



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 13 December 2012 at 7.00pm

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 13th December 2012, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to Ginny Gordon, by 5 pm on the day before the meeting.

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.

Members of the Public are welcome and have a right to attend this Meeting.

Please note that there is a maximum capacity of 30 in the public gallery.



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

Please use the form below to state in which Agenda Items you have an interest.

If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)

As required by the Localism Act 2011, **I HEREBY Declare**, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: Date 13th December 2012
Name of Councillor

Agenda Item No	Nature of interest (please tick/state as appropriate)		Type of interest (disclosable pecuniary or Other) and reason
	I am a Waverley Borough Councillor/Surrey County Councillor*	Other	

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 18th October 2012.

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting, at 6.50pm, prayers will be said by Father Niven Richardson in the Council Chamber. Councillors and members of the public are welcome to attend.

Presentation of the John King Award

After an introduction by Mr David Coker, of the Farnham Crime Prevention Panel, the Mayor will present the John King Award.

Questions by the Public

The 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 Disclosure of Interests

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

NOTES:

Members are requested to make declarations of interest, on the form attached to this agenda to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting, or handed to the Town Clerk at the start of the meeting.

3 Minutes

Appendix A

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 18th October 2012.

4 Statements by the Public

The Town Mayor to invite members of the public present to make statements on any item on the agenda.

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 I – Items for Decision

6 Working Group Notes

To receive the notes and any recommendations of the following Working Groups:

- i) Strategy and Finance held on 20th November 2012 **Appendix B**
- ii) Cemeteries and Appeals held on 6th December 2012 **Appendix C**

7 Planning Applications

To receive the minutes of the Planning Consultative Group held on 25th October 2012, and 8th November 2012 and 22nd November 2012 **Appendix D, E, F**

8 Budget 2013/14

To approve the draft budget for 2013/14 at Annex I. **Appendix G**

9 Risk Assessments

Appendix H

To approve the Annual Risk Assessment report following the risk management reviews undertaken by the Working Groups (attached at Appendix I) and the external assessment by the Council's Health and Safety Advisors Ellis Whittam.

10 Committee and Working Group Timetable 2013/14

Appendix I

To agree the proposed dates for the forthcoming Council year.

11 Motions

1) To consider the Motion received from Cllr Redfern:

“Farnham Town Council should make representation to Royal Mail strongly opposing the way it handled the removal of an historic Georgian pillar box sited in Searle Road, Farnham and calls for the reinstatement of the service in this location but on public land.

The Town Council notes that Royal Mail failed to follow agreed procedure set out in its Joint Policy Statement with English Heritage entitled Royal Mail Letter Boxes. This statement required consultation with the Local Authority Conservation Officer prior to removal or relocation of the letter box but no such consultation was undertaken with the result that a well-used box, strategically located, being close to the bus stop in Firgrove Hill, and valued by the many elderly residents in the area and others, is no longer available to the community.

The Town Council further notes that attempts by the local Ward Councillor to achieve a reinstatement of the pillar box nearby have received standard replies, not consistent with the type of response expected of a socially responsible business.”

2) To consider the motion received from Cllr Ricketts.

“Councils spend a lot of money in providing subsidies to bus companies and it does not seem unreasonable that Waverley and Surrey Councils should reflect Farnham Town Council's desire to have cleaner air by supporting environmentally friendly (Green Buses) for our town. Bus services in Farnham currently use highly polluting diesel vehicles. According to a recent report from the World Health Organisation, these diesel fumes cause cancer. Using Green Buses for those regular services through our towns hot spot will undoubtedly help reduce air pollution.

Farnham Town Council resolves to promote the use of Green Buses in Farnham and to seek the support of Waverley and Surrey to do likewise.”

- 12 Proposed Extinguishment of Rights of Way** **Appendix K**
To consider the letter and notice from the Department of Transport at Appendix K, and consider how the Council should respond.

Part 2 – Items to Note

- 13 Actions taken under Scheme of Delegation**
- 14 Reports from other Councils**
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council
- 15 Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 16 Date of next Meeting**
To confirm the date of the next meeting as 31st January 2012
- 17 Exclusion of the Press and Public (if required)**
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 13 of the agenda in view of the confidential items under discussion

Part 3 – Confidential Items

- 17 Freedom of Information – Detailed report** **Exempt Appendix**

Membership:

Councillors Stephen Hill (Mayor), Patrick Blagden CBE (Deputy Mayor), David Attfield, David Beaman, , Carole Cockburn, Pat Frost, Carlo Genziani, Jill Hargreaves, Sam Hollins-Owen, Graham Parlett, Dr 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)

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 18th October 2012

Place

The Council Chamber, South Street, Farnham

Councillors

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

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Rachel Aves (Team Leader Corporate Governance)

7 members of the public were in attendance

Prayers were said by Michael Hall, Pastor of the Pentecostal Church.

Questions by the Public

- i) Mrs Sandars outlines a response she had received from Waverley Borough Council in relation to the East Street Development and asked what had happened or was planned to happen about the promised discussions with Waverley regarding the East Street Scheme.

The Town Clerk, in the absence of Cllr Ward, Spokesman for the Council, said that Waverley had initially asked for a councillor only meeting (which could only happen if it were an informal meeting), and invited representatives to attend on a date that was not possible for the Town Council. There had been a number of delays, partly as a result of the new planning application that had been submitted. The Clerk advised that Cllr Ward had written to the Leader of Waverley with a series of suggestions for the meeting and a response was awaited.

C076/12

Apologies

Apologies were received from Councillors C Genziani, J Hargreaves
S Hollins-Owen, J O'Grady, G Parlett, J Ward.

C077/12

Minutes

The Minutes of the Farnham Town Council meeting held on Thursday 12th July 2012 were agreed.

C078/12

Disclosures of Interests

Non Pecuniary personal interests were declared by:

- i. Cllr Pat Frost as a Waverley Borough or County Councillor in relation to items B5, C8 and C9;
- ii. Cllr J Potts in relation to 6(ii) 5.5 and 8 as WBC Portfolio holder
- iii. Cllr Stephen Ogrady in relation to item 8 as a Waverley Executive Member
- iv. Cllr Roger Steel in relation to C5 as Farnham's representative on the Maltings Board
- v. Cllrs Cockburn, Hill, and Blagden, as members of Waverley

C079/12

Statements by the Public

- 1) Mr Jerry Hyman commented on the requirement for Waverley and Surrey to bring down the adverse air quality levels to within the legal limits. He was concerned that the Waverley Air Quality Action Plan was based on a pretence and that the impact of the Royal Deer Junction proposals as part of the East Street Development had still not been put in the public domain. He hoped Farnham Town Council would as part of the motion on the agenda ask that Surrey County Council publishes the modelling for the junction.
- 2) Mr Iain McCready commented that he enjoyed many of the activities and events organised by Farnham Town Council. He had experience in public horticultural projects and cemeteries and was surprised that the costs of these services to the taxpayer. Mr Macready was concerned about air pollution and had spoken with other parents who connected pollution in Farnham with health problems such as asthma experienced by their children. Parents look to their elected representatives to do everything reasonably practical to protect their children

but despite the air pollution problem being known about for years, nothing was being done to reduce the dangerous levels. He urged action to be taken to tackle Farnham's air pollution.

