



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 19th January 2012

Place

The Council Chamber, South Street, Farnham GU9 7RN

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 19th January 2012, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY**. The Agenda for the meeting is attached

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Lynch'.

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, the Mayor's Secretary, by 5 pm on Wednesday 18th January 2012.

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only.

Questions by the Public

Prior to the commencement of the meeting, the Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda, to which an answer will be given or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. A maximum of 15 minutes will be allowed for the whole session.

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Agenda Full Council

Time and date

7.00pm on Thursday 19th January 2012.

Place

The Council Chamber, South Street, Farnham

Presentation by the Farnham Maltings

Mr Gavin Stride will make a short presentation on the work of the Farnham Maltings and respond to questions.

Questions by the Public

Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda. A maximum of 15 minutes will be allowed for the whole session.

1 Apologies

To receive apologies for absence.

2 Minutes

- (i) To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 1st December 2011 – attached at **Appendix A**
- (ii) To appoint a representative to serve on the Green Farnham Group

3 Disclosure of Interests

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

NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to ginny.gordon@farnham.gov.uk by 12 noon on the day before the meeting or handed to the Town Clerk at 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 dispensation has been obtained from the Standards Committee.*

4 Statements by the Public

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

At the discretion of the Town Mayor, those members of the public, **residing or working**

within the Council's boundary, will be invited to speak forthwith, in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

- 5 Town Mayor's Announcements**
To receive the Town Mayor's announcements.

Part 1 – Items for Decision

- 6 Working Group Notes**
To receive the notes of the Corporate Development and Audit Working Group held on 10th January 2012
Appendix B
- 7 Planning Applications**
To receive the minutes of the meetings of the Planning Consultative Group held on 8th December 2011 and 5th January 2012
Appendix C, D
The actions of the Planning Consultative Group are taken under the scheme of delegation.
- 8 Precept 2012/13**
To agree the Precept for 2012/13
Appendix E
- 9 Bus Review**
To consider the Council's response to the Surrey Bus Review (Guildford and Waverley)
Appendix F

Part 2 – Items to Note

- 10 Annual Meeting of Electors**
To note that the date of the Annual Meeting of Electors has changed to 29th March.
- 11 Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 12 Exclusion of the Press and Public**
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Items 13 and 14 of the agenda in view of the confidential items under discussion

Part 3 – Confidential Items

- 13 Services to Farnham Awards**
To note the names of those proposed to receive a Services to Farnham Award at a special Awards Reception on
Exempt G
- 14 Cemetery Appeal**
To consider the review of a Cemetery Appeal.
Exempt H

The Town Mayor will close the meeting.

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

Membership:

Councillors Jill Hargreaves (Town Mayor), Stephen Hill (Deputy Town Mayor), David Attfield, David Beaman, Patrick Blagden CBE, Carole Cockburn, Pat Frost, Carlo Genziani, Sam Hollins-Owen, Graham Parlett, Jessica Parry, Julia Potts, Jennifer O'Grady, Stephen O'Grady, Susan Redfern, Jeremy Ricketts, Roger Steel, John Ward

Distribution: Full agenda and supporting papers to all Councillors (by post)



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 1st December 2011

Place

The Council Chamber, South Street, Farnham

Councillors

- * Jill Hargreaves (Town Mayor)
- * Stephen Hill (Deputy Town Mayor)
- A David Attfield
- * David Beaman
- * Patrick Blagden CBE
- * Carole Cockburn
- Pat Frost
- A Carlo Genziani
- A Sam Hollins-Owen
- * Graham Parlett
- * Jessica Parry
- A Julia Potts
- A Jennifer O'Grady
- * Stephen O'Grady
- * Susan Redfern
- * Jeremy Ricketts
- A Roger Steel
- * John Ward

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Russell Reeve (Team Leader – Corporate Governance)
Jacqui Walker (Team Leader – Community Development)

Presentation by Blackwater Valley Partnership

Mr Steve Bailey gave a presentation on the work of the Blackwater Valley Partnership. He described the achievements of the Partnership in the different communities where it operates giving a particular insight into the restoration of former gravel pits and the work that the Partnership was doing in the Farnham area.

Questions from Members of the Public

There were no questions from the public

C 099/11 APOLOGIES FOR ABSENCE

Apologies were received from Councillor David Attfield, Councillor Carlo Genziani, Councillor Sam Hollins Owen, Councillor Julia Potts and Councillor Roger Steel.

C 100/11 MINUTES

The Minutes of the Farnham Town Council meeting held on Thursday 20th October 2011 were agreed and signed by the Town Mayor as a correct record.

C 101/11 DISCLOSURE OF INTERESTS

There were no disclosures of interest

Part I – Items for Decision

C 102/11 STATEMENTS BY MEMBERS OF THE PUBLIC

There were no statements by members of the public.

C 103/11 MAYOR'S ANNOUNCEMENTS

- i) The Mayor welcomed students from the University College Of Creative Arts Journalism course who were present in the public gallery.
- ii) The Mayor thanked the Tourism & Events Working Group and everyone involved in the Christmas Lights Switch-on day who made it such a success.
- iii) The Mayor had attended almost thirty events since the last Council Meeting and made particular mention of events connected with Remembrance Day which had been very moving.
- iv) The Candlelit Parade for Bonfire Night organised by the Round Table has raised an amazing £33,000 for charity.
- v) The Mayor reported that the series of Coffee mornings with representatives of every ward had been very well received and there had been a lot of valuable feedback for the Council.
- vi) Cllr Steel had thanked everyone for their good wishes as he made good progress in his recovery

Councillor Beaman arrived at this point

WORKING GROUP NOTES

i) CORPORATE DEVELOPMENT AND AUDIT

Councillor Ward introduced the notes of the meeting held on 15th November. He referred to the meeting with Jeremy Hunt MP where the pressures on the Council's budget and the unfairness of the Council Tax Freeze Grant, being available to Principal Councils but not to Town and Parish Council were discussed.

C 104/11 Health and Safety

The Health and Safety Manual and associated documents prepared by Ellis Whittam were discussed. It was noted that some minor amendments were still to be made.

RESOLVED: that the Health and Safety Manual and associated documentation be adopted with revisions delegated to the Town Clerk in association with Ellis Whittam.

C 105/11 Risk Management

Members noted that the Working Groups had reviewed all the Risk Assessments for the activities falling within the ambit of each Working Group.

RESOLVED: To note the work done by the Working Groups and adopt the Risk Assessments carried out by them.

C 106/11 Council's Vision Strategy

Members discussed the outcomes of the Visioning/Strategy Workshop held in October. It was agreed that one of the main aims for the Council over the next four years should be for the Town Council to be the effective voice for the Town. The key priorities were agreed as:

- Fight for better infrastructure for the town including roads, transport, education, improved air quality and better access for pedestrians;
- Deliver improvements which make visible difference in the town, including a greener environment with more trees in the town centre and at other key locations;
- Progress the production of a Neighbourhood Plan which will meet the needs of Farnham residents now and in the future;
- Bring the Cemetery Chapels back into use, explore terms for bringing back assets bought by the people of Farnham into local management and ownership (eg Gostrey Meadow).

In relation to the financial strategy it was agreed to

- Accept the need for a precept increase this year, rather than resolving to have a nil increase for a third consecutive year, given the significant pressures on budgets and savings already made;
- Strive to seek out funding from other sources, particularly by increasing fees and charges and through securing funds from other bodies such as Surrey CC eg by acting as an agent for local service delivery.
- Aim to seek a tenant for part of the Council Offices.
- Ensure the Town Council continues to achieve value for money in all services being provided locally.

RESOLVED: To confirm the priorities for the next four year as set out above and that the Key aim is that the Council should be the influential and effective voice for Farnham bringing together the views of all organisations working for the good of the Town.

C 107/11 Air Quality

Cllr Ward referred to a paper circulated by Cllr Ricketts on findings on air quality in Farnham, drawing on national figures. Farnham was shown to be one of the hotspots for poor air quality and pollution and would continue to be in 2015. Cllr Ward hoped that the Council would support positive action for the people of Farnham on this matter. Members noted that it was proposed to ask a Working Group to take forward work on air quality and that it fitted with the work of the Infrastructure Planning Group.

C 108/11 Infrastructure Issues

Cllr Ward drew attention to the approach from a Bentley Parish Councillor encouraging co-ordinated effort in relation to cross border developments such as that at Bordon. It was

RESOLVED: that Farnham Town Council should facilitate a meeting with neighbouring authorities to discuss infrastructure issues.

C 109/11 Queen's Diamond Jubilee

Cllr Ward set out the proposals from Corporate Development to celebrate the Queen's Diamond Jubilee. The aim was to support celebrations to remember the day and also to have something lasting as a memento of the Jubilee. Cllr Cockburn highlighted the work being undertaken to restore and interpret the Castle Steps. Cllr O'Grady reminded members of the problems communities experienced in trying to organise street parties to celebrate the Royal Wedding, and encouraged early preparations. It was agreed that the proposed list of projects set the right balance but that a small task group should be formed to implement the Jubilee Quay project.

Resolved that

- 1) The list of Jubilee projects at paragraph 7 (i) of the Corporate Development and Audit Minutes be approved;**
- 2) A Task Group be formed to work with officers on the Jubilee Quay project, including Councillor Julia Potts and Councillor Stephen O'Grady.**
- 3) A sum of £15,000 be included in the 2012/13 budget to support Jubilee activities.**

C 110/11 Diary of Meetings

The proposed diary of meetings for 2012/13 was noted. It was suggested that all Working Group meetings should take place during the working day to minimise the amount of time off need for staff who supported evening meetings. Cllr Stephen O'Grady made a plea for meetings to be at a time that enabled people who worked during the day to attend, and this point was supported by Cllr Beaman. It was agreed that the times of meetings should be considered by each Working Group.

Cllr Ward advised Councillors that he and the Town Clerk were working on preparing revised Standing Orders and encouraged all councillors to suggest any amendments that should be considered.

C 111/11 Green Farnham Group

The work of the Green Farnham Group, an initiative of Jeremy Hunt MP, was discussed. It was noted that a representative of the Town Council had been invited to join the group. Cllr Parry wondered if Cllr Ricketts might be considered for the group given his work on air quality. No decision was made as the availability of the position had not previously been circulated to councillors.

ii) CEMETERIES AND APPEALS

C 112/11 Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working Group held on 3rd November. She drew attention to the proposals being discussed with the Farnham Building Preservation Trust to review the work needed on the cemetery chapels with a view to bringing them back into some use. It was estimated that the Town Council's contribution would be in the region of £7,500 with the costs being met from the Cemetery Reserve fund.

RESOLVED to undertake a feasibility study on the Cemetery Chapels with the Farnham Buildings Preservation Trust with the Town Council meeting half the cost; with budget provision made for legal and professional advice to deal with relevant matters including deconsecration and obtaining planning consent.

C 113/11 The fees and charges for 2012 were agreed for implementation from 1st January 2012.

RESOLVED: the fees and charges for cemeteries at Annex A to the agenda be adopted from 1st January 2012.

iii) TOURISM AND EVENTS

C 114/11 Cllr Stephen O'Grady introduced the notes of the Tourism and Events Working Group held on 7th November. The Christmas Switch-on had been a great success and he thanked those who had supported the event including the Hedgehogs and Lions who stewarded the event; all the groups who sang on the day and John Collins who was an excellent master of ceremonies. Cllr O'Grady advised members of the dates the late night shopping which was being organised in conjunction with the Chamber of Commerce.

iv) FARNHAM IN BLOOM

C 115/11 Cllr Potts introduced the notes of the Farnham in Bloom Working Group that took place on 16th November. She said that Waverley Training Services were now working with then Council on maintaining the Library Gardens. The FIB group were looking at producing a new DVD for 2012 with the main work being done by a volunteer.

Fees and charges

The budget for 2012/13 was discussed. Cllr Beaman felt the Main Sponsor costs appeared to be very good value and wondered if there were scope to increase sponsorship from the Main Sponsor. Cllr Stephen O'Grady suggested a different pricing structure could be considered for hanging baskets where the sponsor did not mind where the basket went. These points were referred back to the Farnham in Bloom Group for further consideration. The fees and charges for allotments were also discussed. It was noted that there was a three year waiting list for allotments and that the aim should be to have the service breakeven.

C 116/11 PLANNING CONSULTATIVE GROUP

The notes of the meetings held on 27th October, 10th November and 24th November were taken as read. It was noted that the next meeting would be looking at the Police Station consultation and the Seale Landfill site, and councillors were asked to provide comments ahead of a formal consultation response being sent.

