



FARNHAM TOWN COUNCIL

Mr Roland Potter
Town Clerk

8th September, 2006

To: The following Members of the Public Services Committee

Cllr (Mrs) A E Mansell MBE (Chairman)
Cllr M A Clark (Vice Chairman)
Cllr D J Attfield (Town Mayor)
Cllr C A Cockburn
Cllr S Farrow (Chairman, Environmental Services Committee, *ex officio*)
Cllr (Mrs) P M Frost
Cllr R D Frost
Cllr C G Genziani (Deputy Town Mayor)
Cllr J M Harris
Cllr S A G Lang
Cllr J E Maines
Cllr (Mrs) P M Marriott
Cllr M W Norris
Cllr (Mrs) S Scrivens

Other members of the Council for information

Dear Sir/Madam

A meeting of the **PUBLIC SERVICES COMMITTEE** will be held in the **Council Chamber, South Street, Farnham** on **THURSDAY 14th SEPTEMBER, 2006, at 7pm.**

Yours faithfully

MR R POTTER
Town Clerk

Please note that prior to the commencement of the meeting, commencing at 6.00pm, there will be a short presentation by Burns and Webber Estate Agents sponsors of Farnham in Bloom, of garden vouchers to the winning schools who took part in the "Hanging Basket Competition". Each child that took part will also be presented with a certificate.



AGENDA

1 APOLOGIES FOR ABSENCE

2 MINUTES

To sign as a correct record the minutes of the meeting held on 11th May, 2006, attached and 25th May, previously distributed.

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 janet.stanton@farnham.gov.uk by 12 noon on the day before the meeting. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the clerk before the start of the meeting.*
- (ii) *Members are reminded that any member of the Committee declaring a prejudicial interest is required to withdraw from the meeting unless he/she has obtained dispensation from the Standards Committee.*

4 STATEMENTS BY THE PUBLIC

The Chairman will invite members of the public present to indicate on which item if any, they would like to speak. At the discretion of the Chairman, those members of the public, residing or working within the Council's boundary, will be invited to speak forthwith in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

Part 1 – ITEMS FOR DECISION

5 CEMETERY PROCEDURES AND STRATEGIES

TO CONSIDER and CLARIFY policy, legal and financial implications with regard to burials administration, memorials and cemeteries management.

TO OUTLINE the advantages of implementing a **Cemeteries Charter** to improve **service delivery** and **customer care**.

TO REVIEW current Farnham Town Council cemetery administration and management procedures.

TO IDENTIFY RECOMMENDATIONS for consideration and referral to Full Council.

Report attached at Appendix A

6 ALLOTMENTS

TO REVIEW the current service provision of allotments and to consider bringing allotment sites at Farnborough Road and the Shepherd and Flock in to operation to attempt to satisfy the current waiting list.

TO ADOPT an allotment strategy and a 3 year action plan to improve the Councils allotment service.

TO ADOPT a new tenancy agreement.

Report attached at Appendix B

7 CHRISTMAS LIGHTS 2006

TO AGREE the installation of additional sets of lights to illuminate three additional trees in South Street

TO RECOMMEND to Full Council to release £5,220 from reserves for the purchase and installation of additional Christmas Lights.

Report attached at Appendix C.

8 CAPITAL PROGRAMME 2006-2007- INSTALLATION OF PLAY EQUIPMENT

TO AUTHORISE the expenditure held within the Farnham Town Council approved capital programme 2006/2007 for a new children's roundabout at The Green, Badshot Lea.

Report attached at Appendix D

9 DRAFT BUDGET FOR 2007/2008

TO CONSIDER the Draft Revenue Budget.
TO CONSIDER the Draft Capital/Project Budget.
TO NOTE the attached report and make recommendations to the Policy and Resources Committee.

Report attached at Appendix E.

Part 2 – ITEMS FOR INFORMATION
(There will usually be no discussion on these items)

10 HERITAGE OPEN DAYS 9-10 SEPTEMBER 2006

The Heritage Open Days took place on 9-10 September 2006. As in previous years, this was arranged in partnership with the Farnham Society. The following venues took part in the event:

- University College for the Creative Arts
- Council Chamber, South Street
- Farnham Castle and the Norman Keep
- St Andrew's Church and Cobbett's Tomb
- Museum of Farnham
- 24 West Street
- Farnham Maltings (with Sir Ray Tindle's Classic Cars on display in the car park on Sunday 10th September)
- Town Walk

11 LIBRARY GARDENS, WEST STREET
(a) Resurfacing of tennis court

In accordance with its approved capital programme, the work to the surface of the Library Garden tennis court has been completed. The surface has been cleared of weeds and moss, repainted with non-slip acrylic paint and re-lined. A new net has also been installed. The court was closed for 7 days but a press release and signs warning of the closure were in place for several weeks to give users plenty of notice.

(b) Tree work

A report was received in June 2006 from Surrey County Council's arboriculturalist confirming that following an arboricultural assessment, actions needed to be taken by Surrey County Council as the freeholder of the site and to comply with Health and Safety requirements to the large cedar on the upper level.

Arrangements were immediately put in place by SCC to install a chestnut pail fence on the drip line of the canopy on all sides completing enclosing the large cedar tree. A significant defect had been identified within one of the main structural stems which could pose a threat. The tree also lacks vitality and appears to be in decline. SCC intend to arrange for a permanent gated fence to be installed together with the application of mulch which it is hoped will reverse the decline and allow the retention of this dominant and important tree within its setting.

12 FARNHAM IN BLOOM UPDATE

TO NOTE that a letter has been received from the Farnham Visitors Council expressing their sincere thanks for the magnificent flower baskets and boxes around the town.

13 TRANSFER OF PUBLIC CONVENIENCES FROM WAVERLEY BOROUGH COUNCIL UPDATE

TO NOTE that a report on Waverley Borough Council's proposals for the renovation of the three public conveniences to be transferred to Farnham Town Council together with the options for enhancement by the Town Council will be submitted to the next meeting of the Committee. Officers are working to secure the transfer of the renovated conveniences by 1 April 2007.

14 ALLOTMENTS SHOW

There were 11 exhibitors who put in 69 exhibits at this years allotment show. This compares to last year with 9 exhibitors putting in 55 exhibits. In the 1st year there were 10 exhibitors who put in 58 exhibits. This year was excellent because of the tough conditions for growing vegetables. There was a good attendance for our question and answer session and Ron Watts answered questions for about an hour. Overall a successful day with 3 new plot holders putting in exhibits.

15 HIDDEN BRITAIN UPDATE

TO NOTE the Hidden Britain Update report attached at Appendix F.

16 HEALTHCHECK UPDATE

TO UPDATE the Committee on progress on the various projects in the Healthcheck Action Plan.

Report attached at Appendix G.

17 ITEMS TO BE TABLED

None

18 PUBLICITY

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

Part 3 – CONFIDENTIAL ITEMS

There are no confidential items.

The Chairman will close the meeting.

FARNHAM TOWN COUNCIL

**MINUTES OF THE PUBLIC SERVICES COMMITTEE HELD ON 11th MAY, 2006,
IN THE COUNCIL CHAMBER, SOUTH STREET, FARNHAM**

- * Cllr D J Attfield (Town Mayor) (Chairman for 1st Item)
- * Cllr C G Genziani (Deputy Town Mayor)
- * Cllr M A Clark
- * Cllr C A Cockburn
- * Cllr S Farrow (Chairman Environmental Services Committee) *ex officio*
- * Cllr (Mrs) P M Frost
- * Cllr R D Frost
- * Cllr J M Harris
- * Cllr S A G Lang
- * Cllr J E Maines
- * Cllr (Mrs) A E Mansell MBE
- * Cllr (Mrs) P M Marriott
- * Cllr M W Norris
- * Cllr (Mrs) S Scrivens

* Present

PS 018/06 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

PS 019/06 **ELECTION OF CHAIRMAN**

It was proposed by Councillor M A Clark and seconded by Councillor M W Norris and

RESOLVED: That Cllr (Mrs) A E Mansell be elected Chairman for the ensuing Local Government year 2006/2007.

PS 020/06 **ELECTION OF VICE CHAIRMAN**

It was proposed by Councillor M W Norris and seconded by Councillor (Mrs) S Scrivens that Councillor M A Clark be elected Vice Chairman of the Public Services Committee. However it was proposed by Councillor J E Maines that Councillor (Mrs) P M Frost be elected Vice Chairman of the Public Services Committee and was seconded by Councillor C A Cockburn. A Vote was taken 7:6 in favour of Councillor M A Clark.

RESOLVED: That Cllr M A Clark be elected Vice Chairman for the ensuing Local Government year 2006/2007.

Date

Chairman

FARNHAM TOWN COUNCIL

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

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

COMMITTEE: PUBLIC SERVICES

DATE: 14th SEPTEMBER, 2006

NAME (Please Print): _____

Agenda Item / Minute Number	Subject	Personal	Prejudicial	Interest based on	Time of Disclosure

(Please continue on the following page)

Signed
Dated

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

² A personal interest includes:

Any matter registered in the register of interests

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

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

⁴ State item under consideration.