- 3) Mrs Celia Sandars highlighted the Farnham Air Quality petition undertaken in 2011 calling on Surrey and Waverley to bring forward more effective measures to deal with NO2 pollution arising from traffic congestion in the town centre. She was aware that a report was being prepared on an HGV Strategy for Farnham that would be considered by the December Meeting of the Local Committee, and hoped Farnham Town Council would ask for a prior copy of the report in order to be able to comment as necessary.

C080/12

Mayor's Announcements

- i) The Mayor announced that the excellent FIB Awards evening marked the completion of a highly successful year for the Outside Workforce and Volunteers. He thanked everyone concerned and also Squires Garden Centre for their support.
- ii) The Mayor commented on a number of special church services he had attended recently including the dedication of a new Standard for the Bourne British Legion; the Service for the Judiciary and the celebration of fifty years of Churches Together in Farnham.
- iii) The Mayor had enjoyed a number of medal presentation events. The first was the Summer Reading Challenge organised by the Farnham Library; the second were Medals to local sports men and women at the Annual Sports Awards, and the third was the presentation of British Empire Medals at Clandon House.

WORKING GROUP NOTES

Community Enhancement Working Group

C081/12

Cllr Potts introduced the notes of the Tourism and Events Working Group held on 26th September, at Appendix B to the agenda. She began by thanking Squires Garden Centre for the incredible hospitality at the Farnham In Bloom Awards which was much appreciated by the award winning volunteers and residents.

Cllr Potts reported on the work of the FIB Community Group and announced that it had a new Chairman, John Ely. She commented on the feedback from the South and South East in Bloom Judges who had given some useful pointers for future development. She was conscious of the costs of FIB and the need to look at other ways of increasing sponsorship to build on the success of 2012.

Cllr Potts encouraged councillors to attend the Big Pick Week event on 27th October and be involved in the Winter Celebration on 16th December.

Cllr Potts announced that the concept for the Jubilee project at the Malting was still being developed and the jubilee trees would be planted at the end of November.

Cllr Frost asked whether FIB planting could be done differently, perhaps with shrubs to help with costs. Cllr Beaman suggested that the Corporate Sponsorship level seemed to represent very good value for money and that there could be scope for more sponsorship income.

Strategy & Finance Working Group

Cllr Cockburn introduced the notes of the Strategy and Finance Working Group held on 9th October, at Appendix C to the agenda. It was noted that Councillor Steel should be added to the list of attendees.

- C082/12 Cllr Cockburn drew attention to the positive report of the auditors (attached at Annex 1 to the Strategy and Finance Notes) and Members welcomed the External Auditor's comments that "on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met". Members noted the points made in the Issues Arising report. Members also noted the earlier date planned for the External Audit in 2013.

It was RESOLVED *nem con* that:

- 1) the report of the Auditor be welcomed;**
- 2) the action taken in relation to the Issues Arising be noted;**
- 3) the date for the 2012/13 Audit be 5th July, and that meeting dates be adjusted accordingly;**
- 4) Officers be thanked for their hard work in ensuring there was a positive audit report.**

- C083/12 Cllr Cockburn outlined the detailed work undertaken by Strategy and Finance in reviewing the six month financial figures. Members considered the proposed write off of two aged debts and also proposed revisions to the budget (Annex 2 to the Strategy and Finance Notes) based experience in the year to date and the new coding system introduced as a result of the new financial software

It was RESOLVED *nem con* that:

- 1) the two debts totalling £650 which are uncollectable, as set out in the report to Strategy and Finance, be written off;**
- 2) the proposed adjustments to the 2012/13 budget as set out in Annex 2 be agreed;**
- 3) a grant of £5,000 be made towards the Digital projector for the Maltings, with the costs met from the identified savings in the revised 2012/13 budget.**

- C084/12 The Town Clerk outlined the discussions that had taken place on the Surrey County Council Highways Localism Offer in relation to what has been known as the lengthsman scheme. Concern was expressed about the degree of cost recovery and the potential burden that may fall on the Town Council is insufficient funding was made available by the County Council. Cllr S O'Grady proposed, seconded by Cllr Attfield that the words "subject to full cost recovery" be added to the end of recommendation one. This was agreed.

Cllr Steel said the idea was an excellent one, where the Town Council could take control and be more efficient for the local community.

It was **RESOLVED** *nem con* that:

- 1) **Farnham Town Council confirm to Surrey County Council that it is willing to take on services that can be undertaken by the Town Council and that will bring service improvements or cost benefits for local taxpayers subject to full cost recovery;**
- 2) **The Town Clerk be authorised to agree the scope of services that could be undertaken by the Town Council from 2013/14 and the basis for cost recovery.**

C085/12 Cllr Cockburn advised members of the two workshops being held to discuss the latest version of the Neighbourhood Plan, one for local residents and businesses and the other for councillors.

Tourism and Events Working Group

C086/12 Cllr Blagden introduced the notes of the Tourism and Events Working Group. Members noted that the Festival of Gardening would be in a different format in 2013 and that the Allotment Show would come under the auspices of the Community Enhancement Working Group.

Members noted the success of the 2012 Food Festival in Castle Street and the feedback that the Gostrey Meadow event for young people had not been as successful as hoped. It was noted that having two different events running at the same time caused organisational difficulties and that the format would not be repeated. Members noted the proposed increases in Pitch fees for 2013 to help ensure the event broke even with an “early booker” discount.

Members noted the arrangements for the Christmas Lights Switch-on and that the fairground was to be tendered in light of recent experience. The Stage construction had been undertaken in recent years by Jigsaw, and it was felt appropriate to continue this relationship for operational reasons for 2012.

It was **RESOLVED** *nem con* that:

Financial Regulation 11.2 (f) (i) be waived to appoint Jigsaw as the Stage Contractor for 2012.

Members noted that the working Group had reviewed its risk assessments.

Planning Consultative Group

C087/12 Members received the Minutes of the Planning Consultative Group meetings held on 27th September and 10th October.

Cllr Steel Commented on the improved quality of the meetings now that the plans and aerial images could be seen on the new plasma screen.

C088/12 Cllr Beaman introduced his motion on Air Quality which was seconded by Cllr Ricketts.

“Farnham Town Council is disappointed that no significant and provable benefits to the town in respect of air quality mitigation appear to have emerged since Waverley Borough Council's Air Quality Action Plan was initiated in July 2008.

The Town Council notes that staffing levels at the Borough Council to deal with air quality and other environmental issues have recently been reviewed and that new staffing levels were proposed to the Council's Executive Committee at its meeting on 2 October 2012. However, the staffing allocation for air quality was to remain at 0.5 FTE, in spite of the fact that discussions were ongoing about the possibility of providing specialist air quality support to Guildford Borough Council. The Town Council is concerned that this might result in a loss of officer time that might otherwise be allocated to work on Farnham's air quality problems.