RESOLVED to delegate the Town Clerk to respond to the Consultations following discussion with the Planning Consultative Group

C 117/11 INFRASTRUCTURE PLANING GROUP

Cllr Cockburn updated Members on the progress on preparing for a Neighbourhood Plan. She requested all councillors to send a snapshot of their wards as part of the evidence base. She emphasised that the Neighbourhood Plan will need to fit with both National and Local Planning policies and proposed that the engagement process should follow a similar pattern to that used in creating the Design Statement. She felt Waverley would decide the future of Farnham if the Town Council did not act.

Cllr Parry asked what timeline was expected and was advised that it would take twelve to eighteen months.

Members noted that Waverley had said it would not support the Town Council in applying to be a Neighbourhood Planning Pilot and this meant access to the government grants would not be available to Farnham. As such it was suggested that the Town Council should make some resources available to support the process. A sum of £15k was proposed and Cllr Stephen O'Grady asked if it would be enough. It was agreed that this sum was probably right for 2012/13.

RESOLVED to add £15,000 to the draft 2012/13 budget for the Neighbourhood Planning Process.

C 118/11 **BUDGET 2012/13**

Cllr Ward set out the detailed budget proposed by the Corporate Development and Audit Working Group for 2012/13 as set out at Appendix I. He said that before this year councillors had found it hard to understand the costs of services without the staff costs being allocated. Some services looked as though they were making a surplus when in fact they had a cost to the council. This year councillors can now have a better idea of the true costs of services and he thanked officers for producing a clear budget. The proposals reflected the Strategy/visioning workshop held in October.

Cllr Ward said that the pressures on budgets have been offset by actions taken to increase fees and charges and also the targeted savings which the Council has been able to achieve to date in contracts and by managing staff vacancies. These elements will continue to be targeted but the programme of investment in community assets which are deteriorating means that the Council must be careful to avoid eroding the reserves base too far. Before the additional sum agreed for Neighbourhood Planning was added, the draft budget for 2012/13 was £923,117, which is £44,717 over last year's precept level and £27,000 over the 2012/13 budgeted projected deficit. This could mean an increase of 5p per week per band D property if a balanced budget were to be achieved.

A discussion took place on whether there was scope to increase fees and charges by a higher sum than proposed by the Working Groups, particularly allotment fees, but it was felt that the Working Group proposals should be supported.

RESOLVED that the net operational budget for 2012/13 be set at £938, 117 with a potential deficit of £59,717.

C 119/11 **COMMUNICATIONS STRATEGY – WORKING WITH THE MEDIA.**

The report at Appendix K was considered. It was agreed that the second sentence of paragraph 24 should be deleted and that "and other issues" should be inserted after "on local constituency matters" in the third sentence. Cllr Stephen O'Grady said that the "Environmental Information Regulations 2004" should be added to paragraph 5. He also

said there was some confusion about whether this was a protocol or strategy and it was agreed that the final wording would be tightened to make this clearer. Under paragraph 13.4 the final bullet point should be amended with the addition of the words “unless delegated by the Working Group Lead Member”. With the above changes it was

RESOLVED: to adopt the Communications Strategy – Working with the media.

C 120/11 **RISK ASSESSMENTS**

The detailed risk assessments at Appendix J were discussed. It was noted that these were provided in detail this time because of the new format but that they would be reported by exception in future. Members accepted that these would be living documents kept under review.

RESOLVED: to adopt the Risk Assessment documents at Appendix J

Part 2 – Items for Noting

REPORTS FROM OUTSIDE BODIES

C 121/11 Councillor Beaman reported on the tour and AGM of the Blackwater Valley Countryside Partnership and congratulated them on what they had achieved.

C 122/11 DATE OF NEXT MEETING

Members noted that the next Council Meeting would take place at 7.00pm on Thursday 19th January 2012.

The Town Mayor closed the meeting at 9.23 pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Corporate Development and Audit Working Group

Time and date

9.00am Tuesday 10th January 2011

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Appointed Members: Councillors John Ward (Lead Member), David Beaman, Carole Cockburn, Stephen Hill, Julia Potts

Other Councillors: Cllr Jill Hargreaves (Mayor), Cllr Paddy Blagden,

Officers present: Iain Lynch (Town Clerk), Russell Reeve (Team Leader Corporate Governance) - part, Jacqui Walker (Team Leader Community Development) part

1. Apologies

Apologies were received from Cllrs Jessica Parry, Stephen O'Grady, Roger Steel

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on 15th November 2011

| POINTS | ACTION |
|------------------------|--------|
| The notes were agreed. | |

4. Finance

| POINTS | ACTION |
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| 1. Members noted the latest bank and petty cash reconciliations and agreed they would be reviewed as part of the planned trial balance to 31 st December that would be presented to the February meeting. | Trial Balance to February meeting. |

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| <ol style="list-style-type: none"> 2. Members noted the latest position with investments 3. The latest BACS and cheque payments, and VAT returns were tabled for inspection. 4. The Revised budget and budget comparison to 31st December (attached at Appendix C to the agenda) were considered. 5. It was noted that the spend level at 9 months of the year was just under three quarters of the year's budgets (with some spending that had been agreed for funding from reserves), and that staff costs were below estimates in view of the vacancies held earlier in the year. It was noted that the Council was on target to achieve the additional savings target to break even in the year. | |
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5. Precept 2012/13

| POINTS | ACTION |
|--|---|
| <ol style="list-style-type: none"> 1. Members discussed ways of funding the agreed budget for 2012/13. 2. The change in the number of Band D equivalent properties from 17203.3 to 17341.7 was noted. 3. It was noted that fees and charges had been a resolution of the Council at the December meeting and as such increasing fees further at this stage was not possible. 4. Members considered a table setting out the Consumer Price Index over the previous four years and comparisons of the rate of precept increase for other councils. It was noted that the level of increase in Farnham had been significantly behind other councils and the Consumer Price Index and Retail Price Index.. 5. Members also considered the impact on each Council Tax Band if the potential deficit were funded solely from the precept and that each £5,000 of balances would reduce the precept level per band D property by 30pence. 6. It was noted that Farnham Town Council received just £51.06 out of the Band D council Tax of £1,527.87 in 2011/12. 7. Members noted that Waverley and Surrey were eligible for the Council Tax Freeze Grant worth 2.5% of their expenditure, and felt it was very unfair that support was not available for the Town and Parish Councils. 8. Members were concerned that escalating deficit budgets requiring the increased use of reserves was unsustainable and agreed that achieving a balanced budget was the right way forward for the council. 9. It was unanimously agreed to recommend to Council that a balanced budget be achieved and that a precept level of £938,117 be set for 2012/13 representing a contribution of £54.10 for each 'Band D' household (£1.04 per week), an increase of 5.8 pence per week. | <p>Recommendation to Council to set a balanced budget and a precept of £938,117 for 2012/13 being a contribution of £54.10 per Band D household.</p> |

6. Website

| POINTS | ACTION |
|---|--|
| <ol style="list-style-type: none"> 1. Members received a presentation on a potential addition for the website of a virtual tour. Similar virtual tours which include images and details of community and business locations, are already in existence locally in Guildford, Grayshott as well as other communities. The tour could bring in a revenue stream for the council, but would require additional staff time, or it could be cost neutral. 2. Members noted that the current economic climate may make getting businesses on board could be challenging but noted that the option of updating offers and promotions could prove to be attractive. 3. Members noted that the current website was about to be tendered and agreed that the virtual tour concept should be included in the tenders. 4. The criteria for the revised website should include: <ol style="list-style-type: none"> a. capacity to be updated by staff b. easy to use, efficient, with up-to-date (ideally open source) software c. able to co-host other groups' websites if required eg - chambers of commerce, twinning association, Crime and disorder group d. one voice for Farnham - help community groups to promote activities and raise profile of community associations, e. accessible for visitors and businesses f. able to develop with transactional activities (eg book events on line, pay for allotments on-line etc) g. search-engine optimised h. be future-proof as far as possible i. able to include a virtual tour. | <p>Website tenders should be sought as soon as possible</p> |

7. Loyal Greetings to Her Majesty The Queen on the occasion of Her Diamond Jubilee

| POINTS | ACTION |
|---|---|
| <ol style="list-style-type: none"> 1. Members considered the form of the Loyal Greetings to Her Majesty Queen Elizabeth II to recognise the Diamond Jubilee of her reign on 6th February 2012. 2. Members considered the message sent to Queen Victoria on the celebration of her Diamond Jubilee in 1897 and felt that the sentiments were right for 2012. 3. It was agreed that it would be good, if possible, to involve students from UCA in preparing the congratulatory message in a scroll 4. It was therefore agreed to recommend that Loyal Greetings be sent to Her Majesty and that they be put in a suitable form. | <p>Recommendation to Council that Loyal Greetings be sent to Her Majesty the Queen on the occasion of the Diamond Jubilee of her accession to the throne and that the final wording be delegated to the Town Clerk in consultation with the Mayor and Lead Member for Corporate Development and Audit.</p> |

8. Twinning

| POINTS | ACTION |
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| <ol style="list-style-type: none"> 1. Members considered the report at Appendix F to the agenda. 2. 2012 was the 20th Anniversary of the signing of the Deed of Friendship between Farnham and Andernach. The anniversary would be commemorated with a civic visit from Andernach in June along with visitors from the Farnham Andernach Friendship Association and the Andernach Town Band. 3. Members noted that school visits and exchanges with other Farnham groups also took place but that the annual exchange involved many of the same people who had sustained the Friendship Association over many years. 4. Consideration was given to whether the Twinning exchanges could be strengthened and whether it would be appropriate to include partners in other countries for economic, cultural or social reasons to bring wider benefits for Farnham. It was noted that geographically closer friendships were easier to sustain. 5. It was noted that there had been a visit from Haren in Holland in 1950 which led to the Haren Gardens in South Street being created, and that there may be opportunities of rekindling that friendship. 6. Members considered that there were options to generate project or other funding with the right partners in Europe, but that these involved a resource input from each partner in the project. 7. A proposal to allocate £1500 towards the costs of the 2012 Farnham Andernach anniversary to help cover the costs of the accommodation costs for the civic guests, a civic reception for all the visitors, and a renewed deed of friendship was agreed (see Grants report below). 8. It was agreed that a further report on Twinning should be prepared in the Autumn of 2012 after the anniversary celebrations had been reviewed. | <p>Team Leader (Community Development) to prepare further report in the autumn.</p> |

9. Waverley Borough Council Appropriation of Open Space Land in East Street and Borelli Walk for the Brightwells (East Street) Development Grants

| POINTS | ACTION |
|--|--------|
| <ol style="list-style-type: none"> 1. The report at Appendix G was discussed. It was noted that this report was considered by the Planning Consultative Group on Thursday 5th January prior to a holding objection being drafted and sent to Waverley Borough Council. Cllr Beaman reported that he had asked for the report destined for Corporate Development and Audit to be considered by the PCG. 2. The letter (attached as Annex I to these Notes) was sent to | |

| | |
|--|--|
| <p>Waverley Borough Council on 6th January in order to meet Waverley's published deadline of 9th January 2012.</p> <ol style="list-style-type: none"> 3. The Town Clerk reported on the problems arising with the Legal Notice not complying with Waverley's own timetable (report to the Executive in November 2011 and Council on December 13th 2011) were noted, and that had this timetable been followed then the use of the Urgency procedure would not have been necessary. 4. Members noted that Waverley had not sent any information to the Town Council about this matter despite the fact that Appropriation Maps had been prepared in June 2011. 5. The Town Clerk pointed out an error in the letter to Waverley Borough Council: in the 5th paragraph "south of the river Wey" should read "North of the river Wey" 6. Members felt that the proposal for the appropriation and the private control of the area bordering the river was cause for concern and fully supported the action taken in sending the holding objection. 7. Members felt that there were additional questions that should be asked of Waverley and that Waverley should be invited to talk properly to the Town Council and give a full picture of what is happening on the site. 8. It was noted that councillors had asked for information on specific issues relating to the development and that the position was now unclear after the passing of the Longstop date. 9. It was also noted that the objection to appropriation was not an objection to the East Street development but a desire to keep land which has been used for public recreation for almost a century and to which the public has a free right of access to be kept under public control. 10. CDAWG agreed to recommend endorsing the holding objection. 11. Concern was expressed over the lack of information coming from Waverley and it was felt that it was now the time to look at what was happening on site and for the Town Council to be involved in what happens in future. Members of the public were asking for information, but town councillors could not assist as no information was forthcoming. It was agreed to ask for a response to a series of questions from Waverley in relation to the East Street Development now that the 'long-stop date <ol style="list-style-type: none"> i. What are the implications if the contract breaks down? ii. Now that the long-stop date has passed will the approach be to: <ol style="list-style-type: none"> 1. continue 2. renegotiate the contract 3. terminate the contract | <p>Recommendation to full Council to endorse the holding objection sent by the Town Clerk on 6th January 2012 with the additional questions set out in point 11 of the notes of CDAWG, and the further request for a meeting with Waverley and involvement in future plans for the site.</p> |
|--|--|