Agenda Item / Minute Number	Subject	Personal	Prejudicial	Interest based on	Time of Disclosure



FARNHAM TOWN COUNCIL

<p>TITLE OF REPORT: Cemeteries Administration and Management</p>	
<p>AUTHOR: <i>Name: Nick Goddard</i> <i>Title: Assistant Town Clerk</i></p>	<p>PRESENTED BY: <i>Name: Nick Goddard</i> <i>Title: Assistant Town Clerk</i></p>
<p>PRODUCED FOR: Public Services Committee</p>	<p>DATE OF REPORT: 31 August 2006</p>
<p>SUMMARY OF KEY ISSUES</p> <p>The Town Council has no formal policies for the administration and management of the cemeteries including the reclassification of the "exempted category". The adoption of a Cemeteries Charter and a formalisation and updating of the Councils Cemeteries Regulations. The designation of the cemeteries as lawn cemeteries together with regulations on the use of memorials. The adoption of a memorials policy and the introduction of a stone mason's registration scheme. To note that there are no longer any vacant plots for purchase in Hale Cemetery.</p>	
<p>FINANCIAL IMPLICATIONS:</p> <p>The financial implications are outlined in the report.</p>	
<p>RECOMMENDATION:</p> <ul style="list-style-type: none"> • That the benefits of adopting and implementing a Farnham Town Council Cemeteries Charter in terms of service delivery and customer care have been noted and agreed in principle. • That the Cemeteries Charter be recommended to Full Council for approval. • That the remaining cemetery spaces and areas where there is not an internment are designated a lawn cemetery • That a lawn style of memorial layout, that is one which permits a headstone and adjoining plinth (for the placing of floral tributes) only, for future memorials be introduced in Farnham Town Council's cemeteries as soon as practicable. • That the lack of space for the purchase of new graves at Hale Cemetery be noted and reported to Farnham Town Council pending a further report to a future meeting of the Public Services Committee. • That the Council's regulations for the administration and management of its cemeteries be adopted. 	
<p>FOR FURTHER INFORMATION CONTACT: Nick Goddard (Town Clerk)</p>	

**FARNHAM TOWN COUNCIL
PUBLIC SERVICES COMMITTEE
14 SEPTEMBER, 2006**

CEMETERIES ADMINISTRATION AND MANAGEMENT

05.01 PURPOSE

1.1 The purpose of this report is to:

- consider and clarify policy, legal and financial implications with regard to burials administration, memorials and cemeteries management
- outline the advantages of implementing a **Cemeteries Charter** to improve **service delivery** and **customer care**
- review current Farnham Town Council cemetery administration and management procedures
- identify RECOMMENDATIONS for consideration and referral to Full Council

05.02 BACKGROUND

2.1 Legal ownership of the four cemeteries located at West Street, Green Lane, Alma Lane, Hale and Badshot Lea in Farnham was transferred from Waverley Borough Council to Farnham Town Council on 1st April, 2003. The cemetery/burial function was transferred to the Town Council on the above date with the effect that Farnham Town Council acquired full responsibility for burials in and maintenance of the four cemeteries together with chapel buildings in three of the cemeteries.

As from 1st October, 2005, Farnham Town Council commenced direct 'in house' management of the grounds maintenance service although the grave digging service has been out sourced to a local contractor.

Since the transfer of this function the Council has found that the condition of the cemeteries and the chapel buildings is variable, and action has been taken to address a backlog of maintenance issues including:

- (a) a thorough survey of trees and maintenance programme to deal with hazards;
- (b) a rolling programme of "topple-testing" has commenced to satisfy health and safety requirements;

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- (c) an improved level of grounds maintenance by direct management of the service;
- (d) a professional condition survey of the chapel buildings to determine their current condition and likely costs to make good.

2.2 The Town Council has no written policies or guidelines for the administration and management of the cemeteries service. The practice for the operation of the cemeteries was inherited from Waverley Borough Council based on practice and internal training and advice. Officer's experience to date indicates that whilst delivery of the service in general has been good there have been instances where a lack of clearly defined service standards and policies has lead to difficulties and placed the Town Council and its staff at risk of potential criticism as explained later in this section of the report.

This following report lays out a number of recommendations to address the above issues.

SECTION A

05.03 CEMETERIES CHARTER

- 3.1** Taking account of experience to date, together with available best practice guidance including that of the Department for Constitutional Affairs and other professional bodies, the development of a Charter for the bereaved and general public in respect of Farnham Town Council's Cemetery Services has been identified as the key building block in promoting customer care and maintaining and improving service delivery.
- 3.2** The purpose of the adoption of a Charter is to:
- demonstrate a commitment to improve the Town Council's service by acknowledging rather than disguising the bereavement and loss experience with the aim of reducing ignorance.
 - define the rights of every individual who experiences bereavement.
 - set standards of service related to the burial administration service, funerals, memorials and cemetery management provided by the Town Council and thereby provide a clear framework for the working relationship between the Town Council and its grave digging contractor, funeral directors and memorial stonemasons
 - recognise that bereavement services are essential to the well being of society, that the benefits of a meaningful funeral are immeasurable, influencing both the physical and mental well being of all concerned
 - offer the bereaved a greater influence over the arrangement of funerals with the opportunity of controlling costs and offering more satisfaction
- 3.3** A copy of a draft charter is attached at Annex 1 for member's consideration.

An explanation of the current management issues which the Charter aims to address are identified later in Section B of this report.

3.4 RECOMMENDATIONS TO FULL COUNCIL

- 1. That the benefits of adopting and implementing a Farnham Town Council Cemeteries Charter in terms of service delivery and customer care have been noted and agreed in principle.**
- 2. That the Cemeteries Charter be recommended to Full Council for approval.**

SECTION B

05.04 Burials function

- 4.1 A key consideration when assessing the burials function is an appreciation of the **legislative framework** governing this function. Section 214 of the Local Government Act 1972 provides the Town Council with the statutory duty and power to provide and maintain the town's four municipal cemeteries. Under the powers contained in the 1972 Act a statutory instrument known as the Local Authorities' Cemeteries Order 1977 was introduced which contains the detailed provision for the management of municipal cemeteries in England and Wales.

In accordance with Article 10(1), a burial authority may grant on such **terms and subject to conditions as they think fit**.....

The legislative requirement for the proper and timely receipt and processing of documentation by burial authorities is critical. The prompt receipt of the completed **Notice of Burial Form** from the funeral director or person organising the funeral is especially important given the need to complete a range of tasks including the following with due care and attention:

- allocation of grave plot or identification of existing grave (including any requirements for location in grounds set aside for particular denominations or faiths)
- checking and confirming as appropriate any existing burial or memorial rights in relation to the grave
- checking for any known hazards or problems with the grave, or planned work in the vicinity at the proposed time/date of the funeral
- arranging for the excavation of the grave (including specific instructions on the depth and the coffin size)

The allowance of sufficient time to prepare for burials from receipt of instructions is highlighted in recent guidance by the Department for Constitutional Affairs which states *"Burial Managers should be aware of the time it will normally take to prepare for a burial from receipt of instructions. They should make that timing clear to both funeral directors and the public, and should endeavour to ensure that such lead times are not exceeded."* (Guide to Burial Ground Managers, Department for Constitutional Affairs, November 2005)

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In addition, as a burial authority, Farnham Town Council is required to have received the certificate for burial prior to the interment and is required to notify the Registrar of Births and Deaths of the details of the date and place of burial within 96 hours of the burial.

- 4.2 Since the cemeteries were only transferred from Waverley Borough Council on 1st April, 2003, **the core day to day management practices** have to date largely been based upon those previously operated on a Borough wide management basis and do not necessarily reflect a more local style of management commensurate with the Town Council's resources and desire to provide a highly valued service to local residents and the wider community. Currently, clearly documented service standards or detailed policies are not readily available to the Town Council staff or elected members and consequently the response to queries arising from day-to-day queries often requires intensive individual consideration.
- 4.3 Taking account of the above, it is Recommended that the following regulations be adopted:
- (a) **Timely receipt of particulars from funeral directors.** To allow adequate time to complete the necessary administrative procedures, it is essential that a completed Notice of Burial Form and supply of all other required information is received by Farnham Town Council three clear working days before a funeral.
 - (b) **Clarification of conditions relating to "excepted category"** of fees for burial in Farnham Town Council cemeteries. Under the current fee system there are two classes of fee which are resident and non resident (the charge for non resident fees is double the resident fees). The current charging arrangements require clarification to ensure that they are clearly understood by all parties and equitable in their treatment of long standing Farnham residents who die after a relatively short period in residential homes outside Farnham. Accordingly, it is Recommended that:
 - (c) **Qualification for excepted category of fees by relationship** In the interest of clarity, it is Recommended that the current qualification for the excepted category of fees for non-residents be simplified to apply only to instances where the deceased or purchaser is the spouse of a current resident or a person who is already interred in a Farnham Cemetery (and this should not include father, mother, daughter or son as is presently the case).
 - (d) **Qualification for excepted category of fees by residence** In the interests of equity, it is Recommended that the excepted category of fees should apply to any Farnham resident who dies whilst living in a residential home outside the town (**members are requested to consider if there should be a time limit on this proposal**).