The Town Clerk is requested to write to Waverley Borough Council seeking reassurance that work on behalf of Farnham towards mitigation of pollution on the town centre roads designated within the Air Quality Management Area continues at a level appropriate to that need and that staffing allocated to Farnham's problems is not cut.

The Town Clerk is also requested to write to the Department of Health, Waverley Borough Council and Surrey County Council requesting support for the development of a 'Clean Air for Farnham Campaign' to increase public awareness of the danger to public health caused by poor air quality and awareness of the choices available to people to reduce the risks they currently face. The Town Clerk should copy all relevant correspondence to The Rt Hon Jeremy Hunt MP, as Farnham's MP and the new Secretary of State for Health."

Cllr Beaman said that the Statements by members of the public underlined that air quality was of increasing importance to the town and Farnham Town Council should play its part in increasing public awareness.

Cllr Ricketts said he was pleased that members of the electorate were equally concerned with the issue as no-one appeared to be dealing with the problem of pollution hot spots.

Cllr Steel said that Waverley had been doing some things but the Town Council should put some pressure for more to be done. The road network and congestion was a major issue and contributing factor.

Cllr Frost said that Surrey County Council had taken action with signs directing vehicles away from the town and loading and unloading restrictions in key areas. The HGV Strategy on the agenda for the Local Committee in December would also help.

Members noted that previously proposed transport project for areas such as the Western Bypass and Hickleys Corner were needed but resources were not available.

Cllr S O'Grady pointed out that other staff at Waverley were also working on air quality issues and that the figure in the motion was misleading. It was agreed to add the words "plus limited additional staff time" in the second paragraph after "0.5FTE". With this amendment,

it was **RESOLVED** unanimously that the Town Clerk write:

- 1) to Waverley Borough Council seeking reassurance that work on behalf of Farnham towards mitigation of pollution on the town centre roads designated within the Air Quality Management Area continues at a level appropriate to that need and that staffing allocated to Farnham's problems is not cut;
- 2) to the Department of Health, Waverley Borough Council and Surrey County Council requesting support for the development of a 'Clean Air for Farnham Campaign' to increase public awareness of the danger to public health caused by poor air quality and awareness of the choices available to people to reduce the risks they currently face.
- 3) to The Rt Hon Jeremy Hunt MP, as Farnham's MP and the new Secretary of State for Health with copies of all relevant correspondence.

C089/12

Reports from Other Councils

Cllr Cockburn reported that the Farnham Conservation Area Management Plan had been adopted by Waverley and would now be a material consideration for planning applications. She thanked all those who had been involved.

Cllr Frost announced that Surrey County Council has established a Working Group to look at the role of Utility companies and how things can be improved. She encouraged people to respond.

Cllr Frost announced that a new round of Surrey County Council Community Funding was being evaluated and six organisations from Farnham had submitted bids.

Cllr Beaman congratulated Surrey County Council on the rapid action taken to secure the continuance of Bus route 46 after Countryliner went into liquidation.

C090/12

Reports from Outside Bodies

Cllr Beaman reported on the Hale Recreation AGM and that the Committee was seeking a new Chairman.

Cllr Attfield reported on the meeting of the Farnborough Airfield Consultative Committee and that the evaluation of the 2012 Airshow. It had been a great success with 207,000 visitors.

C091/12

Date of next meeting

The Mayor confirmed that the next meeting would be held on 13th December

The Town Mayor closed the meeting at 8.41pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Strategy and Finance Working Group

Time and date

10.00am Tuesday 20th November 2012

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Appointed Members: Councillors David Attfield, Jill Hargreaves, Jeremy Ricketts, John Ward

Lead Members: Carole Cockburn

Other Councillors: David Beaman, Paddy Blagden, Jessica Parry

Officers present:

Iain Lynch (Town Clerk), Rachel Aves (Team Leader Corporate Governance); Alan Corcoran (Facilities and Contracts Officer) - part

1. Apologies

Apologies were received from Councillors Pat Frost, Julia Potts and Roger Steel

2. Declarations of Interest:

There were no declarations of interest

3. Notes of Meeting held on 9th October 2012

POINTS	ACTION
The Notes were agreed.	

4. Finance Report

POINTS	ACTION
Proposed Budget 2013/14 1) Members considered the proposed budget at Appendix B to the agenda and worked through each item. The Town Clerk drew attention to changes that had been made for the revised budget following Council in October, and how these had	

translated into the 2013/14 budget. It was noted that there were some reallocations to be worked through as officers learnt the new software.

- 2) Members agreed that the figure for grants in 2013/14 should be increased to £54,000 to reflect the agreed link to the precept (5.76%).
- 3) Increased targets for interest and income for cemeteries, events and Community Enhancement previously discussed were noted as were previously agreed savings from contract negotiations.
- 4) Additional sums for a regular feature in Round and About Magazine to inform residents of Town Council activities, and for further renovations to the War Memorials in the run up to 2014 commemorations were agreed, and an allowance for Utility costs in Gostrey Meadow were approved.
- 5) Members noted that the overall impact was a small increase in the net expenditure of £16,805 or £1.8% based on the 2012/13 budget.
- 6) Members noted that this figure would not necessarily translate into a precept increase figure since there were a number of other factors to take into account, and the Cemeteries Working Group had not yet met to consider its fees and charges.

Fees and Charges for 2013/14

- 1) Members received report at Appendix C to the agenda and agreed the proposed fees and charges as set out in the report.
- 2) It was noted that some cemetery fees were subject to VAT and that these changes would come into immediate effect (as set out in Annex I to these Notes). Any other Cemetery fee changes would come into effect from the start of the new financial year, subject to discussion at the Cemeteries and Appeals Working group.
- 3) Members agreed to increase Farmers' Market pitch fees to £35 and noted this would bring them in line with the rates charged at the South West Surrey Farmers Markets. Members agreed to offer a discount for producers booking for at least six markets and paying in advance with the reduced income offset by reduced administration costs.
- 4) Members noted the potential for increased sales for Farnham in Bloom Hanging baskets and agreed that the costs for hanging baskets should be held for 2013/14 but that sponsorship for bridges should cover one half of a bridge (doubling the sponsorship opportunities), and that the Corporate Sponsorship rate should increase to £3,000 better reflecting the value of the promotional opportunity.
- 5) Members noted that the allotment increase had been agreed over a two year period and that allotment fees would increase by 75p per rod to £7.25 per rod or £36.25 per annum for a typical five rod allotment plot.
- 6) Members agreed to simplify the banner rental fees amalgamating administration and rental fees into one fee. As banners are to promote community groups and

**Recommendations to Council that:
the draft 2013/14 budget
be approved.**

Recommendations to Council that:

<p>activities the service aims to be cost neutral.</p> <p>7) Agreed fees for hiring the Council Chamber at £15 per hour for voluntary and community groups and £25 per hour for statutory and commercial groups.</p> <p>8) Miscellaneous charge for photocopying of 4p per copy for black and white and 10p per copy for colour copies</p> <p>9) Agreed to move towards full cost recovery for the Library Gardens management and horticulture work with the Town Clerk to negotiate an appropriate fee with Surrey County Council.</p> <p>Precept levels 2013/14</p> <p>The Town Clerk advised members that the situation was still very unclear as a result of the Government's consultation on retaining an unreduced Band D calculation for Town and parish Councils. An announcement was awaited. It was likely that precept setting would be delayed in 2013 as the Government would not make its finance settlement announcement until just before Christmas. In addition Waverley had to introduce a new Council Tax Support Scheme which had been the subject of a recent consultation exercise. Final details were not expected before the new year.</p>	<p>1) the proposals for fees and charges as set out in the Notes to the Strategy and Finance Working Group on 20th November be adopted.</p>
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5. Risk Assessments and Health and Safety