11. Offices Update

| POINTS | ACTION |
|---|---|
| <ol style="list-style-type: none"> 1. Members discussed the report at Appendix H and noted progress on works in the Council Offices. 2. The proposed works to improve heat and noise insulation with secondary glazing was agreed and the lowest tender for the works accepted (£7,004 plus VAT and enabling works costs) subject to materials being reviewed. It was agreed that consideration should be given to the units in the Council Chamber being secondary glazed if appropriate and the fact that this may have cost implications was noted. 3. It was noted that the works for improving the kitchen area adjacent to the Council Chamber were due for implementation in the week commencing 23rd January. 4. The Fire Risk Assessments of the Offices and Depot had been completed, and the findings were noted. The practical difficulties of relocation the main photocopier was noted. Other actions proposed were being implemented. An Evac-Chair was being purchased to assist with the evacuation of any visitors with disabilities in the event of a fire. 5. Fire Safety Training and Fire Marshall training was scheduled for 26th January. It was agreed that two Councillors should be appointed as Fire Marshalls for evening meetings and that volunteers should be sought. 6. Noted that the Asbestos survey of the depot had been completed. 7. The Emergency Evacuation Plan and the Fire Safety Management Policy Statements were agreed for adoption by the Council (At Annexes 2 and 3 of the notes) 8. Members received an update on discussion with potential users of part of the Town Council Offices and that no further progress was expected in the short term. 9. Members noted that no further news had been received from Waverley Borough Council in relation to the proposed agency arrangement for reception service. It was agreed that a meeting should be arranged to follow up on the proposal. | <p>Council is recommended to :</p> <ol style="list-style-type: none"> 1. Welcome the progress in improving the Council Offices and meeting its Health and Safety obligations as employer and owner of the building; 2. Approve the Emergency Evacuation Plan and Fire Safety Management Policy Statement; 3. Nominate at least two members for fire safety training and two members for training on the operation of the stairway evacuation plan; and 4. Authorise the Town Clerk to accept the most economically advantageous tender for the first phase of secondary glazing for the windows as set out in Appendix H of the agenda of the CDAWG. <p>Town Clerk to arrange follow up meeting with Waverley</p> |

12 CCTV Update

| POINTS | ACTION |
|--|--------------------------------------|
| <ol style="list-style-type: none"> 1. Members discussed the report at Appendix I for the relocation of a CCTV camera damaged as a result of a road traffic accident. 2. The problems in dealing with and getting a response from BT Redcare were noted and were of great concern. 3. It was agreed to progress the relocation of the Camera and infrastructure at a cost of £9,077 with the costs expected to be met from an insurance claim from the | <p>Town Clerk to progress</p> |

| | |
|---|-------------------------------------|
| <p>driver's insurance and for the relocation of the cabling box in a more secure location at a cost of £3,399 with the costs met from the CCTV budget.</p> <p>4. The CCTV partnership between Guildford, Farnham, Surrey and Surrey Police was discussed. It was noted that the partnership agreement was due for renewal by the end of 2012, and that the partnership had not met in the last year. Agreed that the Town Clerk should arrange for a meeting of the group to discuss the way forward and for a further report to be made.</p> | <p>Town Clerk to arrange</p> |
|---|-------------------------------------|

13 Grants 2012

| POINTS | ACTION |
|--|---|
| <ol style="list-style-type: none"> 1. The report at Appendix J for the allocation of the remaining Grants funding for 2012/13 was agreed. 2. The balance of the remaining funding was: <ol style="list-style-type: none"> a. Chantry's Community Centre for the Opportunities Elderly Project : £1,000 b. Frensham Ponds Sailability for a new access dinghy for learners with a disability. £3,000 c. Twinning 20th Anniversary celebrations: £1,500. d. Small grants £518. | <p>Council to note the final allocations</p> |

14 Air Quality

| POINTS | ACTION |
|---|--------|
| <ol style="list-style-type: none"> 1. Members discussed how issues of air quality could be best dealt with. Consideration was given to whether a separate new group should be created or whether air quality should be part of the already established Planning Infrastructure Group given the cross-over of issues between the two group. 2. It was agreed that air quality should be incorporated into the terms of reference of the Planning Infrastructure Group. 3. It was noted that the Waverley Borough Council, the Farnham Conservation Area Management Plan Group and the Green Farnham Group were also doing work on Air Quality and that there should be a close connection to avoid duplication. | |

15 Cemetery Buildings

| POINTS | ACTION |
|---|--|
| <ol style="list-style-type: none"> 1 The proposals for work with the Farnham Building Preservation Trust and the seeking of expressions of interest to review the condition of the Chapels was | <p>Town Clerk be authorised to negotiate lease on most appropriate terms.</p> |

| | |
|--|--|
| <p>noted.</p> <p>2 The interest of a sculptor using West Street Chapel was noted. Officers were authorised to progress negotiations to agree appropriate terms with legal advice as necessary.</p> | |
|--|--|

16 Bus Review

| POINTS | ACTION |
|--|--------------------------------------|
| <p>1 Current position noted.</p> <p>2 Report to go to full Council</p> | <p>Report to full Council</p> |

17. Date and Time of Next Meeting

| POINTS | ACTION |
|---|--|
| <p>Members agreed that the next meeting would take place on 21st February 2011 at 9.00am</p> | <p>Town Clerk to circulate agenda</p> |

Meeting ended at 12.20

Notes written by Iain Lynch



Iain Lynch

Telephone: 01252 712667

(Calls may be monitored or recorded for training purposes)

E-mail: town.clerk@farnham.gov.uk

Date: 6th January 2012

Mary Orton
Chief Executive
Waverley Borough Council
The Burys
Godalming
Surrey
GU7 1HR

Dear Mary

**Objection to the intention to appropriate Open Space.
Objection to the Intention to Lease Open Space Land**

Further to Waverley Borough Council's Advertisement dated 9th December 2011 in the Farnham Herald, I am writing on behalf of Farnham Town Council to strongly object to the proposal to appropriate and lease open space land. This objection is an initial holding objection since the date for receipt of objections has been published as 9th January despite the fact that the report to the Executive and Council of Waverley Borough Council said that the advertisement process would take place until 20th January 2012. The next meeting of the Farnham Town Council takes place on the 19th January, when the details of the objection which have so far been discussed at only the Planning Consultative Group, will be discussed in more detail and may be amplified or amended.

Farnham Town Council thinks that it is very unfortunate that plans which are dated June 2011 are only released just before Christmas and at a time when the Offices are closed, meaning that the public have had very little time to inspect and comment on the proposal. I understand that access to the papers on Waverley's website was also not possible during this period.

It is also very surprising, and disappointing, that no copy of the notice, plans or accompanying documentation were made available to Farnham Town Council despite the commitments made when the Portfolio Holder for East Street provided an update to Farnham Councillors in the Autumn. The public statements about a desire to consult and work closely with Town and Parish Councils do not seem to be followed through in practice – and certainly not in a way that is consistent.

Some councillors feel that the timing, the lack of information about what is proposed and the fact that there are no up-to-date plans of the development to accompany the Appropriation information has been designed to slip through a proposal that is to the detriment of Farnham. (technically the first notice relating to the lease is also wrong since the text refers to sections 123 (1) and 123 (2a) of the Town and Country Planning Act 1990 (TCPA) when it should have read the Local Government Act 1972 as referred to in the header).

I should emphasise that the Council as a whole is keen to see a good development in East Street, and that its objection to the Appropriation should not be seen as an attempt to undermine the proposed

development. On the contrary the objection is to ensure that rights to open space south of the River Wey and along Borelli Walk which have been enjoyed for almost a century are preserved for future generations.

As Farnham Town Council understands it, Appropriation of land to any purpose is governed by Section 122 of the Local Government Act 1972 (the 1972 Act), which authorises councils to appropriate land to any purpose for which they are authorised to acquire land by agreement and which is no longer required for the purpose for which it was held immediately prior to the appropriation. Similarly the effect of the appropriation for planning purposes under section 237 of the TCPA is that any existing rights can be overridden.

The land in question does not meet the criteria set out in section 122 of the Local Government Act 1972. Waverley intend to appropriate land which was bought by the Urban District Council for Pleasure Grounds or recreational Open Space purposes and which had this designation when acquired by Waverley in 1974 from the Urban District Council.

Brightwells itself was bought by Farnham Urban District Council at auction in 1919, and the Council's records show a wide range of recreational and sporting use in subsequent years, including bowls and tennis, performances by military bands etc. The area was earmarked as a quiet place of public walks, pleasure gardens and games as early as the 1920s, and a use that has continued until this day.

It is very clear that the use for which the land has been held for 90 years is still valid today, and it is entirely inappropriate to appropriate all of the land shown in the appropriation maps and lease it to a developer. It cannot be claimed that all of the land shown is no longer required for the purpose for which it is or has been held. Waverley has proposed that some of the land will continue to be used for recreation and open space purposes after the development which underlines the point.

The proposed 'public realm' swaps, set out on the appropriation maps, are of concern since some of the quality public open space being lost is replaced by inadequate substitutes such as corridors in a development – which should be provided in a development of this sort in any event. The Town Council would prefer to see some of the compensatory public realm land being real improvements in the river frontage from the Shepherd and Flock to Wrecclesham.

Actual rights of access which the public have enjoyed for decades over walks and land on prime recreational open space adjacent to the river are proposed to be replaced by a permissive right under the control of a private developer. Copies of the proposed agreement have not been made available to the Town Council so it is difficult to understand what this means in practice. It is quite clear however that the land is still required for the current open space purpose and some of it will continue to be used for this purpose after the development. As such it is wrong to appropriate the land and also to lease it to a private developer for 150 years.

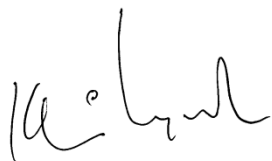
It is understood and accepted that a bridge is proposed to assist in the development of East Street but there is concern that the land is being appropriated. The Borelli Walk is public open space (one of the best walks in the Farnham area according to the Waverley website) and commemorates the achievements of Charles Borelli who achieved so much in ensuring that best of Farnham is preserved. "The idea for a riverside walk was first put forward in 1945, five years before Mr Borelli's death. A committee was formed and a fund opened to collect money for the scheme. This site has a very secluded feel even though it is in the middle of the bustle of Farnham. There is seating along the river path should you wish to stop and relax to enjoy the moment, and there is a growing collection of ornamental trees in the cut grass, some of which have been kindly donated by members of the public". It is essential that the land is maintained as public open space and the riverside walk is maintained. It is also of great concern that the land proposed to be leased goes all the way to the river bank with no indication and across established footpaths and Public Rights of Way with no indication of the effect on these routes.

It has long been held as an important principle by Farnham Town Council that property and land bought by the people of Farnham by public subscription or by the Urban District Council on behalf of the community should be managed locally for the benefit of the community of Farnham. Farnham Town Council has expressed interest in acquiring back land bought by the public and the former Urban District Council, including Borelli Walk and Gostrey Meadow, and it would be more appropriate for the Borough Council to transfer the open spaces on the sites proposed for appropriation and leasing to Farnham Town Council to safeguard the public rights of access in perpetuity rather than lease the land to a private developer. Rights for the developer to access the site for any services provided underground can be provided and so leasing on this ground alone is unnecessary.

The Town Council would be prepared to discuss any of the issues further with the Borough Council and I will come back to you if there are any further areas of significant concern when this matter is discussed by full Council.

With all good wishes

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Iain Lynch', written in a cursive style.

Iain Lynch
Town Clerk

EMERGENCY EVACUATION PLAN

General

In the event of the fire alarm sounding all personnel other than Fire Marshals, The Controller, Evac+chair operators and the Receptionist should leave the building immediately and assemble at Victoria Gardens at the rear of the building.

The lift should not be used.

No one should re-enter the building before the all clear is signalled by the Controller.

Evacuation of the Disabled

Any person unable to exit the building without the aid of the Evac+chair should be taken to the location of the Evac+chair on the landing outside of the kitchen.