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- (e) **Access arrangements during funerals** to avoid difficulties, it is Recommended that funeral directors be required to report to the Outside Workforce Manager/sexton at the time of arrival to enable the funeral party to be escorted to the relevant grave space.
- (f) **Safe excavation of graves** – the engagement of a proven contractor to excavate graves has proved invaluable. In addition, in the interests of health and safety, it is Recommended that Farnham Town Council reserves the right to remove adjacent memorials when necessary.
- (g) **Sinkage of graves** – Sinkage of graves is a natural event in cemetery maintenance. On purchasing a lease, grave owners assume responsibility for a grave and in practice are responsible for the maintenance of the grave. Although the initial liability for the failure to maintain will be the responsibility of the grave lessor, Farnham Town Council may be considered an option for the recovery of any costs through its occupiers' liability insurance as the burial authority. This is particularly the position, as the Council must ensure that the health and safety of visitors to the cemeteries is not compromised. Accordingly, it is Recommended that Farnham Town Council arranges to rectify sinkage during the first year after burial on a non-chargeable basis. Subsequently, the responsibility of rectifying sinkage of soil would lie with the purchaser of the grave; however, the purchaser would be able to request this service to be provided by Farnham Town Council on a chargeable basis and subject to staff availability.

RECOMMENDATIONS TO FULL COUNCIL

That the above regulations and specifications be included in the Council's Cemetery Regulations

SECTION C

Maintenance of cemeteries

05.05 Experience to date has shown that ground maintenance in those parts of the cemeteries where kerbstones exist has proved difficult for the following reasons:

- 5.1 Health and safety requirements** – As a burials authority, Farnham Town Council has a duty of care to all visitors to the cemetery and its staff and contractors; the condition of some kerbstones present hazards to both visitors and staff in gaining safe access to graves. Tracing the owners of the older graves can be very difficult.

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- 5.2 Overall appearance of cemeteries** – the condition of some mature graves detracts from the overall appearance of the cemeteries and creates the impression of an unkempt environment in some parts of the cemeteries.
- 5.3 Standards of grounds maintenance** – the presence of kerbstones presents difficulties in maintaining a good standard of grass cutting within the Town Council's available resources.
- 5.4 Difficulty of access** – the presence of kerbstones causes difficulties of access for grave digging and at times of some burials.
- 5.5 Members are requested to consider designating the remaining cemetery spaces and areas where there is not an interment as a lawn cemetery (also known as New Zealand style). This designation would require specific restrictions on the types and size of memorials and the memorial layout. This specification would permit a headstone and adjoining plinth (for the placing of floral tributes) only.**

The benefits of this approach would enable a far higher standard of grass cutting to be delivered and greatly assist the Town Council's staff in improving the overall appearance of the cemeteries at all times of the year as well as overcoming the health and safety issues identified above.

RECOMMENDATIONS TO FULL COUNCIL

- 1. That the remaining cemetery spaces and areas where there is not an interment are designated a lawn cemetery**
- 2. That a lawn style of memorial layout, that is one which permits a headstone and adjoining plinth (for the placing of floral tributes) only, for future memorials be introduced in Farnham Town Council's cemeteries as soon as practicable.**

SECTION D

05.06 Memorials management

The placing of a memorial on a grave is an important right for the bereaved and their families. As a caring burial authority Farnham Town Council endeavours to, balance respecting the wishes of the bereaved and their families, with its overall duty to provide well maintained cemeteries which are safe for all visitors and offer an appropriate environment for remembrance and quiet reflection as sensitively as possible.

To assist in achieving this objective Farnham Town Council, in common with other burial authorities, regulates the erection of memorials with conditions concerning

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the size and nature of the memorial. Whilst in general the current arrangements work well, there are instances where the Town Council's staff are exposed to considerable pressure due to a lack of clearly identified standards and a formal complaints procedure to resolve any disputes.

- 6.1 Taking account of the above, it is Recommended that the following regulations be adopted:

The introduction of a registration scheme for stonemasons who carry out work in Farnham Town Council's cemeteries with the aim of establishing a uniform standard of workmanship to accord with National Association of Memorial Masons standards and working practices.

The scheme would enable Farnham Town Council to control on-site construction and address the standards required for the installation, repair and maintenance of memorials, both new and existing, insurance cover, health and safety requirements and administrative procedures with a view to producing a common approach at all cemeteries under the Town Council's management.

The introduction of method statements for stonemasons' work would eliminate errant practice by any stonemasons.

An annual review of stonemasons' public and employers' liability insurance should be introduced.

A policy of numbering all future headstones (at base of rear) in accordance with best practice

Future memorials policy - Style and design of future memorials

- (i) Approval of style and design of headstones to be delegated to officers subject to reference to members as appropriate;
- (ii) Engraving on all future headstones to be made on front only.

RECOMMENDATIONS TO FULL COUNCIL

That the above regulations and specifications be included in the Councils Cemetery Regulations

SECTION E

05.07 Hale Cemetery

- 7.1** There are no longer any additional spaces available for new graves. There is still space available for ashes and some internments in graves which are already established. Any requests for future burial will have to be declined and directed to the Council's remaining cemeteries.

RECOMMENDATIONS TO FULL COUNCIL

That the lack of space for the purchase of new graves at Hale Cemetery be noted and reported to Farnham Town Council pending a further report to a future meeting of the Committee.

05.08 Policy and Legal implications

Legal empowerment

Section 214 of the Local Government Act 1972 provides the statutory duty and power for Farnham Town Council to provide and maintain the town's four municipal cemeteries. Under the powers contained in the 1972 Act a statutory instrument known as the Local Authorities' Cemeteries Order 1977 was introduced which contains the detailed provision for the management of municipal cemeteries in England and Wales.

The adoption of a Farnham Town Council Cemeteries Charter would greatly assist in the compliance of health and safety requirements and establish defined standards of service.

There would be a requirement to form a Town Council Complaints Review Group.

05.09 FINANCIAL IMPLICATIONS

The only specific cost identified to date is an estimated cost of £5,000 for the provision of notice boards in the Town Council's cemeteries.

FARNHAM TOWN COUNCIL

CEMETERIES CHARTER FOR THE BEREAVED AND GENERAL PUBLIC

The purpose of this charter is to:

- demonstrate a commitment to improve the Town Council's service by confronting rather than disguising the bereavement and loss experience, and reducing ignorance
- define the rights of every individual who experiences bereavement
- set standards of service related to the burial service, funerals, memorials and cemetery management and thereby provide a clear framework for the working relationship between the Town Council and its grave digging contractor, funeral directors and memorial stonemasons
- recognise that bereavement services are critical to well being of society, that the benefits of a meaningful funeral are immeasurable, influencing both the physical and mental well being of all concerned
- offer the bereaved a greater influence over the arrangement of funerals with the opportunity of controlling costs and offering more satisfaction

To achieve the above objectives and ensure that Farnham Town Council delivers a high level of customer care whilst maintaining and improving service delivery, the following rights for bereaved and related service standards have been identified:

Admission to and conduct in the Town Council's cemeteries

- It is your right to enjoy good access to the Town Council's cemeteries. Accordingly, all the cemeteries shall be open daily from sunrise to sunset. A notice board displaying the general layout of the relevant cemetery and other information will be provided at the main entrance of each cemetery, together with related information including the contact details of the Town Council's cemetery administration staff. A detailed plan showing the position and allocation of grave spaces at each cemetery may be seen at the Town Council offices by prior appointment.

- All visitors to the cemetery must behave in a manner which shows respect to the deceased and the bereaved, avoid walking on occupied graves and not sit, stand or lean on memorials. Any person behaving in a disorderly or noisy manner may be asked to leave the cemetery. With the exception of Guide Dog users, dog owners are requested to refrain from bringing dogs into the cemeteries.

Burials procedure

- It is your right to have a burial organised and conducted in one of the Town Council's cemeteries in a dignified and orderly manner, supported by competent, professional and caring cemetery staff.
- It is your right to decide the type of religious or secular (i.e. non-religious) format of the funeral service.
- It is your right to choose the type and design of coffin (including a biodegradable type) within the constraints of availability, regulations and safe materials.
- It is your right to inspect statutory cemetery records which are held at the Town Council offices subject to prior appointment.

Grave choice

- It is your right to purchase a lease of private grave for a period not exceeding 100 years. This "Right of Burial" relates to a grave for one or more burials, and upon which you can place a memorial. A burial fee is payable for this service.
- It is your right to choose to be buried in an unpurchased grave. However, you cannot reserve space for further burials in this type of grave, nor do you have any right to place a memorial on the grave. Farnham Town Council reserves the right to reuse the grave in the future.

Baby and infant graves

- It is your right to be offered an individual grave for a baby or an infant.
- It is your right to be able to purchase an adult grave for the burial of a baby or infant, with sufficient depth to allow adult burials.

Memorials

- It is your right to place a memorial within the constraints of regulations which have been adopted by Farnham Town Council and are currently in force at the time of application.
- It is your right and responsibility to maintain a memorial upon a grave during the period of grave rights granted to you. The memorial cannot be disturbed or moved during this period without your express permission, unless it poses a safety hazard or to allow for safe access to other graves. The safe erection and maintenance of the memorial is your responsibility.
- It is your right to use any stonemason identified in the registration scheme for memorial masons which the Town Council proposes to introduce in relation to carry out work in the Town Council's cemeteries; the purpose of the registration scheme is to assist the Town Council in good stewardship of the cemeteries and promote best practice.