POINTS	ACTION
<p>1) Members reviewed risk management issues arising from Working Group discussions and the Annual Health and Safety Review undertaken by Ellis Whittam in August 2012.</p> <p>2) Members noted that the external advisor had reported: <i>"The general standard of health and safety was good, the Council has a positive health and safety culture and use a common sense approach to its well managed work activities... It is pleasing to note that Farnham Town Council have made significant inroads into completing recommendations in the safety action planner [from 2011]"</i>.</p> <p>3) Members welcomed the new Action Plan produced with accountable officers identified and requested timescales to be added to the action plan. Members also noted the top 4 health and safety issues to be addressed identified in the Overview report and requested a report back at the next meeting:</p> <p>i) Arrange health screening for the Outside Workforce.</p> <p>ii) Ensure before working at height a risk assessment has been completed, i.e. changing a light bulb.</p> <p>i) Remove the fly tipped LPG cylinder from the entrance to the Depot.</p> <p>ii) Review all specific risk assessments</p>	<p>Officers report back to the January Strategy and Finance Working Group with dates for implementation of the action plan, and with an update on after six months.</p>

4) Members noted that the Risk Assessment Overview would be presented to Council in December.	
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6. Contracts Update

POINTS	ACTION
<p>1) Members welcomed the report at Appendix E to the agenda setting out progress on the implementation of a number of previously agreed decisions in relation to the telephone system, the secondary glazing of the building, the replacement carpets in the public areas of the offices, and the preparation for improvements and remodelling of parts of the building project to tender.</p> <p>2) Members considered tenders from three contractors to re-cable the Council offices to enable the IT server to be relocated and manage health and safety issues previously identified. The lowest tender by the TIO Group was recommended to carry out the work.</p>	<p>Recommendation to Council: That the TIO Group be appointed to undertake necessary cabling works within the offices with the cost of £5,026 to be met from earmarked reserves for IT services and Office refurbishment.</p>

7. Freedom of Information and Data Subject Access Complaint

POINTS	ACTION
<p>1. The Strategy and Finance Working Group considered a Stage 4 appeal in relation to a request under Freedom and Information and Data Protection legislation.</p> <p>2. Members noted that the detailed report on this matter had been circulated to all councillors with the agenda for the Strategy and Finance Working Group as an exempt report.</p> <p>3. An unsuccessful candidate at a recent interview had requested details of third party data.</p> <p>4. The Town Clerk had provided feedback to the candidate but the candidate had further requested data under FOI legislation to a generic council email address which had not been received. Members noted that as a result, although a verbal reply had been given within the timescale, the written response had been just outside.</p> <p>5. The Strategy and Finance Working Group, as the final arbiter on this matter, upheld the decision of the Town Clerk to withhold the information requested as it was exempt information under Section 40 of the Data Protection Act.</p>	<p>Recommendation to Council: To note the decision of the Strategy and Finance Working Group.</p>

8 Dates for 2013/14

POINTS	ACTION
<p>1) Members agreed the proposed dates for 2013/14.</p> <p>2) Members noted that the Council's practice was to review the dates once the new Working Groups had been appointed to ensure they met the circumstances of Working Group Members.</p>	<p>Recommendation to Council: To approve the proposed dates for 2013/14</p>

9. Surrey County Council Highways Localism Offer

POINTS	ACTION
<ol style="list-style-type: none"> 1) The Town Clerk provided an update on discussions with Surrey County Council on the potential of undertaking some highways works locally where they would bring local benefit and efficiencies. 2) The Clerk had confirmed the Council's interest subject to full cost recovery. 3) Services that were being discussed, subject to the appropriate reimbursement, were: <ol style="list-style-type: none"> a. Sign and bollard cleaning b. Graffiti management c. Litter clearance (where not already covered) d. Epicormic growth management e. Dealing with some overgrown vegetation 4) Other areas subject to future discussions included roundabout maintenance and sponsorship and hedge and ditch clearance. Although these were currently devolved to district level across Surrey, the County Council would consider more local devolution if appropriate. 5) Officers were in discussion over an outline specification for the services in relation to the volumes of activity to be undertaken prior to submitting a formal bid for funding in December. A decision would be made by the Surrey Local Committee in March 6) It was noted that there could be a three month notice period if the arrangement did not work satisfactorily from either party. 	<p>Recommendation to Council that: Council notes the progress made to date.</p>

10. Infrastructure Planning group Update

POINTS	ACTION
<ol style="list-style-type: none"> 1. Members noted that the revised document had been prepared and would be subject to a further public workshop on 29th November. Over sixty participants had agreed to attend. Comments were coming from a wide area. 2. It was noted that public involvement would be key to the future adoption of the Neighbourhood plan and views were being sought as widely as possible. It was noted that additional people may be recruited for the steering group in future and that there may be some synergy with the Town Team that was being launched in the new year. 3. Members noted that there was a Green Open Spaces request from the North West Farnham Residents Association that needed further consideration as part of the Neighbourhood Plan. 4. Members noted that the Neighbourhood Area Designation request had been submitted and was out to consultation. 5. Members noted that the CPO Inquiry dates had been announced and that a pre-meeting was taking place on 27th November. It was agreed that an officer should attend the meeting and consideration should be given to Farnham representation at the CPO Inquiry. 	<p>Recommendation to Council: That Farnham should be represented at the CPO inquiry.</p>

11. Town Team Task Group

POINTS	ACTION
<ol style="list-style-type: none">1) Members welcomed the confirmation that the Town Team Project of “Farnham – a distinctive Craft Town” had been successful and that a sum of £10,000 had been awarded. It was agreed that for accountability purposes, the Town Team, would become a Task Group of Strategy and Finance with the external members co-opted for the purposes of the Task Group. The Task Group would include two or three Councillors.2) It was noted that businesses had requested that the launch be put back until after Christmas, and that a volunteer was updating the business database.	Recommendation for Council: Names of Councillors wishing to be active members of the Task Group be agreed.

12. Farnham Emergency Plan

POINTS	ACTION
<ol style="list-style-type: none">1) Members considered the draft emergency plan attached at Appendix J.2) A number of revisions were agreed with a revised version to be considered at the January meeting	Revised version of Plan to be submitted to next meeting.

13. Farnham Traffic Task Group

POINTS	ACTION
<ol style="list-style-type: none">1) The Town Clerk provided a verbal report on the Farnham Traffic Task Group that had meet on 14th November. The key elements of the meeting would feed into the Surrey County Council Waverley Committee.2) Members noted that the notes of the meeting would be circulated on a confidential basis to Councillors in due course.3) Cllr Ricketts was disappointed that support for Green Buses (to replace old diesel buses that cause many health problems) did not seem to be forthcoming. He felt that it was important for Farnham to lobby bus companies and other local authorities to encourage the take up of Green buses.	

14. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 15th January 2013 at 9am (a change from the previously published date).	Town Clerk to circulate agenda

Meeting ended at 2pm

Notes written by Iain Lynch



FARNHAM TOWN COUNCIL



Notes

Cemeteries and Appeals Working Group

Time and date

10.00am on Thursday 6 December 2012

Place

Council Chamber, South Street, Farnham

Attendees: Cllr C Cockburn, Cllr J Ricketts, Cllr Carlo Genziani, Cllr Graham Parlett, Cllr Susan Redfern, Cllr John Ward

Other Councillors: Cllr David Beaman (Points 1-9)

Officers present: Iain Lynch (Town Clerk), Rachel Aves (Corporate Governance Team Leader), Adrienne Owen (Cemeteries Administrator), Alan Corcoran (Contracts and Facilities Officer).

1. Apologies for Absence

There were no apologies

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting and Matters Arising

- i) The notes of the previous meeting were agreed.
- ii) AO showed members a photograph of the Garden Of Remembrance stone in its current state and advised that the mason has promised that the stone will be secured with anchors and be in place by Christmas.

4. Cemetery Chapels

AC advised that D&M Planning Ltd. had been appointed to apply for planning (Green Lane and West Street) and listed building consent (West Street only) including preparing Design and Access Statement and Heritage Statements. D & M have been asked for a date of completion for applications and have advised April/May 2014.

D&M have suggested that the Council hold an exhibition of current development proposals for the chapels, designed specifically (but not exclusively) for the engagement of residents in the neighbourhood of all three chapels.

It was hoped that the exhibition would be held in late January/February, possibly at the weekend. Robin Crane (Architect) would be invited to contribute to the event.

Cllr Genziani asked about the proposed use of the chapels following renovation and AC confirmed that at the moment plans were that West Street Chapel would be used for workshop space and that Green Lane be converted to residential accommodation.

It was noted that the exhibition would allow residents of Hale to offer comments and ideas for the future use of the Hale Chapels.

Members discussed the disrepair of the Hale Lodge and feedback received from members of the public. It was noted that as the building is not owned by the Town Council, a sign would be helpful to direct queries to Waverley Borough Council.

Members noted that the building was due to be auctioned in the near future.

ACTION:

- 1) AC to organise an exhibition on Cemetery Chapels with support from officers and CAWG members.
- 2) Officers to prepare and erect a sign directing queries regarding Hale Lodge to Waverley Borough Council.

5. Risk Assessments and Health and Safety Update

i) Risk assessment 2012/13:

Members agreed the Risk assessment at appendix B.

It was noted that point 3.3 – Dog Fouling was a high risk and distressing to members of the public with several recent complaints. Members agreed that mitigation may be simpler to enforce rather than a ban. Cllr Ward mentioned that Town Councils have power to enforce bylaws and suggested a one metre long lead rule and restricted pathway access be considered.

ii) Update on progress on memorial testing:

Members considered the report at appendix B and noted that the memorial testing programme was in its fifth year. There had been a number of difficulties in contacting owners of purchased graves and as a result a number of graves which had failed the test still required remedial action. As a health and safety issue for visitors to or workers in the cemetery, it was agreed that it would be beneficial to commission a point-of-time review of all headstones. It was noted that some headstones on older unpurchased graves may need to be mitigated or laid down by the Council but external advice would be sought.

ACTION:

- 1) Officers report further to CAWG regarding the mitigation and control over dog fouling in the cemeteries.
- 2) **Recommendation to Council: A contract to survey/test memorials in all cemeteries be tendered to an external contractor and a further report be submitted to CAWG with the costs met from the cemeteries budget.**

6. Budget and Fees and Charges Review

Members noted the report at appendix C and noted changes implemented where VAT was applicable. The comparison report of the council's fees and charges in relation to neighbouring authorities was considered. It was agreed that fees and charges would change from the financial year rather than the calendar year and that a review for 2012-13 fees be considered further once budget position had been agreed by full council.

ACTION:

Fees and charges be considered at the next meeting.

7. NAMM & BRAMM Review

Members considered the comparative report at Appendix D on NAMM and BRAMM schemes and noted the current position. It was appreciated that NAMM had made considerable changes recently and that the scheme was now more in line with the BRAMM scheme and with a common qualification now adopted.

Members still considered the fact that there is no local authority representation on the NAMM board to be of concern. Members noted that Masons did not necessarily wish to pay two membership fees and wondered if the Council would be required to be members of both bodies. Consideration was given to a trial period to allow NAMM members to be allowed to work in Farnham cemeteries. It was noted that they would still need to be registered with the Farnham Cemeteries team. Members felt that a one year trial could be undertaken, starting from January 2013 but that if there were any problems then the trial could be suspended or revoked and be reported to members. Officers are report to members regularly on the progress, further to adoption of the scheme. It was agreed that the trial would commence on 1st January 2013 and be reviewed in December 2013.

ACTION:

Recommendation to Council: That NAMM registered masons be allowed to work in Farnham cemeteries for a trial period of one year, with a condition that this agreement could be revoked at any time, as appropriate, should issues or concerns emerge.

8. Hale Cemetery Review

Members considered the exempt report at appendix E and Exempt Annex I to these notes in relation to Hale cemetery and buildings. Members welcomed the idea of Hale Cemetery being included in the exhibition as set out in item 4 above.

9. Future Cemetery Needs

Members considered the future cemetery needs. The appropriation of land for further cemetery use was discussed and it was agreed that the Town Clerk should investigate further and report back to the working group in due course.

ACTION:

Town Clerk to progress and report back to CAWG.

10. Memorial Christmas Tree – Christmas 2012

Members welcomed the continuation of the memorial Christmas tree, following on from the success of the concept in 2011.

11. Commonwealth War Graves

Members noted the correspondence between Farnham Town Council and the Commonwealth War Graves Commission and were delighted to hear of the provision of plaques in Farnham Cemeteries in association with the Commonwealth War Graves Commission to commemorate those who had died in service during the two world wars. It was noted that the plaques would be installed in January 2013.

12. New Literature - draft documents

Members reviewed proposed information leaflets to support the work of the cemetery team. One would be produced in relation to the work with the Commonwealth War Graves Commission. An outline Options leaflet was discussed and agreed for further development.

Members welcomed the idea of more efficiently marketing the cemetery services in order to make the public better aware of the work within the cemeteries and the options of commemoration available in Farnham (eg Garden of Reflection).

ACTION:

Officers to progress the cemetery leaflets and circulated a final draft to members.

13. Cemetery Management Course

Members noted the report at appendix G and welcomed the feedback on the ICCM course. They were pleased that officers found the training useful.

14. Appeals Update

Members noted the current position of two appeals.