Trained operators should then lower the disabled person to the ground floor and take him or her to the Assembly Point.

Sweeping the Building

The Fire Marshals should verify to the Controller that all personnel have left the building. The areas for which Fire Marshals are responsible are as follows:

- During Office Hours: (armbands in offices)

Marshal 1 to cover ground floor office, reception, disabled toilet and lift.

Marshal 2 to cover old WBC offices, basement (only to report if door open) and adjacent car park (to warn anyone in cars).

Marshal 3 to cover the office, members' room and staff room.

Marshal 4 to cover the kitchen, Council Chamber and Town Clerk's office.

- Outside of Office Hours (e.g. at Council Meeting) (armbands in Council Chamber)

Marshal 5 to cover first floor.

Marshal 6 to cover ground floor (including car park).

Fire Marshals should report their findings to the Controller who will be positioned at the front door.

The Receptionist (if present) should call the Fire Brigade if it is clear from the Controller or other evidence that a fire has broken out. The Receptionist should take the visitors' log to the Assembly Point.

Controlling the Evacuation

The Controller (the Town clerk or his designated substitute) should make himself or herself safe and available to the officer in charge from the Fire Brigade.

FIRE SAFETY MANAGEMENT POLICY STATEMENT

It is the policy of Farnham Town Council to ensure, so far as is reasonably practicable, that the Council provides and maintains safe and healthy working conditions and protects employees, visitors and others so far as is reasonably practicable against the risk of fire within our premises.

We believe that this document when combined with individual fire risk assessments, emergency plans and evacuation procedures sets out best practice standards for an organisation such as ours.

Although the ultimate responsibility for fire safety management rests with the Council's Leader and the Town Clerk, the Organisation's Health and Safety Adviser provides competent advice to the managers of operating units who are responsible for the implementation and day to day fire safety management of operations within the premises under their control.

Advice on any fire safety management matters can be sought from the Safety Adviser, who can also be consulted in the event of an employee being faced with a conflict between the demands of fire safety and commercial or operational demands. If such a conflict cannot be resolved by agreement the final decision will rest with the Town Clerk.

All employees, volunteers and contractors are reminded that they have a personal responsibility for ensuring that fire safety procedures are followed and not to obstruct fire exit routes or fire equipment at any time. They must therefore adhere to the fire safety practices of the organisation and co-operate fully with any appropriate instructions on any matter relating to fire safety management in the workplace.

This policy statement is reviewed annually.

Signed:

Town Clerk

Mayor

January 2012



FARNHAM TOWN COUNCIL



Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 8 December 2011

Place

Council Offices, South Street, Farnham

Members Present

- * Cllr C G Genziani
- * Cllr D Beaman
- * Cllr P Blagden
- 0 Cllr S Hill
- 0 Cllr S Hollins-Owen
- 0 Cllr J Ricketts
- 0 Cllr S O'Grady

0 Apologies for absence.

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.

1. Apologies for absence

Apologies for absence were received from Councillors Hill, Hollins-Owen, Ricketts and O'Grady

2. Disclosure of Interests

| Name of Councillor | Planning Application Number | Subject | Type of Interest | Reason |
|--------------------|-----------------------------|---|------------------|-----------------------------|
| D Beaman | WA 11/1993 | 130 Burnt Hill Road Lower Bourne, Farnham | Personal | Property of Town Councillor |
| P Blagden | WA 11/1993 | 130 Burnt Hill Road Lower Bourne, Farnham | Personal | Property of Town Councillor |
| C Genziani | WA 11/1993 | 130 Burnt Hill Road Lower Bourne, Farnham | Personal | Property of Town Councillor |

3. APPLICATIONS CONSIDERED

| | | |
|--------------|---|--|
| WA/2011/1979 | Application under Section 73 to vary Condition 10 of WA/2009/0362 (specification of materials) to allow substitute tiles. | 5 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR |
| | NO COMMENT | |
| WA/2011/1965 | Erection of covered play area. | EDGEBOROUGH SCHOOL, FRENHAM ROAD, FARNHAM GU10 3AH |
| | NO COMMENT | |
| WA/2011/1980 | Erection of extensions and alterations. | ROSE COTTAGE, 9 LONGDOWN ROAD, FARNHAM GU10 3JT |
| | NO COMMENT | |
| WA/2011/1984 | Listed Building Consent for internal and external alterations. | OVERDEANS COURT, DIPPENHALL, FARNHAM GU10 5EB |
| | REQUEST THAT BE ABLE TO COMMENT AFTER HAVING HAD OPPORTUNITY TO SEE REPORT FROM LISTED BUILDINGS/ CONSERVATION OFFICER | |
| WA/2011/1971 | Erection of single storey extension following demolition of extension. | 64 RIDGWAY ROAD, FARNHAM GU9 8NS |
| | NO COMMENT | |
| WA/2011/1983 | Erection of a dwelling, detached garage and associated works following demolition of existing dwelling. | 20 COMPTON WAY, FARNHAM GU10 |
| | NO COMMENT | |
| WA/2011/1986 | Erection of fence. | LITTLE ACORNS, 6 FOLLY LANE SOUTH, FARNHAM GU9 0BZ |
| | NO COMMENT | |
| TM/2011/0135 | Application for works to a tree subject of Tree Preservation Order 1/02. | 1 COPSE AVENUE, FARNHAM GU9 9ED |
| | NO COMMENT | |
| WA/2011/1997 | Erection of single storey rear extension. | 24 MEADOW WAY, ROWLEDGE GU10 4D |

| | | |
|--------------|--|---|
| | NO COMMENT | |
| TM/2011/0132 | Application for works to a tree subject of Tree Preservation Order WA4. | 91 ST PETERS GARDENS, FARNHAM GU10 4QZ |
| | NO COMMENT | |
| WA/2011/2017 | Erection of single storey extension. | TRUNDLES, 2, PINE GROVE, FARNHAM GU10 3RG |
| | NO COMMENT | |
| TM/2011/0139 | Application for works to trees subject of Tree Preservation Order 28/07. | 3 ERNEST CLOSE, FARNHAM GU10 3NL |
| | NO COMMENT | |
| WA/2011/2030 | Erection of covered play shelter. | LAND AT EDGEBOROUGH SCHOOL, FRENHAM ROAD, FARNHAM GU10 3AH |
| | NO COMMENT | |
| WA/2011/2022 | Application under Section 73 to vary Condition 2 of WA/1974/1041 (provision of car parking) for change to car parking layout to provide increased parking spaces, demolition of existing garage. | WHITEBINES, THE FAIRFIELD, FARNHAM GU9 8AB |
| | NO COMMENT | |
| WA/2011/2023 | Change of use of wardens flat and sub-division into 2 self contained flats. | WHITEBINES, THE FAIRFIELD, FARNHAM GU9 8AB |
| | NO COMMENT | |
| WA/2011/2039 | Construction of new vehicular access and closure of existing access; erection of fencing. | THORNYWOOD, 82 CROOKSBURY ROAD, FARNHAM GU10 1QD |
| | NO COMMENT | |
| WA/2011/2011 | Application for new planning permission to replace extant permission WA/2008/1797 (erection of two storey extensions following demolition of part of structure). | MONASTERY CLOCK, OLD COMPTON LANE, FARNHAM GU9 8EG |
| | NO COMMENT | |
| WA/2011/2020 | Erection of garden shed/ playhouse. | 12 HAMPTON ROAD, FARNHAM GU9 0DQ |
| | NO COMMENT | |

| | | |
|--------------|---|--|
| WA/2011/1996 | Erection of two storey extension following demolition of existing garage (revision of WA/2011/0217). Previous comments on 24.2.11 were as follows: no objections | LODGE HILL HOUSE, LODGE HILL ROAD, FARNHAM GU10 3RD |
| | NO COMMENT | |
| WA/2011/2000 | Erection of extensions and alterations to chalet bungalow to form a two storey dwelling. | 1 KILN LANE, FARNHAM GU10 3LR |
| | NO COMMENT | |
| WA/2011/1993 | Certificate of Lawfulness under Section 192 for internal alterations and conversion of garage to family room. | 130 BURNT HILL ROAD, LOWER BOURNE GU10 3LJ |
| | NO COMMENT | |
| WA/2011/1990 | Erection of extensions and alterations (revision of WA/2010/2227). Previous comments on the 27.1.11 were as follows: Concerned about the bulk and size of the proposed new extension and the adverse affect on the residential amenities of the neighbours. | 37 SHORTHETH CREST, FARNHAM GU9 8SB |
| | CONCERNED ABOUT ADVERSE IMPACT ON NEIGHBOURING PROPERTIES | |
| WA/2011/1976 | Erection of two storey extension and installation of roof lights to provide loft conversion following demolition of existing single storey extension (revision of WA/2010/1907). Previous comments on 25.11.10 were as follows: No objections | 32 THE STREET, FARNHAM GU10 4PR |
| | NO COMMENT | |
| WA/2011/2019 | Erection of two storey extension. | 2 BROOKMEAD COURT, FARNHAM GU9 7XW |
| | CONCERNED ABOUT ADVERSE IMPACT ON NEIGHBOURING PROPERTIES AND LOSS OF AMENITY SPACE FOR THIS PROPERTY | |
| WA/2011/2045 | Erection of extension and alterations to allow conversion of garage to habitable accommodation. | 38 BRIDGEFIELD, FARNHAM GU9 8AW |
| | NO COMMENT | |
| WA/2011/2021 | Certificate of Lawfulness under Section 192 for the conversion of ancillary accommodation into 2 flats. | WHITEBINES, THE FAIRFIELD, FARNHAM GU9 8AB |
| | NO COMMENT | |

| | | |
|--------------|---|--|
| WA/2011/2008 | Certificate of Lawfulness under Section 192 for loft conversion and installation of roof lights. | 37A HALE ROAD, FARNHAM GU9 9QR |
| | NO COMMENT | |
| WA/2011/2026 | Erection of two storey side extension and front porch. | 28 BALDREYS, FARNHAM GU9 8RH |
| | NO COMMENT | |
| WA/2011/2013 | Erection of extensions and alterations. | 4 HAMPTON ROAD, FARNHAM GU9 0DF |
| | NO COMMENT | |
| WA/2011/2042 | Erection of extension and alterations. | CYGNETS, FERNHILL LANE, FARNHAM GU9 0JJ |
| | NO COMMENT | |
| WA/2011/2007 | Erection of 2 detached dwellings, garages and associated works (revision of WA/2011/1228). Previous comments on 18.8.11 were as follows: No comment | 90-96 BOUNDSTONE ROAD, FARNHAM GU10 4AU |
| | CONCERN ABOUT GARDEN GRABBING AND LOSS OF AMENITY SPACE FOR EXISTING COTTAGES | |
| WA/2011/2009 | Erection of extensions and alterations. | 29 HIGH STREET, ROWLEDGE GU10 4BT |
| | CONCERNED ABOUT IMPACT ON AMENITIES OF NEIGHBOURS | |
| WA/2011/2041 | Conversion of existing dwelling to form 3 apartments (revision of WA/2011/0792). Previous comments on the 16.6.11 were as follows: Concerned about access onto the A325 – see the Farnham Design Statement ‘Development with direct access on to the A325 should be discouraged, in order not to exacerbate existing traffic problems.’ Concerned that using the existing parking will not be sufficient and there will be an escalation of parking from 1 dwelling into 4 flats. The current occupants are students and most who do not need the same amount of cars. | 29 UNITY HOUSE, THE STREET, FARNHAM GU10 4QS |
| | PREVIOUS CONCERNS STILL VALID | |

4. RESPONSE TO CONSULTATIONS:

WBC consultation on future of Farnham Police Station site – FTC comments made on Design Brief

The brief is comprehensive and appears to be of a good standard. We suggest the following areas of emphasis or additional comment:

- That the development must preserve and enhance the character of the Conservation Area by being sympathetic to local architecture in terms of scale, character and materials, and also that future developments should be of a height of two storeys, as mentioned in the Brief.
- Reference should be made to both to the Farnham Design Statement (2010) as a material planning consideration as well as the Town Council's 'Developing our Community' document, see: <http://www.farnham.gov.uk/life/farnham-developing-our-community.html>.
- The area parallel to the River Wey is in need of enhancement, as mentioned within the Farnham Conservation Area Appraisal. As the North side of the river is owned by Waverley BC, this appears to provide an opportunity to seek contributions for improvements to the Maltings quayside, the car park, towards removal of silt from the river, as well as for improving flood defences for the site.
- The riverside should be kept open to the North side of the River Wey to allow to allow an open vista towards Gostrey Meadow and to allow access by foot/bicycle, ideally also with a foot crossing along Long Bridge.
- Similarly, the design should provide an opening to allow access through the development aligned with the Gostrey Meadow path which exits opposite the current entrance to the police station.
- Consideration should be given to including provision of apartments suitable for elderly residents wishing to downsize from existing housing in the town, freeing up accommodation elsewhere in the town for incoming families.
- As part of the site is covered by the Farnham Air Quality Management Area and as air quality is a key issue in the area, the provision of trees and shrubs on the site and nearby in Gostrey Meadow is important. Greenery next to the roadside of the site would also complement Gostrey Meadow opposite
- As mentioned in the brief, the murals on the north elevation depicting scenes from Farnham's history are an attractive feature which should be retained. Incorporation of a Mike Hawthorn memorial, maybe in the form of a mosaic or statue, would be also welcome.