Communications

- It is your right to receive a prompt response to any form of communication within times specified by the Town Council. The Town Council will acknowledge any written communication within five working days and answer within ten working days; any telephone query will be responded to within two working days.
- It is your right to be given a table of current cemetery fees and charges upon request. A copy of current cemetery fees and charges (which are subject to annual review) will be posted on all notice boards provided at the cemeteries and the Farnham Town Council website www.farnham.gov.uk

Complaints procedure

- It is your right to use the Town Council's complaints procedure. If you are dissatisfied about any service provided by the Town Council.
- **Level 1:** In the event of a complaint concerning the procedures and service standards relating to the Town Council's cemeteries this should be first reported to the Council's officer responsible for cemeteries administration or cemeteries management, who will respond to the complaint and attempt to find a resolution.
- **Level 2:** In the event that this can not be resolved by the Council's officer responsible for cemeteries administration or cemeteries management, it is your right to request in writing that the Assistant Town Clerk with responsibilities for cemeteries administration investigate your complaint.
- **Level 3:** In the event that your complaint can not be resolved at Level 2 of the complaints procedure or you wish to appeal against a decision previously taken by the Assistant Town Clerk, you have a right to request that your complaint be reviewed by the Town Clerk.
- **Level 4: Appeals** If you wish to appeal against the decision previously taken by the Town Clerk, you have a right to request that your appeal be reported to a Town Council Complaints Review Group consisting of Farnham Town Council elected members, which in the case of matters relating to cemeteries, will comprise of the Chairman of Public Services Committee and two other elected members for their consideration and determination. The decision of the Complaints Appeal Group will be final.

Environmental issues

- It is your right to be made aware of all known environmental issues relating to bereavement services.

Social and community aspects

- It is your right to receive a service that recognises your needs, without unfairness or discrimination irrespective of religious belief, ethnic needs, disability and or other grounds.

Funerals without a funeral director

- It is your right to organise a funeral without the use of funeral director.
- It is your right, as an executor (or next of kin) to be given the body by a mortuary or hospital in order to carry out the funeral.
- It is your right to be given a leaflet by the Town Council on how to arrange an independent funeral.

Maintenance of grounds and grave digging

- It is your right to be shown a specified standard of grounds maintenance. Where standards fail to meet the specification, you have a right to complain.

Regulations

- It is your right to be given a list of cemetery regulations used by the Town Council.
- It is your right to be given a written explanation of the reason why a regulation has been used to restrict or otherwise influence your rights.

Staff and expertise

- It is your right to receive a quality service provided by trained and qualified staff. Where service standards fail, you have a right to question the level of expertise shown and receive assurances regarding the ability of those involved.

Inspection

- It is your right to be given an inspection of a cemetery at a reasonable time.

Whilst identifying the above rights, Farnham Town Council seeks customers' co-operation in ensuring that you:

- treat the Town Council's staff with courtesy, respect and dignity
- try to provide the information we ask for to help progress your enquiry or request, or let us know why you can't
- tell us what you think of our services to help us to improve

**SERVICE STANDARDS RELATING TO FARNHAM TOWN COUNCIL'S
CEMETERIES CHARTER FOR THE BEREAVED AND GENERAL PUBLIC**

<u>SERVICE</u>	<u>STANDARD</u>
GENERAL	
Telephone queries are answered	within two working days
Written correspondence is responded to	Acknowledged within five working days Answered within ten working days
Complaints are investigated	Acknowledged within five working days Answered within ten working days
BURIAL	
Burials are arranged	within three clear working days of receipt of all required documentation and information to allow interment on the fourth working day
GRAVE SEARCHES	
Written applications are processed	Acknowledged within five working days Answered within twenty working days of receipt
GRAVE MAINTENANCE	
Applications are processed	within ten working days
MEMORIAL MANAGEMENT	
Memorial permits are processed	within five working days
New memorials are inspected for safety	within ten working days of installation

**CEMETERY GROUNDS MAINTENANCE STANDARDS RELATING TO
FARNHAM TOWN COUNCIL'S CEMETERIES CHARTER FOR THE
BEREAVED AND GENERAL PUBLIC**

In caring for the cemetery grounds, Farnham Town Council aims to achieve the following maintenance standards

<u>SERVICE</u>	<u>STANDARD</u>
The Lawn section grass will be cut every (excluding the area around the headstone):	three weeks
The Lawn section will be strimmed every (this is to include the area around the headstone):	five weeks
The large open areas will be cut every:	three weeks
The Traditional areas will be strimmed: (including the area close to, and on the graves)	five times per annum

Grass cutting and strimming is only carried out during the growing season from the start of April to the end of October.

Leaf clearance will commence in November and be completed by the end of March.

All roads within the Cemetery will be swept as and when necessary and a minimum of four times a year.



FARNHAM TOWN COUNCIL

TITLE OF REPORT: Allotments: The development of the Town Council's Allotment Service.	
AUTHOR: <i>Name: Roland Potter</i> <i>Title: Town Clerk</i>	PRESENTED BY: <i>Name: Roland Potter</i> <i>Title: Town Clerk</i>
PRODUCED FOR: Public Services Committee	DATE OF REPORT: 29 August 2006
SUMMARY OF KEY ISSUES <ol style="list-style-type: none">1. There is a currently a waiting list of 83 people requiring allotment sites.2. The allotment sites at Farnborough Road and the Shepherd and Flock have not been brought into full operational use.3. Bringing the allotment sites at Farnborough Road and the Shepherd and Flock in to full operation may reduce the high waiting list.4. The adoption of an allotment strategy and a 3 year action plan to improve the Councils allotment service.5. The adoption of a new tenancy agreement.	
FINANCIAL IMPLICATIONS: The cost of bringing the allotment sites at Farnborough Road and the Shepherd and Flock is currently unknown, however it is anticipated that both sites will need to be ploughed and the site on Farnborough Road will have to have a water supply installed.	
RECOMMENDATION: <ol style="list-style-type: none">1. That the allotment sites at Farnborough Road and the Shepherd and Flock be brought into full operational use.2. That the Allotment strategy and 3 year action plan be adopted.3. That the new tenancy agreement be adopted for all new tenants and renewed for all tenants from 1 April 2007.	
FOR FURTHER INFORMATION CONTACT: Roland Potter (Town Clerk)	

**FARNHAM TOWN COUNCIL
PUBLIC SERVICES COMMITTEE
14 SEPTEMBER, 2006**

ALLOTMENTS: The development of the Town Councils Allotment Service.

Purpose

- 06.01 To review the current service provision of allotments and to consider bringing allotment sites at Farnborough Road and the Shepherd and Flock in to operation to attempt to satisfy the current waiting list.
To adopt an allotment strategy and a 3 year action plan to improve the Councils allotment service.
To adopt a new tenancy agreement.

Supporting Information

06.02 **Background:**

The Town Council own seven allotment sites and manage one other site which is currently owned by Waverley Borough Council.

Of these eight sites the two sites located at Farnborough Road and the Shepherd and Flock are not used or are largely under occupied.

There are 192 plots on the fully used sites and the remaining two sites have a potential occupancy of 70 plots each of 5 rods.

06.03 **Current Situation**

Waiting List:

The Council currently operates a waiting list for potential tenants. This list presently totals 83 potential tenants.

On average there is an annual turnover of 5% of tenants.

Members are requested to consider agreeing to bring into full operation the sites at Farnborough Road and Shepherd and Flock. This will provide an additional 70 plots of 5 rods each.

The following works will have to be undertaken to bring the sites in to operation:

- Ploughing and marking out of site (both sites)
- Gate and fencing (Farnborough Road)
- Water supply to be installed (Farnborough Road)

ITEM 6 APPENDIX B

It is anticipated that subject to the agreement of members these sites will be available for use as follows:

- Shepherd and Flock – November 2006
- Farnborough Road – February 2007

The Councils officers would recommend to members that:

- **all those who are currently on the waiting list should be offered a place on the proposed new sites.**
- **That all new applicants should be restricted to one 5 rod plot until the waiting list has been substantially reduced.**
- **That preference will be given to residents of Farnham.**

Allotment Strategy

06.04 Members are requested to consider the adoption of the attached allotment strategy as per Annexe A.

The strategy identifies 9 aims to improve the Councils allotment sites and their management.

Tenancy Agreement.

The Tenancy agreement has been reviewed by the Councils officers and the draft agreement is attached at Annexe B for member's consideration.

Member's are requested to consider:

- **adopting the principle of requiring a deposit of £25 for each allotment.**
- **That the new tenancy agreement be implemented for all new tenants.**
- **That all tenants are issued with a new agreement from 1 April 2007**

Legal and Policy implications

06.05 Policy implications are contained within the attached Farnham Town Council Allotment Strategy.

Financial Implications

06.06 The cost of bringing the allotment sites at Farnborough Road and the Shepherd and Flock into full operational use is currently unknown, however it is anticipated that both sites will need to be ploughed and the site on Farnborough Road will have to have a water supply installed.

Recommendations

06.07

- That the allotment sites at Farnborough Road and the Shepherd and Flock be brought into full operational use.
- That the Allotment strategy and 3 year action plan be adopted.
- That the new tenancy agreement be adopted for all new tenants and renewed for all tenants from 1 April 2007.

Author: Roland Potter



Farnham Town Council Allotment Strategy

1. Introduction

2. Purpose of Strategy

3. Next Steps for the Allotment Service

This leaflet can be provided in Large Print for those with sight problems

1. Introduction

1.1 Farnham Town Council (FTC) is responsible for the management of 8 allotment sites within Farnham of which the Town Council owns 7 and manages one site which is currently owned by Waverley Borough Council (WBC).

In August 2006 6 of the sites were fully operational and the remaining two were not used.