15. Date of next meeting

The next meeting was confirmed as 10am on Thursday 14th February 2013



FARNHAM TOWN COUNCIL

D

Minutes

Planning Consultative Group

Time and date

7.00pm on Thursday 25 October 2012

Place

Council Offices, South Street, Farnham

Planning Consultative Group Members Present

Cllr D Beaman
Cllr P Blagden
Cllr J Ricketts

Officers in attendance: Ginny Gordon, Rachel Aves

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 from Planning Consultative Group Members

Apologies for absence were received from Councillors S O'Grady, J Parry, C Genziani and R Steel

Councillor Paddy Blagden was elected as Chairman in the absence of Councillor Carlo Genziani

2. Disclosure of Interests

Councillor	Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
		I am a Waverley Borough Councillor	Other	
Paddy Blagden	All Items	✓		
Jeremy Ricketts	WA/12/1564		✓	Personal: Neighbour of applicant

Applications Considered By the Planning Consultative Group on Thursday 25 October 2012

CA/2012/0115	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Removal of four trees.	7 GREAT AUSTINS, FARNHAM GU9 8JG
		No objections subject to the approval of the Arboriculturalist	
CA/2012/0114	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to and removal of trees.	BRYANSTON, GREAT AUSTINS, FARNHAM GU9 8JQ
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1557	Farnham Bourne	Erection of side and rear extensions following demolition of existing lean-to.	109 BURNT HILL ROAD, LOWER BOURNE GU10 3LH
		Approved after consideration on 25.10.2012	
CA/2012/0113	Farnham Castle	FARNHAM CONSERVATION AREA. 1x Rowan, 1x Silver birch - fell.	2 LONG GARDEN WALK EAST, FARNHAM GU9 7HX
		No objections subject to the approval of the Arboriculturalist	
TM/2012/0152	Farnham Moor Park	Application for works to a tree subject of Tree Preservation Order 26/10.	43 & 43A WAVERLEY LANE, FARNHAM GU9 8BH
		No objections subject to the approval of the Arboriculturalist	
TM/2012/0153	Farnham Moor Park	Application for works to and removal of trees subject of Tree Preservation Order WA136.	PHYLLIS TUCKWELL MEMORIAL HOSPICE, WAVERLEY LANE, FARNHAM GU9 8BL
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1568	Farnham Moor Park	Erection of boundary fence.	35 CROOKSBURY ROAD, FARNHAM

			GU10 1QD
		Approved after consideration on 25.10.2012	
WA/2012/1571	Farnham Moor Park	Erection of extensions and alterations following demolition of existing garage/carport.	35 CROOKSBURY ROAD, FARNHAM GU10 1QD
		Approved after consideration on 25.10.2012	
TM/2012/0154	Farnham Shortheath and Boundstone	Application for works to a tree subject of Tree Preservation Order 22/10.	47 SANDROCK HILL ROAD, FARNHAM GU10 4RJ
		No objections subject to the approval of the Aboriculturalist	
TM/2012/0151	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Order 7/99.	28 LONGHOPE DRIVE, FARNHAM GU10 4SN
		No objections subject to the approval of the Aboriculturalist	
CA/2012/0122	Farnham Bourne	OLD CHURCH LANE FARNHAM CONSERVATION AREA. Works to one Poplar tree.	5 OLD CHURCH LANE, FARNHAM GU9 8HQ
		No objections subject to the approval of the Aboriculturalist	
WA/2012/1596	Farnham Bourne	Erection of two storey extension and detached garage following demolition of existing extension (revision of WA/2012/0460). Previous comments: Approved after consideration on 19.04.2012, subject to the condition for garage not being used as a dwelling.	FIRCONES, WOODLAND DRIVE, WRECCLESHAM GU10 4SG
		Previous comments still stand: Approved after consideration on 19.04.2012, subject to the condition for	

		garage not being used as a dwelling.	
TM/2012/0159	Farnham Bourne	Application for removal of a tree subject of Tree Preservation Order 1/00.	3 MANOR GARDENS, FARNHAM GU10 3QB
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1644	Farnham Castle	Listed Building Consent for the erection of extension and alterations.	15 CASTLE STREET, FARNHAM GU9 7JA
		No objections subject to the approval of the Listed Buildings Officer	
WA/2012/1637	Farnham Castle	Consultation under Regulation 3 for amendment to WA/2012/0695 single storey extensions and associated hard and soft landscaping works to facilitate expansion of existing primary school from 1 form of entry (210 places) to 2 forms of entry (420 places). Previous comments: Approved after consideration on 17.05.2012	POTTERS GATE PRIMARY SCHOOL, POTTERS GATE, FARNHAM GU9 7BB
		Previous comments still stand: Approved after consideration on 25.10.2012	
TM/2012/0157	Farnham Moor Park	Application for removal of trees subject of Tree Preservation Order WA44.	SERENDIPITY, 9A COMPTON WAY, FARNHAM GU10 1QY
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1597	Farnham Moor Park	Erection of extensions and alterations.	6A HIGH PARK ROAD, FARNHAM GU9 7JL
		Approved after consideration on 25.10.2012	

NMA/2012/0120	Farnham Shortheath and Boundstone	Amendment to WA/2012/0762 to add a window to first floor of north east elevation, reduce the size of the velux, changes to height of dormers, materials of windows & doors and internal layout. Previous comments: Approved after consideration on 31 May 2012.	20 UPPER BOURNE LANE, FARNHAM GU10 4RQ
		Previous comments still stand: Approved after consideration on 31 May 2012.	
WA/2012/1625	Farnham Shortheath and Boundstone	Erection of single storey extensions and alterations.	26 GREENHILL WAY, FARNHAM GU9 8SZ
		Approved after consideration on 25.10.2012	
WA/2012/1579	Farnham Bourne	Conservation Area consent for demolition of dwelling.	KENDAL COTTAGE, 14 OLD CHURCH LANE, FARNHAM GU9 8HQ
		Strongly object - concerned about the impact on the SPA. The proposed demolition could set a precedent on the whole status of the Conservation Area and the size and design of the proposed development replacement dwelling would be completely out of keeping with the character of the Conservation Area with its modest dwellings and cottages in the wooded landscape.	
WA/2012/1578	Farnham Bourne	Erection of dwelling and detached garage following demolition of existing dwelling.	KENDAL COTTAGE, 14 OLD CHURCH LANE, FARNHAM GU9 8HQ
		Strongly object - concerned about the impact on the SPA. The proposed demolition could set a	

		precedent on the whole status of the Conservation Area and the size and design of the proposed development replacement dwelling would be completely out of keeping with the character of the Conservation Area with its modest dwellings and cottages in the wooded landscape.	
WA/2012/1591	Farnham Castle	Listed Building Consent for internal and external alterations and display of signage.	LA CASTILLA TAPAS BAR, 2 CASTLE STREET, FARNHAM GU9 7HR
		The proposed frontage should be in line with the conservation area requirements.	
WA/2012/1564	Farnham Castle	Change of Use of barn and stable building to provide a dwelling and use of store to provide a store and garage.	FARNHAM CASTLE STABLES, OLD PARK LANE, FARNHAM GU9 0AN
		Concerned about the change to residential use especially accommodation designs as shown – should be referred to the Conservation Officer	
WA/2012/1559	Farnham Castle	Erection of a detached dwelling and associated access.	LAND AT 40 WEST STREET, FARNHAM GU9 7DX
		Approved subject to the approval of the Conservation Officer	
WA/2012/1585	Farnham Castle	Change of Use of first and second floors from financial/professional services (Class A2) to 2 flats and alterations.	38 THE BOROUGH, FARNHAM GU9 7NW
		Felt to be inappropriate for residential accommodation due to the proximity to the air pollution in The Borough – should be referred to the	