SCC re Seale Lodge Landfill site in Seale Lane – FTC comments made on retrospective restoration profile consultation

- I. The over-filling of this landfill site has caused a significant departure from the original landscape profile which existed before the sand and gravel removal. The net overfilling of the site and the resulting higher than expected land form has now had an impact beyond the immediate vicinity of the Seale area and into the Farnham area. The steepness of the resulting

mound has limited the value of the site for normal agriculture or leisure use. Excess material should be re-profiled but without causing insufficient protective cover for the landfill as well as avoiding removal of excess material from the site which would have a significant adverse impact on the local community.

2. The Council is upset about the lack of monitoring and control of the filling process.
3. The Council is currently concerned about the unsightly fencing on the site, which should be replaced with more natural material. Progress also needs to be made to provide a good mix of woodland, hedgerows and grassland, and the restoration of wildlife habitats.
4. Before public access is permitted , we assume the following actions are to be taken:
 - The generating station fenced off to prevent theft or damage.
 - The leachate removal pipes and junctions on the surface fenced off or buried, to prevent tampering with the system.
 - The methane extraction pipes buried, or fenced to prevent tampering.
 - The proposed surface water drainage system designed to prevent the possibility of contaminated leachate mixing with surface water, to prevent poisoning of animals or birds.
 - The flare off system designed to be of minimum luminosity, but at a height that will be beyond reach of vandalism or tampering.

By means of compensation, the Council proposes that the Blackwater Valley area should be in receipt of significant additional infrastructure investment to offset the increased adverse environmental impact on our area.

The meeting closed at 8.00pm



FARNHAM TOWN COUNCIL

D

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 5 January 2012

Place

Council Offices, South Street, Farnham

Members Present

- * Cllr C G Genziani (arrived at 7.15pm)
- * Cllr D Beaman
- * Cllr P Blagden
- * Cllr S Hill
- 0 Cllr S Hollins-Owen
- * Cllr J Ricketts
- 0 Cllr S O'Grady

0 Apologies for absence.

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.

1. Apologies for absence

Apologies for absence were received from Councillors O'Grady and Hollins-Owen.

2. Disclosure of Interests

| Name of Councillor | Planning Application Number | Subject | Type of Interest | Reason |
|--------------------|-----------------------------|-------------------------------|------------------|-----------------|
| D Beaman | WA 11/2095 | 17 Folly Lane North, Farnham. | Personal | Knows Applicant |

3. APPLICATIONS CONSIDERED

| | | |
|--------------|---|---|
| WA/2011/2052 | Erection of single storey side extension. | HILLCOTE, BOURNE GROVE DRIVE, FARNHAM, GU10 3QX |
|--------------|---|---|

| | | |
|--------------|---|---|
| | No comment | |
| WA/2011/2072 | Application under Section 73a to vary Condition 9 of WA/2009/1574 (Condition requires details of ground/air source heat pump) to replace air source heat pump with condensing gas boiler and solar photovoltaic panels. | 5 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR |
| | No comment | |
| CA/2011/0116 | OLD CHURCH LANE, FARNHAM CONSERVATION AREA. 1x Conifer - fell. | HIGHLANDS COTTAGE, 1 OLD CHURCH LANE, FARNHAM GU9 8HQ |
| | No comment | |
| TM/2011/0144 | Application for works to a tree subject of Tree Preservation Order WA13. | 22 LANCASTER AVENUE, FARNHAM GU9 8JY |
| | No comment | |
| TM/2011/0143 | Application for works to tree subject of Tree Preservation Order 28/03. | 10 ANNANDALE DRIVE, FARNHAM GU10 3JD |
| | No comment | |
| CA/2011/0121 | FARNHAM CONSERVATION AREA. Works to one Mulberry tree. | MULBERRY LODGE, WEST STREET, FARNHAM GU9 7EH |
| | No comment | |
| WA/2011/2068 | Application for a new planning permission to replace extant permission WA/2008/1683 (erection of a first floor extension). | 72A EAST STREET, FARNHAM GU9 7TP |
| | No comment | |
| WA/2011/2062 | Erection of extensions and alterations. | 2 MONKS WELL HOUSE, MONKS WELL, FARNHAM GU10 IRH |
| | No comment | |
| TM/2011/0146 | Application for works to a tree subject of Tree Preservation Order 28/07. | THE WHITE HOUSE, 4 HIGHLANDS CLOSE, FARNHAM GU9 8SP |
| | No comment | |
| TM/2011/0147 | Application for works to a tree subject of Tree Preservation Order 4/99. | 2 LONGHOPE DRIVE, FARNHAM GU10 4SN |

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| | No comment | |
| WA/2011/2066 | Application under section 73 to vary Condition 1 of WA/2010/1157 (external materials) to allow first floor to be rendered. | 40 SHORTEATH CREST, FARNHAM GU9 8SB |
| | No comment | |
| TM/2011/0145 | Application for works to trees subject of Tree Preservation Order 09/01. | 1 GREYSTEAD PARK, FARNHAM GU10 4NB |
| | No comment | |
| WA/2011/2104 | Erection of extension and alterations. | 23 MOUNT PLEASANT, FARNHAM GU9 7AA |
| | No comment | |
| WA/2011/2097 | Erection of single storey rear extension. | 1 KEENS COTTAGES, GUILDFORD ROAD, FARNHAM GU10 IPE |
| | No comment | |
| WA/2011/2093 | Alterations to existing rear extension. | 24 OLD PARK CLOSE, FARNHAM GU9 0BG |
| | No comment | |
| WA/2011/2100 | Application under Section 73 to vary Condition 2 of WA/2011/0956 (tree protection measures). | HAZLEBANK HOUSE, 14 LICKFOLDS ROAD, FARNHAM GU10 4AF |
| | No comment | |
| TM/2011/0152 | Application for works to trees subject of Tree Preservation Order 21/99. | 60 BURNT HILL ROAD, FARNHAM GU10 3LN |
| | No comment | |
| TM/2011/0150 | Application for works to a tree subject of Tree Preservation Order WA163. | 12A WEST END GROVE FARNHAM GU9 7EG |
| | CONSIDERATION SHOULD BE GIVEN TO THE TREES BEING TRIMMED OR REPLACED WITH OTHER TREES. | |
| WA/2011/2143 | Erection of conservatory. | 10 CRONDALL LANE, FARNHAM GU9 7BQ |

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| | No comment | |
| WA/2011/2125 | Erection of extensions and alterations. | 16 ST GEORGES ROAD, FARNHAM GU9 8NB |
| | No comment | |
| WA/2011/2145 | Construction of dormer window and roof light. | 12 FAIRHOLME GARDENS, FARNHAM GU9 8JB |
| | No comment | |
| WA/2011/2126 | Erection of rear extensions. | ALDWORTH, THE CRESCENT, FARNHAM GU9 0LE |
| | No comment | |
| WA/2011/2149 | Erection of extensions following demolition of existing garage. | SPINDLEWOOD, 1 OLD COMPTON LANE, FARNHAM GU9 8BS |
| | No comment | |
| WA/2011/2137 | Erection of single storey extension. | NUTKIN HOUSE, FERNHILL CLOSE, FARNHAM GU9 0JL |
| | No comment | |
| WA/2011/2121 | Erection of shed. | 10A THE AVENUE, ROWLEDGE GU10 4AL |
| | No comment | |
| WA/2011/2140 | Application for a new planning permission to replace extant permission WA/2009/0085 (extensions and alterations). | 8 LICKFOLDS ROAD, ROWLEDGE GU10 4AF |
| | No comment | |
| WA/2011/2049 | Change of use of single dwelling to house in multiple occupation (HMO) for occupation by more than six persons. | 4A STATION HILL, FARNHAM GU9 8AA |
| | CONCERNED ABOUT PARKING AND ADVERSE AFFECT ON THE RESIDENTIAL AMENITIES OF NEIGHBOURING PROPERTIES | |
| WA/2011/2045 | Erection of extension and alterations and conversion of garage to habitable accommodation. | 38 BRIDGEFIELD, FARNHAM GU9 8AW |
| | CONCERNED AT THE LOSS OF PRIVACY OF NEIGHBOURING PROPERTY AT NO 36 AND THE WINDOW OVERLOOKING THIS PROPERTY. CONCERNED ABOUT PARKING. | |

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| WA/2011/2069 | Certificate of Lawfulness under Section 192 for conversion of existing garage to habitable accommodation. | 75 RUSHDEN WAY, FARNHAM GU9 0QQ |
| | CONCERNED ABOUT PARKING AND THAT IT IS A RETROSPECTIVE APPLICATION | |
| WA/2011/2061 | Consultation on a County matter; retention of a ready mixed mortar plant to be fed from area C of Runfold South Quarry (retrospective). | RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM GU10 IPB |
| | THIS APPLICATION HAS BEEN MADE ON A TIGHT TIME SCHEDULE DURING THE HOLIDAY PERIOD GIVING INADEQUATE TIME FOR COMMENT. A SEPARATE LETTER HAS BEEN SENT TO SURREY COUNTY COUNCIL. | |
| WA/2011/2063 | Erection of dwelling following demolition of existing dwelling. | 2 COMPTON WAY, MOOR PARK, FARNHAM GU10 IQZ |
| | THE OBJECTIONS AND CONSIDERATIONS OF THE NEIGHBOURS SHOULD BE TAKEN INTO ACCOUNT | |
| WA/2011/2073 | Erection of extensions. | 1 HILLSIDE ROAD, FARNHAM GU9 9DW |
| | THE COMMENTS AND CONSIDERATIONS OF THE NEIGHBOURS SHOULD BE TAKEN INTO ACCOUNT AND ANY DAMAGE TO THE ROAD DURING CONSTRUCTION SHOULD BE MADE GOOD. | |
| WA/2011/2080 | Listed Building Consent for erection of extensions and alterations to existing hotel following demolition of extension. | THE BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR |
| | AS FOR WA/2011/ 2078 AND 2079. A SITE MEETING WITH THE CONSERVATION OFFICER IS SUGGESTED AND THE PROPOSAL SHOULD GO TO THE WBC PLANNING COMMITTEE | |
| WA/2011/2078 | Conservation Area Consent for demolition of parts of existing building. | THE BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR |
| | AS FOR WA/2011/ 2080 AND 2079 A SITE MEETING WITH THE CONSERVATION OFFICERS IS SUGGESTED AND THE PROPOSAL SHOULD GO TO THE WBC PLANNING COMMITTEE | |

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| WA/2011/2079 | Erection of 5 dwellings and associated parking together with erection of extensions and alterations to existing hotel following demolition of extensions (revision of WA/2011/0597). | THE BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR |
| | AS FOR WA/2011/ 2080 AND 2078 A SITE MEETING WITH THE CONSERVATION OFFICER IS SUGGESTED AND THE PROPOSAL SHOULD GO TO THE WBC PLANNING COMMITTEE. | |
| WA/2011/2092 | Erection of extensions and alterations. | 12 AUSTINS COTTAGES, POTTERS GATE, FARNHAM GU9 7BA |
| | NO OBJECTIONS SUBJECT TO THE APPROVAL OF THE CONSERVATION OFFICER | |
| WA/2011/2085 | Erection of extensions and alterations. | 11A WEYDON HILL ROAD, FARNHAM GU9 8NX |
| | No comment | |
| WA/2011/2116 | Erection of extensions. | 19 WAVERLEY LANE, FARNHAM GU9 8BB |
| | No comment | |
| WA/2011/2114 | Erection of a dwelling. | 21 WELLINGTON LANE, FARNHAM GU9 9BA |
| | THE EXISTING PERMISSION FOR TWO DWELLINGS IS SUFFICIENT FOR THE PLOT OF LAND AND INCLUDING ANOTHER DWELLING WOULD BE TOO MUCH FOR THE SITE. | Councillor Genziani arrived at 7.15pm |
| WA/2011/2096 | Erection of extensions and alterations (revision of WA/2011/1633). | 63 WILLOW WAY, FARNHAM GU9 0NT |
| | NO COMMENT | |
| WA/2011/2113 | Erection of extensions and alterations to provide additional retail space and a flat. | THE SEVEN STARS, EAST STREET, FARNHAM GU9 7TP |
| | NO COMMENT | |
| WA/2011/2095 | Erection of extension and new roof to existing garages. | 17 FOLLY LANE NORTH, FARNHAM GU9 0HU |
| | NO COMMENT | |
| TM/2011/0152 | Application for works to trees subject of Tree Preservation Order 21/99. | 60 BURNT HILL ROAD, FARNHAM GU10 3LN |
| | NO COMMENT | |
| WA/2011/2147 | Use of premises for community drop-in centre for the elderly with ancillary office space. | 12 BORELLI YARD, FARNHAM GU9 7NU |
| | NO COMMENT | |