The details of the sites in August 2006 are:

- Alderley Farm (operational, owned and managed by FTC)
- Morley Road (operational, owned and managed by FTC)
- Farnborough Road (non-operational, owned and managed by FTC)
- Six Bells (operational, owned by WBC and managed by FTC)
- Shepherd and Flock (non-operational, owned and managed by FTC)
- West Street (operational, owned and managed by FTC)
- West Street Extension (operational, owned and managed by FTC)
- Wrecclesham (operational, owned and managed by FTC)

The current demand for allotments exceeds the current operational spaces available and in order to address this shortage of allotments and to create a more effective service it is proposed to adopt a strategy and a 3 year action plan to guide the work of the Outside work force until 2010.

1.2 The History of Farnham's Allotments

Allotments have been an important and valuable part of the urban community for over 150 years. They were created to empower those on low incomes to improve their quality of life, health and diet, by growing their own food. The common land these people worked was the remains of land that had once been communal agricultural land.

The General Inclosure Act of 1845 made the provision of allotments for the 'labouring poor' mandatory and introduced the concept of landlord and tenant for allotment land. The 1908 Allotments Act made allotments the responsibility of local authorities and the 1922 Allotments Act made allotments available to all, not simply those on low incomes.

The use of allotments peaked during World War II as people responded to Britain's 'Dig for Victory' demand for self-sufficiency, with one and a half million plots being cultivated. During this period 1,300,000 tonnes of food per annum was grown on 1,400,000 plots, which was nearly 1 tonne of food per plot. Post war Britain saw a fall in allotment use due to changes in society with 'cheap' food and the negative stereotyping of allotment gardening as the leisure pursuit of those on low incomes, or the white, retired male.

Allotment law was last updated under The Allotments Act 1950. There remains the need for alteration in the law to reflect changes in allotment gardening. In modern allotment gardening people of all ages and backgrounds are creating vibrant communities that produce fresh, healthy food and offer a healthy lifestyle too. In 1998 the Department of Environment Transport and the Regions published a White Paper on the Future of Allotments. 'A Good Practice Guide' from the Local Government Association has followed this. Both documents highlight the contribution that allotments make to an improved quality of life.

During the past ten years gardening has become a very popular leisure activity in the UK because it offers a relaxing alternative to the stressful pace of modern day life. Increasingly allotments are being valued for their therapeutic benefits in providing a quiet refuge, where people can have the sense of gardening in the country, within an urban environment.

There has been a recent surge in demand for allotments, with an estimated 13,000 people on waiting lists in the UK. Another reason for this demand for allotments is increasing concerns over the safety and quality of our food. Food scares and the poor vitamin and mineral quality of food grown in depleted, intensively farmed soils have led to an increasing awareness of the value of home grown produce, free of chemicals. This desire for 'home grown food' and concern over environmental damage from 'air miles', is leading many people to turn to allotment gardening as a means of producing healthy, fresh, locally produced food that is often organically grown.

This concern over our diet is acknowledged at government level with increasing concern over obesity in the population. Public health campaigns are consistently highlighting the necessity of a diet high in fruit and vegetables, along with adequate exercise.

"Nearly two thirds of men and over half of women in England are now overweight or obese. And the problem here is increasing faster than in most other European countries. If prevalence continues to rise at the current rate, more than one in four adults will be obese by 2010. This would significantly increase the incidence of associated diseases, such as coronary heart disease, and would cost the economy over £3.5 billion a year by that date." Sir John Bourne Head of the National Audit Office. 'Tackling Obesity in England' 15th February 2004

Despite increasing affluence in Britain the original need for allotments as a means of improving the quality of life for those on low incomes remains. Studies have revealed that under nutrition still remains a problem in the UK.

'One of the major causes is poverty. It is estimated that nearly 14 million people in the UK live in households with incomes below the European poverty line of half the average income. Diets in low income households are characterised by less dietary variety and poorer nutrient profiles. Dietary surveys of British adults have reported lower intakes of many vitamins and minerals, particularly vitamin C, beta-carotene, vitamin E and iron in those who are unemployed, receiving benefits or in the two lowest social classes. Similar results have been reported for young children and schoolchildren; those from manual social classes or less-advantaged homes had lower vitamin and mineral intakes. Low income is also associated with lack of knowledge and skills related to food, nutrition and cooking.' British Nutrition Foundation 'Under nutrition in the UK' 2003

So although the demand for allotments has varied during the twentieth century, the twenty first century is seeing the beginnings of a strong allotment revival as people turn to allotments as a means of enhancing their health, physically, mentally and emotionally. The most recent development in the history of the allotment movement has been the formation of the Allotment Regeneration Initiative, which recognises the value of allotments, and is supporting the demand for healthy, sustainable allotments throughout the country.

1.3 Allotments in Farnham

There are an estimated 332 allotment plots spread over 8 known sites in Farnham; with sites provided by the Town Council and Waverley Borough Council

As there are no nationally agreed standards for the provision of allotments either in terms of quality or quantity it is difficult to judge how well the Town compares nationally. The National Society of Allotment and Leisure Gardeners suggest that there should be a minimum of 15 plots per thousand households (or 1 plot for every 65 households). For Farnham (both Town Council and other providers) there are approximately 45 plots per thousand households.

1.4 Town Council Sites

The Council allotments are within the responsibilities of the Public Services Committee. Management and administration is provided by the Outside Work Force Manager whose role includes the promotion of the service, and to deal with site and tenants' issues.

Site Representatives report problems to the Outside Work Force Manager. Site Representatives also act as an additional link between tenants and the Council. This strategy establishes a principle of quarterly meetings with the Outside Work Force Manager where they offer their advice and valuable input on allotment matters. They contribute to the development of allotment policy and are a vital and voluntary part of the management of Council allotment sites.

2 Purpose of Strategy

2.1 Reasons for an Allotments Strategy

Over the last three years there has been an increase in demand for allotments in Farnham. The purpose of this strategy is to develop the current service in order to create an efficient, flexible, effective Allotments Service that reflects best practice in allotment management and places the customer at the centre of the Council's service. This will enable Council allotment sites to be used to their full potential, whilst improving the service offered to allotment tenants. The Allotment Strategy will also provide a 3 year plan to guide the work of the Council's Outside Work Force management.

In order to achieve this, the Allotment Strategy provides recommendations to allotment gardeners and council officers as to the policies, procedures and guidelines for allotment management.

The Allotment Strategy will:

- Support the uptake of allotments
- Maximise the use of all Town Council allotment sites
- Develop the administration relating to allotments
- Increase the sustainability of allotments
- Reflect recognised good practice in allotment management

2.2 Allotment Strategy linked to Council Guidelines for Good Practice

The Allotment Strategy will reflect the wider corporate objectives of the Council as they are developed and adopted. It also covers the good practice guidelines of including those of developing culture, quality of life, the local economy and greater community involvement and ownership. In summary Farnham's allotment gardens offer:

- The opportunity to grow fresh food and flowers
- The opportunity to grow organic produce
- The opportunity for fresh air and exercise
- The chance to be part of a community
- The ability to take part in an enjoyable leisure activity
- Provide a valuable area for people without a garden
- Provide places for children to experience the outdoors and to learn
- Offer the opportunity for adults to develop new skills and participate in lifelong learning
- Offer the opportunity to develop skills that could assist with employment
- Provide places to grow food locally so reducing an areas environmental footprint
- Support biodiversity and conservation
- Contribute to sustainability and Agenda 21 principles.
- Provide green corridors in urban and suburban settings

3 Next steps for the Allotments Service

3.1 Aims and Objectives

To deliver the Strategy, 9 Aims have been identified. The Aims have been drawn up in accordance with 'Growing in the Community - A Good Practice Guide for the Management of Allotments' and the Green Flag Park Award scheme. The intention is to use current best practices for green spaces and open areas and incorporate them in the management of allotment sites. The Aims are in turn supported by a range of Objectives. How each Objective will be delivered is then set out in the 3-year Action Plan through a series of actions and initiatives to be undertaken over the 3-year period. See the Action Plan for more detail.

Aim 1: To have sites which are welcoming and accessible to all

- Objective 1.1 To make sites look positive and inviting at the same time acknowledging that tenants will have varying depths of knowledge and time available to maintain their allotments.
- Objective 1.2 To have good and safe access to sites
- Objective 1.3 To have sites which are inclusive
- Objective 1.4 To have sites that are attractive throughout

Aim 2: To have healthy, safe and secure allotments

- Objective 2.1 To offer sites that are secure places for all members of the community
- Objective 2.2 To ensure that all livestock is well cared for
- Objective 2.3 To have health and safety policies in place, in practice and regularly reviewed
- Objective 2.4 To protect volunteers working on allotment sites
- Objective 2.5 To have allotment sites free from hazards to health
- Objective 2.6 To review site security

Aim 3: To have well-maintained and clean allotments

- Objective 3.1 To improve litter and waste management
- Objective 3.2 To improve grounds maintenance
- Objective 3.3 To have properly maintained structures and boundaries

Aim 4: To create allotments that encourage sustainable practices

- Objective 4.1 To reduce the use of chemicals
- Objective 4.2 To improve waste management
- Objective 4.3 To improve on site composting
- Objective 4.4 To improve recycling opportunities and increase the amount of material recycled
- Objective 4.5 To reduce the amount of pollution generated on allotments
- Objective 4.6 To improve water efficiency

Aim 5: To improve and encourage biodiversity and conservation

- Objective 5.1 To identify and recognise areas rich in wildlife value
- Objective 5.2 To prepare biodiversity management plans for each site
- Objective 5.3 To improve the range of habitats available for wildlife

