in the schedule to be carried out

The EA responded by saying that they worked to priorities and that the above items, in their view, were not increasing flood risk. Shoals do build up and are monitored. At a certain point, when they are considered to increase risk, they are removed or reduced.

The chairman asked once again how this difference in perception might be solved. DVB suggested that FRW produce a specification of what maintenance information on a regular

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basis from the EA would give them the confidence they required so as to satisfy the genuine concerns of residents in the face of climate change predictions. **Action FRW**

The chairman remarked that the situation on The Bourne Stream was different because this was considered by the EA to be a lower risk and hence did not have the priority attaching to the Wey.

### **Item 4. Draft Management Plan**

Attention was drawn to the updated version (Edition 1.4, September 2007) issued prior to the meeting. There were no comments.

**Afternote:** Members are invited at the next meeting to produce statements on progress so as to populate the "Completed 2007" column in the plan. **Action All**

### **Item 5. Assessment to Date**

Attention was drawn to the updated paper "River Management Situation" Edition 2.1 Revised 24<sup>th</sup> September 2007 and issued prior to the meeting.

Those who had contributed comments on the earlier version, especially EA representatives, discussed at the last meeting were thanked.

In discussion, the question was posed as to whether FRMC was adding value? The consensus was "Yes." In particular, most parties were better informed on the complete picture and much improved information was available for the residents of Farnham. However, the EA believe that there is now a need to widen the business base and to establish better links with other groups. A wider view was required with less introspection.

It was agreed the paper should be treated as a "living document" ie, kept up to date on a regular basis.

### **Item 6. Future Business**

Little time was available for this item but it was established that there are a number of possible tasks on-going for FRMC as follows:

- Extending Management Plan beyond the Farnham stretch of the Wey
- Addressing the tributaries, notable The Bourne Stream
- Making contact with other organisations with an interest in the Wey
  - Eg, Northern Wet Trust, Bentley Fly Fishers, the emergent Surrey Hills Society
- Lottery Funding for schemes
- Surrey Rights of Way Improvement Plan

### **Item 7. AOB**

TM reported that he had made the effort to attend the last meeting of the RFDC at the Thames Barrage. Time did not permit him to give a full report on the business discussed but he had met Ian Tomes from the EA Frimley Office who had suggested that FRW should make contact with him. DVB agreed this would be a good thing to do.

**Date of next meeting: 8<sup>th</sup> February 2008**