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| WA/2011/2142 | Display of non illuminated advertisement on canopy. | 9 BUSH HOUSE, SOUTH STREET, FARNHAM GU9 7QU |
| | NO COMMENT | |
| WA/2011/2153 | Change of Use from an office to form a flat (revision of WA/2011/1546). | SUITE F2, LION AND LAMB YARD, FARNHAM GU9 7LL |
| | NO COMMENT | |
| WA/2011/2138 | Consultation on a County Matter for details of landfill gas monitoring, groundwater monitoring, noise monitoring and dust monitoring submitted pursuant to Conditions 8, 10, 13 and 17 respectively of Appeal Decisions APP/B3600/A/95/257618 and APP/B3600/A/9 | LAND AT PRINCESS ROYAL SANDPIT, GUILDFORD ROAD, FARNHAM GU10 1PB |
| | COMMENTS ALREADY SENT TO SURREY CC FOR 28/12 DEADLINE & COPIED TO WBC. | |

4. OBSERVATIONS ON RUNFOLD QUARRY PLANNING APPLICATIONS

Relates to SCC applications 1 - 2011/0025/BL, 2 - 2011/0041/BL, 3 - 2011/0181/BL and 4. 2010/0229/BL

1. 2011/0025/BL - extension of Runfold operational period to 31/12/2018

The permission granted in 1996 for the extraction of sand underlying part of the South Runfold site, in planning application (WA/95/0495), stated that the operation would be over a period of about 8 years, which ran to 2004, with progressive restoration in phases to agriculture by use of controlled wastes over a total period of about fourteen years.

The contractor completed extraction of sand in October 2007 but has not followed the plan set out in the original application to progressively restore the void created. No restoration has been undertaken so operations will not now be able to meet the end date required under condition 4 of the original planning appeal permit.

We feel it is unacceptable for the contractor to have a seven year extension on the original planning appeal decision requirement that the development shall cease by 31st December 2011. The contractor has had fifteen years to extract sand and restore this area (Area A) at Runfold, but has not restored the area despite having completed sand extraction in 2007 and despite this being a requirement of the original planning consent.

2. 2011/0041/BL – letter sent 14 December with 28 day response deadline relating to retrospective landscape and restoration plans

See comment above about the unreasonableness of allowing the company to be allowed seven years to carry out the restoration work. This is a designated Area of Great Landscape Value and the restoration work requires immediate effort, not extension of operations over such a long period.

There is an assumption in this application that the original approved restoration landform must be complied with but there is now a limited supply of material to fill the void. The restoration therefore needs to be reconsidered and landforms which would require much less fill material explored to reduce the time for restoration to be completed.

3. 2011/0181/BL – letter sent 14 December with 28 day response deadline relating to retrospective permission for retention of mortar plant to 31/12/12

The mortar plant creates little additional traffic or noise and its operation in Area A for this period means that sand from Area C could continue to be processed, albeit that this raises concerns above the contractor keeping to the agreed timescale for decommissioning and site restoration, especially as breaches of this type appear to have not been challenged before over a number of years.

Of concern is that sand from Area C will not be extracted by this date and the contractor will want to ask for yet another extension. Also, the condition previously applied to this permission, which restricted the import of sand to sharp sand for blending purposes only with South Runfold sand, must remain applied again to this application.

4. 2010/0229/BL – letter sent 14 December (received 19th December) with 14 day response deadline relating to retrospective permission for retention of various monitoring plant for undefined period

See comments above about the unreasonableness of allowing the company to be allowed seven years to carry out the restoration work. The requested period for the retention of the monitoring plant should also be obtained before approval is given (rather than being for an undefined period).

Overall comments

The community around Runfold, which has had to experience decades of noise, dust, odour, flies, filthy roads, heavy traffic and the destruction of what was once a beautiful area, was understandably already very concerned about when the restoration of the Runfold quarries would be coming to an end. These concerns would be greatly increased by immediate approval of these applications.

The period of consultation for these applications has been insufficient – for example 2010/0229/BL was dated 14th December 2011, was not received by the Town Council until 19th December, but required a reply by 28th December, despite this being the Christmas bank holiday weekend. The other applications are also similarly only being consulted upon over the Christmas period. This will have adversely impacted on the quality and number of responses to the County Council on all these important planning applications.

Surrey CC has a responsibility to ensure that restoration is completed promptly so that the local communities are not harmed for years to come. This requires more meaningful discussions than allowed for in the consultation period. Discussions should involve all the parties concerned with the restoration of the Runfold area, including Farnham Town Council. Following this, Surrey CC should be prepared to then negotiate a more favourable timetable, as well as ensure effective monitoring and enforcement of restoration plans on the site in future.

The Runfold area should also now be in receipt of additional infrastructure investment to compensate for the increased adverse environmental impact of the delays in restoration that are occurring in the Runfold area.

5. EAST STREET APPROPRIATION OF OPEN SPACE LAND

The Town Clerk provided a briefing on the East Street development and the related appropriation of land as a recent consultation had raised concerns about the appropriation of recreation land, including at Borelli Walk and to the front of the sports centre.

Farnham Town Council had not been consulted directly and would also have been unable to meet

to discuss the matter before the 9 January deadline. A holding objection was proposed to be made in the interim. Members made several comments to strengthen the proposed response. It was also noted that the Waverley Borough Council website for the public consultation on the appropriation of land for East Street/Riverside development purposes had been inaccessible during the Christmas/New Year break, which comprised much of the statutory consultation period.

The meeting closed at 8.10pm



FARNHAM TOWN COUNCIL

E

Report

Report to: Full Council 19 January 2012

Title: Precept 2012/13

Purpose

The Council are required to agree:

- how to fund the Council net operational budget of £938,117 agreed at the December 2011 meeting;
- the level of the average band D Council Tax contribution for the Town Council for 2012/13 ;
- the income to be generated from setting the average band D household council tax contribution for the financial year 2012/13.

Background

At the Council meeting held on 4th December 2011, the Council approved a net operational budget of £938,117 for 2012/13.

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| 2012/13 | |
| Total expenditure | £1,051,817 |
| Fees, charges and interest | £ 113,700 |
| Net budget | £ 938,117 |

The Town Council receives no funding from businesses or central government. The Town Council is also not eligible for any support from Central Government such as the Council Tax Freeze Grant available to borough, unitary and county councils. This grant is worth 2.5%.

Services provided by the Town Council are therefore funded only by the residents of Farnham through the Parish Precept and from income derived from the Town Council's services.

Over the past twelve months the Council has reviewed many of its contracts and services to realise savings and has reviewed its fees and charges to avoid cutting local services and help minimise any potential increase in the Town Council's funding from the precept. It no longer receives transitional grants from Waverley for the management of the public conveniences and has now taken ownership and full responsibility for the Council Offices in South Street.

At community engagement events held during the year, the council has been praised for its focus on making Farnham a better place during difficult times. The programme of events in Gostrey meadow and Farnham in Bloom activities have received particular plaudits.

Prior to this year, Farnham has held its precept level the same for the last three years at £51.06 per annum (or just over 98p a week) for a band D property. During that time the Council has had to make an increasing commitment from reserves to balance the budget, but this is not sustainable in the longer term. Prudence dictates that Farnham must ensure that it retains sufficient reserves to implement its obligations and that services are adequately financed.

Over the last four years, the Consumer Price Index has gone up by 15%. Over that same period Farnham’s precept level has increased by just 5%. This compares favourably with the other larger councils in the area that have seen increases of 7% (Haslemere and Witley), 17% (Godalming) and 20% (Cranleigh) over the same four years. In the same period, Waverley’s Council Tax has gone up by 11% and Surrey County Council’s also by 11% despite both councils receiving an additional Council Tax Freeze Grant in 2011/12.

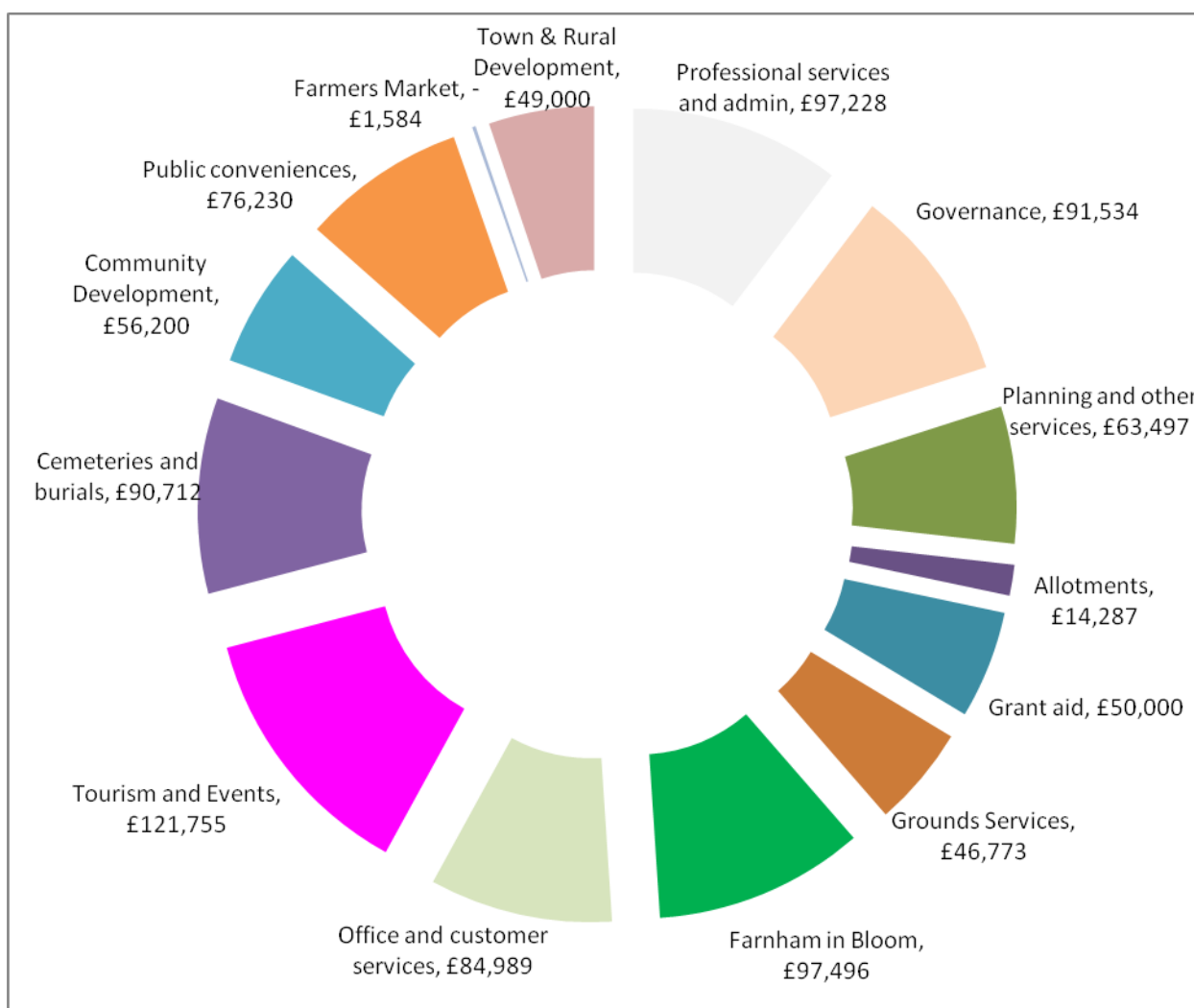


Figure 1: Farnham Town Council’s approved budget 2012/13

In agreeing its 2012/13 budget, the Council has been able to maintain services and plan to take on an increased responsibility in promoting the interests of Farnham particularly in relation to the changes brought about by the Localism Act.