Aim 6: To promote community involvement and social inclusion

- Objective 6.1 To identify the community who use each allotment site
- Objective 6.2 To increase community involvement in allotment sites
- Objective 6.3 To improve education and learning opportunities

Aim 7: To work in partnerships with groups and agencies to support and develop the use of allotments

- Objective 7.1 To identify all groups who are, or may be, able to work in partnership
- Objective 7.2 To develop joint projects with partner organisations
- Objective 7.3 To support and develop projects and practices that increase the sustainability of allotment gardening

Aim 8: To have an information plan for allotments

- Objective 8.1 To provide good quality information about the service to users and non-users
- Objective 8.2 To promote the service through a variety of media, outlets and events
- Objective 8.3 To undertake periodic research on users and non-users

Aim 9: To improve the management of allotment sites

- Objective 9.1 To improve the efficiency of site management
- Objective 9.2 To increase tenant involvement with the management of allotment sites
- Objective 9.3 To create and develop bi-annual meetings of and Allotment representatives / Elected Councillors Liaison Group
- Objective 9.4 To provide efficient allotment administration
- Objective 9.5 To improve funding for allotment sites (including external funding and sponsorship)
- Objective 9.6 To monitor and review the Action Plan

3.2 Outcomes of an Allotment Strategy

The development of this Allotment Strategy will ensure:

- Good access and security, well-maintained pathways, adequate water provision and a system for dealing with neglected plots
- Promotion and encouragement to individuals and communities interested in becoming involved in the cultivation of allotment gardens
- Sustainable allotments
- Efficient, effective and accessible allotment administration
- Active involvement of gardeners in allotment management through tenants meetings and Site Representatives
- Effective and appropriate allocation of resources
- Equal Opportunities
- Educational opportunities
- Improving social inclusion
- Developing partnerships
- Recognition of the heritage value of allotments
- Promotion of organic gardening
- Increased opportunities for recycling and composting
- Full allotment sites
- Development of good environmental practices

3.3 Monitoring and review

It is proposed that the Action Plan will be reviewed and updated annually so that it reflects any changes in Council policy and funding. Part of this review process will be undertaken through meetings with Site Representatives, tenants and Elected Councillors, as well as regular research and feedback. In addition developments in allotment management from national organisations, such as the Allotments Regeneration Initiative and the National Society of Allotment and Leisure Gardeners, will be included within this annual review process. As a result of this review process the Action Plan will be amended annually after the autumn Site Representatives meeting.

3.4 Conclusion

The history of allotments has always reflected the changing needs of our society. At the beginning of the twenty first century people are increasingly searching for ways of improving the quality of their lives. Concerns over health and diet are encouraging people to garden on an allotment. The intensity of urban living and loss of open spaces strengthens the value of allotment sites as 'being in the country whilst living in a town.' The variety of habitats within an allotment site allows them to develop as vital wildlife habitats, enhancing the biodiversity of an area and adding to 'green corridors'. Finally, the fast pace of twenty first century life leads increasingly to a sense of isolation and loss of community. Allotments allow people to enjoy a sense of being in a strong community, where people get to know each other well, to talk, share ideas and make friends.

In recognition of the vital role allotments have to play within Farnham this Allotment Strategy aims to build on current good practice and from this develop a vibrant, sustainable allotment community.

**Allotment Garden Tenancy Agreement
(for domestic cultivation only)**

An agreement made on [LTODAYS_DATE]
Between Farnham Town Council of the Council Offices, South Street, Farnham,
Surrey, GU9 7RN (telephone 01252 712667) (hereinafter called "the Council)

and [HOLDER] (first tenant)
of [HOLDERADDRESS] (address)

and (second tenant)
of (address)

(hereinafter called the "Tenant")

Whereby the Council agree to let, and the tenant agrees to take on a yearly
tenancy commencing [LTODAYS_DATE]
for the allotment garden plot number [ALLOTMENT]
at [SITE]
and containing an approximate area of [SIZE] or thereabouts.

At the yearly rental of [BASICCOST] and a deposit of £25.00, which is payable
within 14 days of receipt of an invoice issued by the Council.

Where the tenancy commences on or between 1st April and 31st August in any
year, a full years rental and amenity charge if applicable will be payable for the
year ended 31 March.

Where the tenancy commences on or between 1st September and 31st December
in any year, one half of a full year's rental and amenity charge if applicable will be
payable for the year ended 31 March.

Where the tenancy commences on or between 1st January and 31st March in any
year, no rental or amenity charge if applicable will be payable for the year ended
31 March.

THE TENANCY is subject to the Allotment Acts 1908 and 1950 and also the following conditions

1. A deposit shall be paid by the Tenant to the Council within 14 days of receiving an invoice from the Council. This deposit may be used by the Council for any reinstatement of the Allotment Garden at the end of the tenancy in to the condition it was prior to the commencement of the tenancy.
2. The Tenant shall use the allotment garden as an allotment garden only (that is to say wholly or mainly for the production of flowers, vegetables or fruit crops for the consumption by the Tenant and his /her family) and for no other purpose and to keep the soil clean and free from noxious contaminants, livestock and animal carcasses, weeds and in a good state of cultivation and fertility and in good condition.
3. The Tenant shall not cause any nuisance or annoyance to the occupier of any other allotment garden or to the occupiers of neighbouring properties including Council buildings, or obstruct any path set out by the Council for the use of occupiers of the allotment gardens or as general public access.
4. The Tenant shall not underlet, assign or part with the possession of the allotment garden or any part thereof without the **written consent** of the Council.
5. The Tenant shall not prune or cut down any tree or trees, or take, sell or carry away any mineral, soil or sand without the **written consent** of the Council.
6. The Tenant shall not use synthetic carpet as a weed suppressant.
7. The Tenant shall not keep any livestock (including cockerels) on the allotment garden except for pigeons, rabbits or chickens, which may be subject to the appropriate element of the amenity of the amenity charge without the prior **written permission** of the Council. Any livestock carcasses shall be disposed of according to the appropriate legislation.
8. The Tenant shall keep every hedge forming the boundary properly cut and trimmed and keep in good repair all fences gates and sheds on allotment gardens. It is recommended that fences and hedges do not exceed 1 metre.
9. The Tenant shall not use barbed or razor wire for a fence adjoining any path set out by the Council for the use of occupiers of the allotment gardens.
10. The Tenant shall not without **written consent** of the Council erect any building or structure on the allotment garden and shall be responsible for the removal of any building or structure on or before the termination of the tenancy.
11. Any duly authorised representative of the Council shall be entitled to enter and inspect the allotment garden at any time.
12. The Tenant shall not burn any plastic or synthetic materials on the allotment garden.

ANNEXE B

13. All shared paths between the allotment garden and any neighbouring allotment garden shall be kept cut and clipped up to half their width by the tenant unless expressly provided by the Council.
14. No trees other than fruit trees shall be grown on the allotment gardens.
15. The Tenant shall not use the allotment garden for residential purposes.
16. The Tenant shall not use any water supply which may be available for use by tenants of allotment gardens, other than for filling butts and containers prior to distributing their contents on the allotment garden.
17. Where the expression "the Tenant" consists of more than one person the obligations on such persons shall be joint and several.
18. The tenancy of the allotment garden shall terminate on the yearly rent day after the death of a tenant and shall also terminate whenever the tenancy or right of occupation terminates. In the unfortunate death of the tenant, first refusal will be offered to a close relative, or partner of the tenant. It may also be terminated by the Council by re-entry after one months notice:
 - If the rent is in arrears for not less than 40 days OR
 - If the tenant is not duly observing the conditions of his or her tenancy OR
 - If he/she becomes bankrupt or compounds with his/her creditorsThe tenancy may also terminated by the Council or the Tenant by 12 months previous notice in writing expiring on or before 6th day of April or on or after 29th September in any year.
19. Should the Tenant wish to terminate this tenancy then 1 month's **written notice** to the Council is required.
20. No bonfire will be allowed before 6 pm in the evening and at weekends. Allotment holders should actively compost most things that come off the allotment. No plastic or toxic substances will be burnt and these substances should be removed from the site by the plot holder. No bonfire will be left unattended at any time. To comply with the law, plot holders must ensure that smoke is not allowed to drift over nearby allotments, properties adjacent to the site or onto highways causing sight obstruction.



FARNHAM TOWN COUNCIL

TITLE OF REPORT: CHRISTMAS LIGHTS 2006	
AUTHOR: <i>Sheila Rayner</i> <i>Assistant Town Clerk</i>	PRESENTED BY: <i>Sheila Rayner</i> <i>Assistant Town Clerk</i>
PRODUCED FOR: Public Services Committee	DATE OF REPORT: 29 th August, 2006
SUMMARY OF KEY ISSUES a) Use of trees in Union Road not suitable b) Alternative – to light all 5 trees in South Street c) Authorisation to light additional 3 trees at a total cost of £5,220 d) Authorisation to release additional funding from reserves	
FINANCIAL IMPLICATIONS: A total sum of £5,220 could be met from reserves.	
RECOMMENDATION: TO AGREE the installation of additional sets of lights to illuminate 3 additional trees in South Street TO RECOMMEND to Full Council to release of £5,220 from reserves for the purchase and installation of additional Christmas Lights.	
FOR FURTHER INFORMATION CONTACT: Sheila Rayner Telephone Number: 01252 823196	

**FARNHAM TOWN COUNCIL
PUBLIC SERVICES COMMITTEE
14 SEPTEMBER, 2006**

CHRISTMAS LIGHTS 2006

Purpose

- 07.01 To agree the installation of additional Christmas Lights.
To recommend to Full Council the release of additional funding from Reserves.