		Conservation Officer	
WA/2012/1586	Farnham Castle	Listed Building Consent for alterations.	38 THE BOROUGH, FARNHAM GU9 7NW
		Felt to be inappropriate for residential accommodation due to the proximity to the air pollution in The Borough – should be referred to the Conservation Officer	
WA/2012/1556	Farnham Moor Park	Erection of an extension and alterations to access gate following demolition of existing extensions.	OCKHAM HOUSE, 67 EAST STREET, FARNHAM GU9 7TJ
		Approved after consideration on 25.10.2012	
WA/2012/1583	Farnham Moor Park	Change of Use from office (class B1) to clinic (class D1).	4A SOUTH STREET, FARNHAM GU9 7RP
		Approved subject to arrangements for parking have been considered	
WA/2012/1572	Farnham Moor Park	Erection of extensions, alterations and new vehicular access following demolition of existing garage.	FRIARS KEEP, 14 MONKS WELL, FARNHAM GU10 1RH
		Approved after consideration on 25.10.2012	
WA/2012/1558	Farnham Shortheath and Boundstone	Erection of extensions and alterations following demolition of existing garage.	7 FIRFIELD ROAD, FARNHAM GU9 8SJ
		Approved after consideration on 25.10.2012	
WA/2012/1617	Farnham Bourne	Erection of extensions and alterations together with repositioning of vehicular access.	15 LATCHWOOD LANE, LOWER BOURNE GU10 3HA
		Approved after consideration on 25.10.2012	
WA/2012/1624	Farnham Bourne	Certificate of Lawfulness under Section 192 for the erection of a single storey rear extension.	9 BOURNE FIRS, FARNHAM GU10 3QD
		Approved after consideration and would	

		suggest any future alterations must be the subject of planning approval beforehand.	
WA/2012/1616	Farnham Castle	Erection of extensions and alterations and construction of a raised terrace.	10 BYWORTH ROAD, FARNHAM GU9 7BT
		Approved after consideration on 25.10.2012	
WA/2012/1639	Farnham Castle	Change of use from office (Class B1) to 4 flats (Class C3) and alterations.	THE OAST HOUSE, PARK ROW, FARNHAM GU9 7JH
		Approved after consideration on 25.10.2012 subject to car parking arrangements being adequate.	
WA/2012/1643	Farnham Castle	Erection of three storey rear extension and alterations.	15 CASTLE STREET, FARNHAM GU9 7JA
		Approved after consideration on 25.10.2012	
WA/2012/1620	Farnham Hale and Heath End	Erection of two detached dwellings together with alterations to existing dwelling and provision of new accesses following demolition of existing outbuilding.	73 HEATH LANE, FARNHAM GU9 0PX
		Concerned this is garden grabbing (see Farnham Design Statement)	
WA/2012/1621	Farnham Hale and Heath End	Application under Section 73 to remove Condition 3 of WA/2001/1775 (retention of garage accommodation) to allow the conversion of the garage together with alterations to elevation. Previous comments: Objection on the grounds that neighbour's amenity may be adversely affected. Concern regarding the erection of a two storey extension within one metre of the boundary and a ground floor extension immediately adjacent to the boundary.	18 EAST AVENUE, FARNHAM GU9 0RA

		Same comments still stand: Objection on the grounds that neighbour's amenity may be adversely affected. Concern regarding the erection of a two storey extension within one metre of the boundary and a ground floor extension immediately adjacent to the boundary.	
WA/2012/1642	Farnham Moor Park	Erection of extensions and alterations	24 HIGH PARK ROAD, FARNHAM GU9 7JL
		Concerned about the extent of the alterations as there have already been previous alterations and extensions.	
NMA/2012/0121	Farnham Upper Hale	Amendment to WA/2010/2057 for the addition of roof light to dressing room. Previous comments: Object this is over development of the site and concerned about the loss of parking (See Design Statement page 23 Guidelines Bullet Point 1)	THE PRINCE ALFRED, BISHOPS ROAD, FARNHAM GU9 0JA
		Previous comments still stand: Object this is over development of the site and concerned about the loss of parking (See Design Statement page 23 Guidelines Bullet Point 1)	
WA/2012/1636	Farnham Weybourne and Badshot Lea	Consultation under Regulation 3: construction of tarmac path approximately 1.2m wide between school tennis court and site boundary with Weybourne Infant School.	FARNHAM HEATH END SCHOOL, HALE REEDS, FARNHAM GU9 9BN
		Approved after consideration on 25.10.2012	
WA/2012/1610	Farnham Wrecclesham and Rowledge	Certificate of Lawfulness under Section 192 for the erection of a single storey rear extension.	7 WRECCLESHAM ROAD, WRECCLESHAM GU9 8TY
		Approved after consideration and would	

		suggest any future alterations must be the subject of planning approval beforehand.	
WA/2012/1594	Farnham Wrecclesham and Rowledge	Application under Section 73A to vary Condition 18 (plan numbers) of WA/2011/1762 to allow insertion of additional roof lights in rear elevations. Previous comments on 27.10.11: Concerned about the scale of the development across width of the site.	LAND AT 24 LICKFOLDS ROAD, FARNHAM
		Approved after consideration on 25.10.2012	

The meeting closed at 9.10pm



FARNHAM TOWN COUNCIL

E

Minutes

Planning Consultative Group

Time and date

7.00pm on Thursday 8 November 2012

Place

Council Offices, South Street, Farnham

Planning Consultative Group Members Present

Cllr D Beaman
Cllr P Blagden
Cllr C Genziani
Cllr J Ricketts

Officers in attendance: Ginny Gordon, Rachel Aves

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 from Planning Consultative Group Members

Apologies for absence were received from Councillors S O'Grady, J Parry, and R Steel

2. Applications Considered By the Planning Consultative Group on Thursday 8 November 2012

WA/2012/1657	Farnham Bourne	Erection of porch and alterations to existing dormer.	18 BOURNE FIRS, FARNHAM GU10 3QD
		Approved after consideration on 08/11/2012	
WA/2012/1674	Farnham Bourne	Erection of extensions and alterations following demolition of pool room.	3 SWINGATE ROAD, FARNHAM GU9 8JJ