In 2011/12, the total Council Tax bill paid by Farnham residents, (calculated on a tax base of 17,203.3 average Band D Households) was £1,527.87. Of this sum, Farnham Town Council's precept was just £51.06.

PRECEPT

Total Income from Council Tax 2012/13

The Average Band D Household's Tax Base for 2012/13 has increased slightly to 17,341.7 households.

The Corporate Development and Audit Working Group is unanimously recommending to Council that the precept level for an average band D household for 2012/13 should be £54.10 (or £1.04 a week) an increase of less than 6p per week, to fund the Council's expenditure after income of £938,117.

Financial Implications:

The Council are required to make a precept decision at this meeting to inform Waverley Borough Council by a deadline of 20th January 2012.

Legal and Policy Implications

All legal, financial and policy implications are identified within the report

Recommendations:

It is recommended that:

the precept for 2012/13 be set at £938,117 at a cost for the Average Band D household of £54.10 (£1.04p per week).

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

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

F

Report

Report to: Full Council 19th January 2012

Title: Response to Surrey County Council's bus review

1 Purpose of the Report

To agree a response to Surrey County Council's bus review consultation which considers the impact on residents of Farnham of changes proposed to services provided. This response needs to be provided before the end of the period of consultation period which ends on 31 January 2012.

2. Background

The Council has been consulted by Surrey County Council as part of the general review of local bus services operated in the Waverley area. Some councillors attended the seminar that was held in Waverley Borough Council's offices on 6th December 2011 and were made aware of the need for a general review of bus services in the Waverley area. In particular, restrictions on expenditure limit the amount of financial subsidy that is available to support the provision of local bus services to meet identified social needs.

As well as a reduction in financial support available from Surrey County Council for the provision of bus services, bus operators are also facing other reductions in income due to:-

- Reduction in BSOG grant paid from Central Government to bus operators providing local bus services; and
- Reductions in compensation payments for providing free concessionary travel

Changes have to be made to either reduce costs and / or increase revenue to maintain overall economic viability for bus operators. However, it is also noted that the Stagecoach Group, whose Stagecoach South company operates the majority of local bus services in the Farnham area as well as operating the South West Trains franchise that operates the rail service between Alton, Farnham and London Waterloo, reported a 27.5% increase in profits in its last published accounts for the year ending 30th April 2011 (Revenue being 10.8% higher than the previous year).

3. Farnham's Local Situation

Farnham is a small town with a long history which has grown to a population of 38,000 and yet still managed to retain its local character. Its proximity to London served by a train service that operates every 30 minutes from 0600 to midnight also makes it a desirable place to live for people working in London. There is, therefore, a high level of commuting by people living in the town work elsewhere and the town also has some employment of its own.

There is a high level of car ownership in Farnham. Although details from the 2011 Census are not, as yet available, the 2001 Census reveal that 13.7% of households in Waverley do not have access to a car and van – this compares with figures of 14% of households in Surrey, 19.4% of households in South East England and 26.8% of households in England that did not have access to a car or van in 2001. Nevertheless there still remains a high proportion of the population (particularly children travelling to and from school and the elderly) who remain completely reliant on public transport.

The existing level of bus provision in Farnham was subject to review by the Council's Infrastructure Task Group that produced the recently published "Farnham Developing Our Community – From Design Statement to Neighbourhood Plan" in which the level of bus service provision in the Farnham was identified as a basic network that provided the minimum level of service to meet identified social needs. Other characteristics of the local bus network are the significant distances some residents have to walk to and from their nearest bus stop, the high level of fares charged and the very limited level of evening and Sunday bus service. A copy of a Working Paper that was produced for the Council's Infrastructure Task Group regarding the level of bus service provision in Farnham is attached as **Annex 1** to this report.

Since the production of this, there have been some further changes to the bus network operated in Farnham:-

- In October 2011 the hourly evening service on Route 18 between Farnham, Wrecclesham and Whitehill which connected with train arrivals from London was withdrawn after South West Trains withdrew their financial support to provide this service. As a consequence the last bus on this route, which had previously departed at 2330 (2230 on Sundays) now departs from Farnham station at 2029. As a consequence there is now only 1 bus operated in the Farnham area after 2100 hours;
- At the same time Hampshire County Council reduced their level of financial support for the provision of the Sunday service on Route 18 between Aldershot, Farnham, Whitehill and Haslemere that resulted in the Sunday bus service beyond Whitehill being withdrawn. There is, therefore, no direct bus service operated on Sundays between Farnham and Haslemere;
- In response to these further reductions in service FTC made representations to both South West Trains and Hampshire County Council requesting that consideration should be given to restoring these services;
- A new service has, however, been introduced between Coxbridge Business Park and Farnham town centre and station operated by Waverley Hoppa to meet the requirements of the planning permission that was granted for Coxbridge Business Park and funded by Section 106 payments from the developer;
- From the end of October 2011 Fleet Buzz have increased the level of service operated on Route 71 to hourly and revised the route to operate between Farnham, Fleet and Elvetham Heath; and
- Fleet Buzz has now been bought out by Stagecoach South although Fleet

Buzz is to continue to be operated as a completely separate unit. Nevertheless this effectively means that Stagecoach South are now the only provider of local bus services in the Farnham area which means that it is unlikely that there will be much competition for any tenders that are sought for the provision of local bus services to meet identified social needs which could increase prices.

An updated schedule giving details of the current network of local bus services operated in the Farnham area is attached as **Annex 2** to this report.

4 Farnham's expectations

The further reductions in public expenditure on bus services at both national and local levels presents a real threat to the level of service currently operated which is not just restricted to Surrey. Nevertheless the Town Council is very concerned that the existing level of bus service only provides a basic network that meets identified needs. The Town Council is also very concerned that any further reductions in the level of bus service provided will make public transport an even less attractive alternative to using private cars with consequences for the environment (air quality having been identified as a particular concern in central Farnham).

It is, therefore, the Council's view that every effort should be made to investigate every other alternative before any reductions in service are made. Other actions that should first be considered before any reductions in level of service are made include the following viz:-

- The scope that might exist to increase revenue either by generating additional passenger trips and /or adoption of market pricing on a route by route basis in relation to fares charged. Attention has already been drawn to the fact the level of fares charged are high so the scope for increasing revenue through higher fares might be limited. On routes where there is a high level of concessionary free travel any higher fares that could be charged to adult fare paying passengers would have the "financial benefit" of increasing the level of payments that have to be made to provide free concessionary travel (unless such payments are capped);
- The scope that might exist to use smaller capacity buses with lower operating costs although it is accepted that the size of bus used is determined by peak passenger loadings which generally reflect the number of children travelling to and from school. In addition it is also accepted that the main cost in operating any bus are driver wage costs which vary little between different sizes of bus operated;
- The scope that might exist to use other vehicles used on school contracts between school times although it is accepted that these vehicles are likely to only be available during school terms (30 weeks a year) and tend to use high stepped coaches that are not the most suitable vehicle to be used on local bus services; and
- The scope that might exist for increasing the level of funds available for the provision of local bus services through Section 106 provisions attached to the granting of planning applications. Restoration of funding from South West Trains should be pursued.

5 Comments on individual route proposals impacting on Farnham

Routes 4 and 5 Aldershot to Farnham via Sandy Hill: This is the most frequent service operated in the Farnham area with a daytime frequency of every 15 minutes. This service

was, however, given significant funding from Central Government through “Kickstart” funding in 2006 which resulted in the introduction of low floor midibuses and the operation of a 10 minute daytime service. The concept behind “Kickstart” funding is that it provides initial financial support for services that are eventually expected to be operated commercially. This has obviously not been achieved on Routes 4 and 5 and the question that needs to be asked is why has commercial viability not been achieved. It is, however, known that this route carries a high proportion of free concessionary passengers and it may well be that the ever reducing amounts of funding for the provision of free concessionary travel is the main reason why this route has not achieved commercial viability. The level of daytime service, which FTC understands is provided commercially, has already been reduced from every 10 minutes to every 15 minutes and FTC do not believe that there should be any further reduction in the level of daytime service to every 20 minutes as suggested.

The hourly evening service and two hourly Sunday service that are operated on Routes 4 and 5 are all provided with financial support under contract for Surrey County Council. It is FTC’s view that the level of evening service should be maintained at hourly and that, for an experimental period, the level of Sunday service should be increased to operate hourly since it is thought that operation of an hourly Sunday service would generate sufficient additional passenger trips and revenue to cover the higher operating costs that would be incurred.

Route 16 Weybourne to Rowledge / Dockenfield via Farnham: It is accepted that this route, which FTC understands is provided completely under contract for Surrey County Council, costs a significant amount of financial subsidy. FTC is, however, concerned that from comments received at FTC’s offices the actual operation of this route is not as reliable as it should be and this obviously deters passengers from using it. Apart from reliability issues this also seems to be a route on which scope exists to reduce operating costs through using smaller capacity buses. The average passenger daily boardings on this route is 163 passengers per day for which Surrey County Council currently pay a subsidy of £200 per day (over £50,000 per annum). The maximum number of passengers carried on any one journey is, however, only 27 passengers (0930 journey from Dockenfield) which is well within the passenger capacity limits of most midibuses.

This route is effectively two different routes with one section serving Rowledge and Dockenfield and the other section serving Weybourne. Of the average of 163 passengers per day only 27 passengers appear to use the section of route between Farnham and Weybourne. If there is no alternative to making cuts consideration could be given to replacing the section of route between Farnham and Weybourne with a demand responsive service although the actual cost of providing a demand responsive service may well be little different from operating a conventional bus service.

If there is no alternative other than to make any further cuts to this service apart from replacing the section of route between Farnham and Weybourne with a demand responsive service consideration could be given to operating a lower level of service on Saturdays.

Route 18 Aldershot to Haslemere via Farnham and Whitehill: This route on which the majority of journeys are operated commercially is relatively well used. Morning and evening peak journeys are, however, subject to unreliability. FTC has no view over curtailing this route to only operate as far as Whitehill since the section of route between Whitehill and Haslemere lies outside the Farnham area. The development of Whitehill and Bordon as an “eco” town should, however, be taken into consideration before the section of route between Whitehill and Haslemere is withdrawn.

FTC does not support the operation of 1 journey per hour via the Hog’s Back to Guildford.

Apart from providing a new direct transport opportunity between Whitehill and Guildford (for which there is no evidence of frustrated demand) such a route would only serve roads that are already served by other routes. In addition operation of such a service would give the existing bus operator of Route 18 significant operational difficulties in arranging driver changeovers.

FTC would also like to see restoration of the hourly evening service between Farnham Station and Whitehill and requests that attempts should be made to try and persuade South West Trains to restore funding for such a service. In the meantime the departure of the last bus from Farnham Station to Whitehill at 2029 should be instructed to wait for up to 5 minutes (up to 2034) if the arrival of the train from London Waterloo that is scheduled to arrive at 2026 is subject to delay. (This particular journey from London Waterloo is frequently late in arriving at Farnham and there have been frequent occasions when up to four passengers have had to make alternative transport arrangements (e.g. taxis) to reach their final destination.

Route 19 Aldershot to Haslemere via Farnham and Lower Bourne: This service operates hourly and is also commercial apart from certain early morning journeys (0611 and 0641 from Haslemere to Farnham and Aldershot, 0630 from Hindhead to Haslemere and 0702 from Churt to Haslemere) that are provided with financial support under contract for Surrey County Council. The amount of financial support required to operate these two short journeys (£168 per day, over £40,000 per annum) seems excessive and must be questionable. The Council would be concerned if the cost of retaining any of these journeys resulted in journeys which provide better value for money (i.e. lower subsidy per passenger journey) having to be withdrawn.

Apart from providing the most direct bus link between Farnham and Haslemere this route also provide the only public transport service for a number of small communities along the route. The Council believes that it is essential that the service remains hourly – reducing the service to operate every two hours could lead to a significant loss of passengers with revenue likely to be greater than costs actually saved.

The number of passengers using this route does not seem to justify the elderly double deck buses generally allocated to this route and the scope that might exist for using smaller capacity midibuses on this route needs to be investigated. The average passenger daily boardings on this route is 644 passengers per day of which only two journeys (0729 from Haslemere to Aldershot and 0927 from Aldershot to Haslemere) carry passengers that exceed the passenger capacity of most midibuses. Even on the two journeys that total passenger loads exceed the seating capacity of a midibus it is only on the 0927 from Aldershot to Haslemere that there is likely to be a total number of passengers that exceed the seating capacity of a midibus.