Supporting Information

07.02 **Background:**

At the Public Services Committee held on 25th May, 2006, members requested other trees to be identified for the installation of lighting. Members suggested that trees in Union Road be considered.

The Council's contractor and the Chairman of the Public Services Committee visited the site and reached the conclusion that none of the trees in Union Road would be suitable for the installation of lights. The trees near the junction of South Street/Union Road would need a night time road closure order which would be costly; in addition access to a power supply would be complicated because the building is still vacant so there is no one to agree the supply of power.

Due to the height of other trees in Union Road the installation of lights at the usual height and number would have no impact and access to power supplies would also be a problem and very costly.

Current Situation

- 07.03 It is suggested as an alternative that all five trees in South Street, on the eastern side, south of Sainsbury's be illuminated. Two of these trees were lit in 2005 and the lighting of an additional 3, giving a total of all five trees which would have a good impact in South Street.

Legal and Policy implications

- 07.04 There are no legal implications.

Empowerment: Power to attract visitors – Local Government Act 1972 s144.

**ITEM 7
APPENDIX C**

Financial Implications

07.05 The Council's contractor has submitted a quotation showing the cost to light three more trees at £4,019.85. This would be subject to the Council arranging for an additional festive controller to be supplied and installed by the SEB at a cost of approximately £1,200.

A total cost of £5,220 is required for the works. The sum could be met from reserves.

Recommendations

07.06

- **To agree the installation of additional sets of lights to illuminate three additional trees in South Street**
- **To recommend to Full Council to release of £5,220 from reserves for the purchase and installation of additional Christmas Lights.**

Author: Sheila Rayner



FARNHAM TOWN COUNCIL

TITLE OF REPORT: CAPITAL PROGRAMME 2006-2007 – INSTALLATION OF PLAY EQUIPMENT	
AUTHOR: <i>Sheila Rayner</i> <i>Assistant Town Clerk</i>	PRESENTED BY: <i>Sheila Rayner</i> <i>Assistant Town Clerk</i>
PRODUCED FOR: Public Services Committee	DATE OF REPORT: 29 th August, 2006
SUMMARY OF KEY ISSUES Provision of new children's roundabout at The Green, Badshot Lea.	
FINANCIAL IMPLICATIONS: The cost of installation will be reported at the meeting.	
RECOMMENDATION: Committee to authorise the expenditure held within the Farnham Town Council approved capital programme 2006/2007 for a new children's roundabout at The Green, Badshot Lea.	
FOR FURTHER INFORMATION CONTACT: Sheila Rayner Telephone number: 01252 823196	

**FARNHAM TOWN COUNCIL
PUBLIC SERVICES COMMITTEE
14 SEPTEMBER, 2006**

CAPITAL PROGRAMME 2006-2007 – INSTALLATION OF PLAY EQUIPMENT

Purpose

- 08.01 To authorise expenditure of sums held within the Farnham Town Council approved Capital Programme for 2006/2007 for the provision of a new children's roundabout at The Green, Badshot Lea.

Supporting Information

- 08.02 **Background:**

A sum of £7,500 was included in the 2006/2007 capital programme to assist with the installation of new/replacement play equipment. The three play areas provisionally identified were, The Green at Badshot Lea, Burnt Hill Way and Morley Road.

- 08.03 **Current Situation**

Waverley Borough Council has embarked on a programme of new/replacement playground equipment and has included on that list a request from Farnham Town Council the provision of a new children's roundabout at The Green, Badshot Lea.

The return of tenders is imminent and officers will report the cost of the new children's roundabout at the Public Services Committee meeting.

Financial Implications

- 08.04 Officers will report the outcome of the tendering process at the Public Services meeting. This will allow the Committee to authorise expenditure held within the Farnham Town Council approved capital programme.

Recommendations

- 08.05 **To authorise the expenditure held within the Farnham Town Council approved capital programme 2006/2007 for a new children's roundabout at The Green, Badshot Lea.**

Author: Sheila Rayner



FARNHAM TOWN COUNCIL

TITLE OF REPORT: Public Services Committee: Draft Budget for the financial year 2007/08	
AUTHOR: <i>Name: Roland Potter</i> <i>Title: Town Clerk</i>	PRESENTED BY: <i>Name: Roland Potter</i> <i>Title: Town Clerk</i>
PRODUCED FOR: Public Services Committee	DATE OF REPORT: 31 August 2006
SUMMARY OF KEY ISSUES The draft budget for 2007/08 (attached at Annexe 1) is anticipated to be £176,195 (2006/07 £165,090) The draft budget represents an increase of 6.72%. This increase can be attributed to: Cost of living increase of 2.75% Salaries increase and review 5.5% There has been a reduction in the funding available from Waverley Borough Council for the transfer of the public conveniences. The draft capital budget is attached at Annexe 2 for information and in line with the previous year, the committee will decide on the order of project implementation once the capital funding allocation has been agreed by Full Council.	
FINANCIAL IMPLICATIONS: The financial implications are outlined in the report.	
RECOMMENDATION: Members are requested to note the attached reports at Annexe 1 and 2 and make recommendations to the Policy and Resources Committee	
FOR FURTHER INFORMATION CONTACT: Roland Potter (Town Clerk)	

PUBLIC SERVICES COMMITTEE DRAFT REVENUE BUDGET 2007/08				
Ref No	Codes £	Details	2006/07 Budget £	2007/08 Estimate
EXTERNAL WORKS				
	<u>201</u>	External Works		
1	1101	Salaries, NI Pension	107,500	113,500
2	1111	Rates	2,060	2,115
3	1112	Water rates	300	330
4	1114	Electricity & heating	695	750
5	1121	Telephone	1,185	1,200
6	1307	Protective clothing	1,250	1,275
7	1316	Refuse disposal	620	675
8	1336	Property maintenance	1,000	1,000
9	1342	Equipment maintenance	2,500	2,500
10	1343	Vehicle costs	3,000	3,000
11	2144	War memorial	1,500	1,500
12		GROSS EXPENDITURE	121,610	127,845
PARKS AND PUBLIC SPACES				
	<u>202</u>	Parks and Public Spaces		
13	2138	Open Space Enhancement (FIB)	23,500	24,150
14	2140	Bus Shelter maintenance	1,000	1,000
15	2145	BVRCMS	1,000	1,000
	2160	Bus Shelters	0	0
16	2161	Public seats maintenance costs	2,500	2,600
17		GROSS EXPENDITURE	28,000	28,750
18	0	Income: FIB Sponsorship	-6,500	-6,500
19		NET EXPENDITURE	21,500	22,250
GARDENS AND OPEN SPACES				
	<u>207</u>	Gardens and Open Spaces		
20	2138	Library garden Upkeep	1,100	1,200
21		GROSS EXPENDITURE	1,100	1,200
22	2780	Income: SCC Grant	-3,000	-3,000
23		NET SURPLUS	-1,900	-1,800

PUBLIC SERVICES COMMITTEE DRAFT REVENUE BUDGET 2007/08				
Ref No	Codes £	Details	2006/07 Budget £	2007/08 Estimate
ALLOTMENTS				
	<u>212</u>	Allotments		
1	5136	Allotment maintenance	3,000	3,000
2	5137	Allotment Utilities	1,000	1,200
3		GROSS EXPENDITURE	4,000	4,200
4		Income - Allotments	-2,300	-2,800
5		NET EXPENDITURE	1,700	1,400
FARMERS MARKET				
	<u>240</u>	Farmers Market		
9	21001	Farmers market Supervision	1,620	1,700
10	21025	Farmers Market Insurance	1,240	1,270
11	21030	Adverts/Publicity/Stationery	4,000	4,150
12	21040	Stall Hire	5,150	5,150
13	21041	Equipment Hire	4,400	4,400
14	21044	Enhancement Projects	1,250	1,280
15		GROSS EXPENDITURE	17,660	17,950
16		Income- farmers market	-17,660	-17,950
17		NET EXPENDITURE	0	0
PUBLIC CONVENIENCES				
		Public Convenience- operating costs		45,000
		Subsidy - WBC		-18,500
		GROSS EXPENDITURE	22,180	26,500

PUBLIC SERVICES COMMITTEE DRAFT REVENUE BUDGET 2007/08				
Ref No	Codes £	Details	2006/07 Budget £	Estimate
TOURISM				
1	<u>250</u> 1121	Tourism Telephone	750	750
2	1122	Postage	1,500	1,500
3	2423	Stationery/Flyers	2,000	2,000
4	2431	Heritage Open days	310	320
6	2463	Tourist Publications	6,000	4,110
7	2464	Christmas Lights	23,100	30,000
8	2467	Tourism Developments and Events	20,150	20,700
9	0	GROSS EXPENDITURE	53,810	59,380
10	2480	Income- Donations	-1,000	-1,000
11	2481	Income- Festival	0	
12	0	GROSS INCOME	-1,000	-1,000
13	0	NET EXPENDITURE	52,810	58,380
CEMETERY				
17	<u>290</u>	Cemetery		
18		Waste Disposal	1,800	1,850
18	1111	Rates	2,482	5,185
19	21213	Cemetery Energy Costs	680	700
20	21225	Miscellaneous Administration	500	500
21	21235	Cost of Burials	19,040	20,000
22	21236	Cemetery Upkeep	10,000	10,275
23	21	Cemetery Building maintenance	2,000	2,000
24		GROSS EXPENDITURE	36,502	40,510
25	21281	Income - Cemetery	-38455	-39,500
26		NET EXPENDITURE	-1,953	1,010
TOTAL COMMITTEE EXPENDITURE			165,090	176,195