Consideration also needs to be given to the introduction of some later journeys from Farnham Station to Haslemere. At present the last journey from Farnham Station departs at 1749 (1744 on Saturdays). This is far too early for anybody who works in London. It is suggested that consideration should be given to terminating the 1750 journey from Haslemere at Farnham, Monday to Friday. This bus could then be used to operate an 1844 journey from Farnham Station operating as far as required but no further than Hindhead which could then be back in Farnham to operate a further later journey departing from the station at 1944.

It is noted that certain early morning journeys start their journeys in strange places e.g. 0630 Hindhead to Haslemere and 0702 Churt to Haslemere. If the vehicles to operate such journeys have to start from another location (e.g. Stagecoach South's depot in Aldershot) consideration should be given to registering all such positioning journeys as local bus journeys to provide new early morning journey opportunities as well as allowing

the company to claim BSOG for the mileage operated.

Route 46 Aldershot to Guildford via Badshot Lea, Farnham and Godalming: In September last year the route of this service was revised to operate between Aldershot and Farnham via Badshot Lea rather than Weybourne which allowed Route 14 between Aldershot and Farnham via Badshot Lea to be withdrawn. As far as the Council is aware all the journeys on this route can only be operated with financial subsidy under contract for Surrey County Council. This service is used by a significant number of concessionary passengers travelling free of charge. The reducing level of payments made for the provision of free concessionary travel has, therefore, a significant impact on the economic viability of this route.

The average passenger daily boardings on this route is 470 passengers per day and passenger loadings on all journeys could be met by using smaller midibuses although the feasibility of using smaller midibuses.

Whilst the Council would be reluctant to see any reduction in service operated it does recognise that this route is probably the one that requires the highest level of financial subsidy. At present operation of this service costs £597 per day (an annual equivalent of £150,000). If it became necessary to make any service cuts on this route it is the Council's view that the operation of an hourly service between Farnham and Aldershot via Badshot Lea should be maintained.

Route 65 Guildford to Alton via Farnham: The current hourly service that is operated Monday to Saturday on this route between Guildford and Alton is the most basic level of service that can be operated and the Council welcomes the statement that no further changes are proposed for this service. Between Farnham and Alton South West Trains operate a rail service that operates every half hour, although only alternate trains are scheduled to stop at Bentley, which includes evenings and Sundays. It is thought that some potential exists for increasing use of public transport between Farnham and Guildford but it would be difficult to achieve this objective without increasing the level of service operated and investing a significant amount in the provision of bus priority measures to give buses priority over other traffic especially during the morning and evening peak periods into and out of Guildford.

Route 71 Farnham to Elvetham Heath via Fleet: This route operated by Fleet Buzz was revised in October 2011 to operate between Farnham and Elvetham Heath via Fleet on a hourly basis Monday to Friday. This service is not, however, included in the current review.

Route 565 Coxbridge Business Park to Farnham: This service was introduced from Monday 3rd October 2011 to provide a public transport link between Coxbridge Business Park and Farnham Centre and Station to meet the requirements of the planning permission that was granted for the development of the Coxbridge Business Park. Operated by Waverley Hoppa this service operates every 30 minutes Monday to Friday funded by Section 106 provisions which require the developer to pay £75,000 per annum for 4 years. Although not part of the current review the Council would like to know if the service concerned is costing less than £75,000 per annum whether any unused funds could be used to support other public transport services in the Farnham area.

One possible use for any unused funds provided from Section 106 provisions would be to provide a car parking area at Coxbridge Business Park so that this new route could also be used as a park and ride service with the environmental benefit of reducing the number of private cars that enter Central Farnham.

6 Conclusions

It is suggested that the Council's view would be that the level of bus service provided in Farnham is already very basic and that every possible alternative needs to be investigated before any further cuts to services provided.

In the case of three routes (16, 19 and 46) there seems to be scope to reduce operating costs by using smaller capacity midibuses. The Council would be reluctant to see any further service cuts but does recognise the financial position of both Surrey County Council and the bus operators and if cuts have to be made the section between Farnham and Weybourne on Route 16 and the entire service provided on Route 46 appear to offer the least value for money.

The Council is, however, concerned that the acquisition of Fleet Buzz by Stagecoach South has created a situation where there could be little, if indeed any, competition for any tenders that Surrey County Council issue for the provision of local bus services. When there is no or little competition for tenders there is a tendency for prices to increase which with reduced funding being generally available may result in fewer services being able to be supported than envisaged.

In the longer term it is, however, the Council's view that measures need to be taken to encourage greater use of public transport and to achieve this objective the level of public transport service provided needs to be enhanced. With restrictions on public sector funding for the foreseeable future it is the Council's view that the only scope for additional finance to be raised to improve local public transport is likely to be through provisions attached to permissions granted for all planning applications.

7 Recommendation

It is recommended that:

The Council respond to Surrey County Council's bus review in respect of its impact on Farnham in a way which is in accordance with the views and comments as set out in this report.

Note: The person to contact about this report is Russell Reeve (Team Leader) Farnham Town Council, South Street, Farnham, Surrey, GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)

ANNEX 1 to APPENDIX F

FARNHAM TOWN COUNCIL INFRASTRUCTURE TASK GROUP WORKING PAPER - BUS SERVICE PROVISION IN FARNHAM

Although car ownership levels in Farnham are high there still remains a significant proportion of the population (particularly children travelling to and from school and the elderly) who do not have access to their own private transport and remain reliant on public transport as provided by bus services.

The main provider of bus services in the Farnham area is Stagecoach operating out of its Aldershot depot. Other operators who have provided bus services in the Farnham area include Fleet Buzz and Countyliner whilst from the start of the Winter School Term in September 2011 a new operator, Go South Coast, started operating in the area having gained the contract from Stagecoach to operate the Alton College contracts. In addition National Express operates one journey in each direction through Farnham on their Portsmouth to London service. In addition to these local bus operators there are also a number of coach operators in the area (e.g. Farnham Coaches) who do not provide local bus services.

The local bus network in Farnham meets basic needs – a summary of local bus services is given in a table below. The highest level of service being operated on Routes 4 and 5 between Farnham and Aldershot via Sandy Hill on which journeys operate every 15 minutes during the daytime, Monday to Saturday although until fairly recently this route used to operate every 10 minutes. On other routes in the Farnham area journeys only operate every 30 minutes or every hour. Most of the Monday to Saturday daytime services operated in the Farnham area are provided commercially. On routes 4 and 5 low floor buses are operated that are particularly user friendly to mothers with baby buggies and passengers with mobility problems although the funding of such vehicles operated in the Farnham area has to date been dependent on successful applications for Government grants rather than funded from fares revenue e.g. the low floor midibuses operated on routes 4 and 5 were funded from a Central Government “Kickstart” initiative in 2006.

Many areas of Farnham do not have an evening or Sunday bus service and residents in these areas without access to their own transport face social isolation. The only bus services operated during the evenings and on Sundays are routes 5 (Farnham to Aldershot) and route 18 (Aldershot to Whitehill via Farnham) and even these journeys are only provided on a subsidised basis under contract for either Surrey or Hampshire County Councils or for South West Trains.

The basic network of bus services operated in the Farnham area also results in many areas of the town being located a significant distance from their nearest bus stop and some residents who have mobility difficulties, particularly the elderly, find it difficult to walk to and from their nearest bus stop. Current design standards require residents to have to walk no more than 400 metres to and from their nearest bus stop but even such a relatively short distance can be too far for those with mobility difficulties. The Waverley Hoppa service, to which Farnham Town Council makes a financial grant, provides a door to door transport service for these residents who find themselves unable to use conventional public transport and who do not have access to private transport and it is essential that there is sufficient funding to allow this service to continue.

The bus industry nationally is, however, currently facing significant losses of revenue due to the following factors:-

- From 2012 the rate of Bus Service Operators Grant (BSOG) whereby bus operators can reclaim 43.21p per litre of fuel duty paid for diesel fuel used in the operation of local bus services is being reduced by 20% over 3 years;

- The level of reimbursement paid to bus operators for the provision of free transport for holders of concessionary bus passes who nationally represent 30% of bus passengers is being reduced in real terms for each trip made; and
- The level of funding available from Surrey County Council to provide financial subsidies to operate services which cannot be provided commercially but meet identified social needs is being reduced as part of the general reductions in public expenditure.

In order to recover this lost revenue bus companies have only two alternatives – either increase fares or make further reductions in service. Despite holding fares for 2 years before implementing their last fares increase in April 2011 Stagecoach fares are high in the Farnham area with a single adult journey for a distance of under 2 miles costing £1.70p (the taxi fare for the same journey costs £4.40p).

Further reductions in the level of service operated given the current basic level of service operated would cause social hardship, particularly amongst the elderly who are dependent on public transport to make trips for shopping, medical and social reasons. Surrey County Council is currently undertaking a general review, including public consultation, of all local bus services operated and the review of local bus services operated in the Farnham area will commence in September 2012. When this review takes place it will be essential that the consultation process includes people who do not currently use bus services as well as existing bus users (through groups such as the Farnham branch of Bus Users UK) and that every effort is made to try and enhance the level of bus service operated in the Farnham area to encourage greater use of public transport.

Funds to encourage greater use of public transport to achieve Surrey County Council's objective of sustainable transport as stated in their Local Transport Plan published in April 2011 can be raised through Section 106 grants attached as conditions when planning permissions for new developments are granted. In the Farnham area the planning permission granted to Ellis Campbell Coxbridge Limited for the development of the Coxbridge Business Park on the A31 Alton Road required a contribution of £300,000 to be made for the provision of a new bus service to operate between Coxbridge Business Park, Farnham railway station and Farnham town centre to be paid at the rate of £75,000 per year for a period of 4 years with the first annual payment being due when notification of 101 persons being employed on the site. This bus service has not, as yet, commenced operation. The viability of such a service would, however, be greatly improved if a park and ride site was developed at Coxbridge with the bus service serving both the park and ride site and the Business Park. Developing a park and ride facility at Coxbridge would have the benefit of reducing the current level of traffic congestion and, as a consequence, improving air quality in Farnham town centre.

NOTE

Car Ownership : Details from the 2011 Census are not, as yet, available but statistics from the 2001 Census reveal that 13.7% of households in Waverley do not have access to a car or van – this compares with figures of 14% of households in Surrey, 19.4% of households in South East England and 26.8% of households in England that did not have access to a car or van in 2001.

ANNEX 2 to APPENDIX F

SUMMARY OF BUS ROUTES SERVING FARNHAM – JANUARY 2012

| Route | Operator | Monday to Saturday Daytime Frequency | Monday to Saturday Evening Frequency | Sunday and Public Holiday Frequency |
|---|------------------|---|--|---|
| 4/5 Farnham – Aldershot via Sandy Hill | Stagecoach | Every 15 minutes | Every 60 minutes | Every 120 minutes |
| 16/17 Weybourne – Rowledge Via Farnham | Stagecoach | Every 60 minutes | No Service | No Service |
| 18 Aldershot – Haslemere via Farnham, Wrecclesham, Bordon and Whitehill | Stagecoach | Every 30 minutes | Limited Service Last Bus 2026 from Farnham to Whitehill | Every 120 minutes Between Aldershot and Whitehill only |
| 19 Aldershot – Haslemere Via Farnham and Lower Bourne | Stagecoach | Every 60 minutes | No Service | No Service |
| 46 Aldershot – Godalming via Badshot Lea and Farnham | Stagecoach | Every 60 minutes | No Service | No Service |
| 65 Guildford – Alton via Farnham | Stagecoach | Every 60 minutes | No Service | No Service |
| 71 Farnham – Fleet – Elvetham Heath | Fleet Buzz | Every 60 minutes Monday to Friday Only | No Service | No Service |
| 565 Coxbridge - Farnham | Waverley Hoppa | Every 30 minutes Monday to Friday Only | No Service | No Service |
| 031 Portsmouth – London Via Farnham | National Express | One Journey in each direction per day | No Service | One Journey in each direction |

In addition there are a number of services operated on schooldays only to and from local services – most are operated under contract for Surrey County Council and are only for use by schoolchildren. Some school services are, however, operated as registered local bus services and can be used by other fare paying passengers e.g. Route 74 operated by Stagecoach between Upper Hale School and Weydon School via Badshot Lea.