Public Services Committee: Draft Capital Programme 2007/08

Project	2007/08	2008/09	Possible other funding contributions
Public Services Committee			
Youth Shelter	10,000		
Self watering hanging baskets-continuation programme	1,500	1,500	
Bus Shelter installation-continuation programme	10,000	10,000	
Ashgate Gallery pedestrian finger signs	3,000		
Tourism Interpretation Boards			
Improvement to coach parking area at The Hart	10,000		
Information Touch screen implementation	10,000	10,000	
Bandstand	45,000		
Contribution to installation of play equipment.- continuation programme	10,000		
Multi use games area-Sandy Hill	10,000		
Cemetery noticeboard installation	5,000		
Cost of Public Service Committee Projects	114,500	21,500	

FARNHAM TOWN COUNCIL
PUBLIC SERVICES COMMITTEE
14 SEPTEMBER, 2006

Hidden Britain Update report

15.01 Purpose

The purpose of this report is to bring members up to date on the Hidden Britain project.

15.02 Suggested Actions

To **note** the report

15.03 Supporting Information

Farnham Town Council were successful with their funding bid (£14,015.40) from DEFRA for the Hidden Britain Project. The first claim date is the 30th September 2006 for the amount of £4053.22.

Maps

Three maps (town centre plan, Farnham vicinity and a South East Locator), have been commissioned to a company called Walking Distance. The maps will be copyrighted to Farnham Town Council and the Council will therefore not have to pay Ordnance Survey charges each time they are used. The maps will also be suitable for use on the Town Council's website.

Publicity

Farnham Town Council is working in partnership with Guildford Borough Council, Mole Valley District Council and Waverley Borough Council to promote the Surrey Market Towns as part of Tourism South East's Cosmopolitan Campaign. The Cosmopolitan Campaign is aimed at the Cosmopolitan type tourist who likes a 'unique' and 'something different' experience. A Cosmopolitan 'type' is strong, active, confident, likes to please themselves, stylish but individual, early adapters, risk takers – like to experiment with new things. The campaign will raise Farnham's profile in the national media with a supplement in the Independent, email campaign to a targeted group, Viral Game, search engine optimisation, E brochure & PR campaign.

Branding

The branding project will be launched to the 3rd Year students from the University College for the Creative Arts in October 2006. The students will be given the task of designing a brand and strap line for Farnham, with the winning concept being judged in January 2007.

Survey

Throughout the Summer months a Visitors Survey has been conducted by Tourism South East to enable Farnham Town Council to have bench mark data of who visits Farnham, how they heard about Farnham what they like and dislike etc. We have

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also included in the survey 'Arkleisure' questions in order that we can 'type' the tourists visiting for marketing purposes. The results of the survey will be presented to a future Committee.

15.04 Recommendations

To **note** the report.

15.05 Legal & Policy Implications

The project is in line with the Tourism Strategy – copies available from the office

15.06 Financial Implications

The project is funded by DEFRA.

Author: Cath Sydenham

FARNHAM TOWN COUNCIL

PUBLIC SERVICES 14 SEPTEMBER 2006

HEALTHCHECK UPDATE REPORT

16.01 Purpose

The purpose of this report is to update the Committee on progress on the various projects in the Healthcheck Action Plan.

16.02 Supporting Information

The following healthcheck projects have been assigned to Farnham Town Council officers. Set out below is the current situation on each of these projects.

16.02.1 **Older People Working Party (Sheila Rayner)**

The Older People Working Party last met on 16 May 2006 when it reviewed its progress over the last year and agreed its forthcoming work plan. The next meeting is due to be held on Tuesday 19 September, 2006.

16.02.2 **Public Conveniences (Sheila Rayner)**

FTC/WBC are currently in discussion on the proposed arrangements to renovate the public conveniences. When this work has been completed the 3 blocks will be transferred to FTC who will manage the service.

16.02.3 **Youth Facilities (Cath Sydenham/Sheila Rayner)**

A Group to coordinate facilities for young people will be managed by Connexions who are taking over the liaison role.

The installation of a Youth Shelter has been deferred to a future year's capital programme whilst an acceptable site is identified. The funding has therefore been allocated instead to the installation of seating for young people near the skateboard and basketball court areas.

16.02.4 **Tourist Information (Cath Sydenham)**

WBC has closed the Tourist Information Centre in Farnham and FTC has commenced the development of a local tourism service. Information points have been established in key locations and the development of a new FTC website, including a tourism element, is well underway with the launch expected in October 2006. The installation of electronic touch screens is expected to follow towards the end of the year on a roll out programme.

16.02.5 **You Are Here maps (Cath Sydenham)**

It is expected that You are Here maps will be installed at the end of the year in line

with the work programme in the tourism strategy.

16.02.6 Recycling (Nick Goddard)

Good progress is being made on the preparatory work for a business recycling scheme.

Day to day management of the scheme, to be known as the Wecycle Recycling Project, rests with a volunteer of the Rural Life Centre. The volunteer has established or is establishing the necessary contacts, sites and resources for the project with the aim of commencing the scheme at the beginning of June 2006.

16.02.7 Plants and trees (Kevin Taitt)

There are proposals to plant spring bulbs in areas where public seats are being installed including Roman Way and Stokes Hill.

16.02.8 Bag for Life (Nick Goddard)

Officers of Farnham Town Council and Waverley Borough Council are working in partnership to encourage local supermarkets to promote "Bag for Life" usage in Farnham.

16.02.9 Set up of a reporting system (Roland Potter)

An on-line reporting system will be implemented as part of the new website which is expected to go live in October 2006.

16.02.10 Street furniture and signs (Sheila Rayner)

A programme of public seats and new/replacement litter bins is underway. This work is in partnership with WBC.

16.02.11 Footpaths (Nick Goddard)

The footpath across Gostrey Meadow is to be lit, and the FTC 2006/2007 capital programme makes provision to improve the standard of repairs to town centre footpaths.

16.02.12 Riverside Walk (Cath Sydenham)

The establishment of a riverside walk is a longer term project in line with the work plan in the tourism strategy.

16.02.13 Leisure activities in the countryside (Cath Sydenham)

The promotion of cycling and walking are embedded in the tourism strategy which will be reflected on the web site and at information points and will be developed in line with the tourism strategy.

16.02.14 Accommodation (Cath Sydenham)

Work is underway to establish a bed and breakfast forum to help provide training and

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support to encourage other house owners to provide a bed and breakfast service. The first meeting will be in early September 2006. The East Street proposals no longer contain a budget hotel but extra rooms have been developed at The Exchange and The Princess Royal, although they are not yet accredited.

16.02.15 **Public Transport (Nick Goddard)**

The new HOPPA service started on 11 September with a formal launch to be held on 18 September 2006.

The Farnham Demand Responsive Transport Service has been introduced in place of a number of conventional but very lightly used subsidised bus services and is proving popular.

Surrey County Council and Stagecoach have secured Department for Transport "Kickstart" funding for a Quality Bus Partnership for the 4 and 5 services which run from Farnham through Sandy Hill, Heath End and Aldershot, to North Town. (Service 4 also covers Folly Hill and the Cranmore Lane area of Aldershot, whilst service 5 also covers Hale and the Alexandra Road area of Aldershot). The enhanced service will commence in June 2006 and be operated by a fleet of brand new low floor vehicles funded by Stagecoach; Surrey County Council will undertake a complementary programme of bus stop improvements along the routes.

16.02.16 **School run (Nick Goddard)**

Provision is made in FTC's capital programme to fund high-vis wear for children including a walking bus scheme. FTC is working with SCC to develop more of these and cycle routes across Farnham.

16.02.17 **Cycle racks (Sheila Rayner)**

FTC/SCC are working together on a cycle rack installation programme across the town.

16.02.18 **Campsites (Cath Sydenham)**

As part of the tourism strategy FTC will be working with WBC to identify sites for camping and caravanning sites which are under provided in the area. A site may have been possibly identified and if it materialises a report will be presented to a future committee.

16.02.19 **Bus information (Nick Goddard)**

Linked to the bus shelter installation programme, SCC/FTC are working together to improve bus information. Surrey County Council have recently replaced bus stop furniture in Farnham town centre with new high quality Trueform-style stops in a black coating suitable for Farnham town centre.

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16.02.20 **Character and setting (Nick Goddard)**

Proposals within the USM study include the establishment of a Historic Core Zone to help protect its special character.

16.02.21 **HGVs (Nick Goddard)**

Measures to reduce the number of HGVs passing through the town will be considered as part of the USM implementation.

16.02.22 **Loading and unloading (Nick Goddard)**

The enforcement of loading and unloading restrictions will be considered as part of the USM implementation.

16.02.23 **Town Centre traffic (Nick Goddard)**

The reduction in town centre traffic will be considered as part of the USM implementation.

16.02.24 **Parking and Speed (Nick Goddard)**

Both these issues will be considered as part of the USM implementation.

Author: Sheila Rayner