		Approved after consideration on 08/11/2012	
TM/2012/0163	Farnham Bourne	Application for works to trees subject of Tree Preservation Order Far1.	BRAMWELL HOUSE, MONKS WALK, FARNHAM GU9 8HT
		No objections subject to the approval of the Aboriculturalist	
TM/2012/0165	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 03/11.	13 HOLLIS WOOD DRIVE, FARNHAM GU10 4JT
		No objections subject to the approval of the Aboriculturalist	
WA/2012/1658	Farnham Wrecclesham and Rowledge	Erection of single storey extension and boundary wall following demolition of existing garage.	85 BOUNDSTONE ROAD, FARNHAM GU10 4AT
		Approved after consideration on 08/11/2012	
TM/2012/0172	Farnham Bourne	Application for works to trees subject of Tree Preservation Order Far21.	5 LONGDOWN CLOSE, FARNHAM GU10 3JN
		No objections subject to the approval of the Aboriculturalist	
WA/2012/1682	Farnham Bourne	Extensions and alterations following demolition of existing extension (revision of WA/2012/0692). Previous comments were as follows: Approved after consideration on 17.05.2012	2 OLD FRENHAM ROAD, FARNHAM GU10 3PU
		Previous comments still stand: Approved after consideration on 08.11.20120	
TM/2012/0174	Farnham Bourne	Application for removal of and works to trees subject of Tree Preservation Order 7/00.	3 CRAVEN CLOSE, FARNHAM GU10 3LW
		No objections subject to the approval of the Aboriculturalist	

TM/2012/0170	Farnham Bourne	Application for works to trees subject of Tree Preservation Order Far21.	PROSPECT HOUSE, GOLD HILL, FARNHAM GU10 3JH
		No objections subject to the approval of the Arboriculturalist	
CA/2012/0126	Farnham Castle	FARNHAM CONSERVATION AREA. 4x Leyland cypress 'castlewellan' - fell	69A WEST STREET, FARNHAM GU9 7EH
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1692	Farnham Castle	Erection of detached garage following demolition of existing garage (revision of WA/2012/1297). Previous comments were as follows: approved after consideration on 06.09.2012	20 BEAVERS ROAD, FARNHAM GU9 7BD
		Previous comments still stand: Approved after consideration on 08/11/2012	
WA/2012/1727	Farnham Firgrove	Erection of two storey extension.	SQUIRES KITCHEN, 3 WAVERLEY LANE, FARNHAM GU9 8BB
		Approved after consideration on 08/11/2012	
TM/2012/0171	Farnham Hale and Heath End	Application for works to a tree subject of Tree Preservation Order 33/99.	48 WHITE COTTAGE CLOSE, FARNHAM GU9 0NL
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1728	Farnham Moor Park	Erection of 2 garages and formation of vehicular access following part demolition of existing wall.	LAND ADJACENT TO 20 MOOR PARK LANE, FARNHAM GU9 9JB
		Approved after consideration on 08/11/2012	

CA/2012/0127	Farnham Moor Park	GREAT AUSTINS FRANHAM CONSERVATION AREA. Works to trees.	ST THOMAS ON THE BOURNE, FRENSHAM ROAD, FARNHAM GU9 8HA
		No objections subject to the approval of the Aboriculturalist	
WA/2012/1702	Farnham Shortheath and Boundstone	Erection of a conservatory.	56 LITTLE GREEN LANE, FARNHAM GU9 8TB
		Approved after consideration on 08/11/2012	
WA/2012/1699	Farnham Wrecclesham and Rowledge	Erection of two storey front extension and porch.	6 BRYN ROAD, WRECCLESHAM GU10 4PZ
		Approved after consideration on 08/11/2012	
WA/2012/1680	Farnham Castle	Certificate of Lawfulness under Section 191 for the use of the existing building as a residential dwelling (Class C3 use).	6 MARSTON ROAD, FARNHAM GU9 7BN
		Approved after consideration on 08/11/2012	
WA/2012/1652	Farnham Moor Park	Consultation on a County Matter for the continued extraction of sand and the subsequent restoration of the land to agriculture by infilling with inert waste materials and temporary diversion of Public Footpath 121, without compliance with Condition 4	RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM
		Concerned about the continual extension and pulling back of dates	

WA/2012/1651	Farnham Moor Park	Consultation on a County Matter for the continued use of the temporary haul road to access Area C without compliance with Condition 4 of appeal decision APP/B3600/A/06/2020101 dated 1 August 2007 so as to allow use of the haul road for a further seven years	RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM
		Concerned about the continual extension and pulling back of dates	
WA/2012/1646	Farnham Moor Park	Erection of an outbuilding.	BELLS PIECE CHESHIRE HOME, HALE ROAD, FARNHAM GU9 9RL
		Approved after consideration on 08/11/2012	
WA/2012/1660	Farnham Shortheath and Boundstone	Erection of extensions to provide 3 flats.	BELMONT HOUSE, GREEN LANE, FARNHAM GU9 8AU
		Approved after consideration on 08/11/2012	
WA/2012/1653	Farnham Shortheath and Boundstone	Installation of rooflights and light tube.	ELBRY, 21 JUBILEE LANE, FARNHAM GU10 4SZ
		Approved after consideration on 08/11/2012	
WA/2012/1656	Farnham Upper Hale	Erection of two storey extension and alterations.	12 BALL AND WICKET LANE, FARNHAM GU9 0PD
		Approved after consideration on 08/11/2012	
WA/2012/1648	Farnham Weybourne and Badshot Lea	Erection of first floor rear extension.	10 COPSE AVENUE, FARNHAM GU9 9ED
		Approved after consideration on 08/11/2012	

WA/2012/1659	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations following demolition of existing extension and detached garage.	50 GREENFIELD ROAD, FARNHAM GU9 8TJ
		Approved after consideration on 08/11/2012	
WA/2012/1729	Farnham Bourne	Erection of a detached dwelling.	LAND ADJACENT TO 1 VICARAGE LANE, FARNHAM GU9 8HN
		Object, this does not comply with Design Statement criteria and is not an acceptable development for this area.	
WA/2012/1718	Farnham Castle	Display of illuminated signs.	5 CASTLE STREET, FARNHAM GU9 7HR
		No objections subject to the approval of the Listed Buildings Officer	
WA/2012/1719	Farnham Castle	Listed Building Consent for display of illuminated signs.	5 CASTLE STREET, FARNHAM GU9 7HR
		No objections subject to the approval of the Listed Buildings Officer	
WA/2012/1695	Farnham Firgrove	Listed Building consent for extensions and alterations.	THE MULBERRY, STATION HILL, FARNHAM GU9 8AD
		No objection subject to the approval of the Conservation Officer	
WA/2012/1694	Farnham Firgrove	Erection of single storey extension, detached shelter, erection of existing terrace and associated works following demolition of existing pergola.	THE MULBERRY, STATION HILL, FARNHAM GU9 8AD
		No objection subject to the approval of the Conservation Officer	

WA/2012/1730	Farnham Firgrove	Erection of 3 dwellings with garaging and associated works, including alterations to vehicular access, following demolition of existing dwelling.	66 RIDGWAY ROAD, FARNHAM GU9 8NS
		Object, whilst support given to the redevelopment the proposal is over development of the site. Would suggest two properties instead of the proposed three, in particular the parking would be cramped in a three house scheme.	
NMA/2012/0125	Farnham Shortheath and Boundstone	Amendment to WA/2011/1398 to provide horizontal cladding to garage. Previous comments on 08.09.2011 were as follows: concerned about the change of style & design & the compatibility with other houses in the street.	22 UPPER BOURNE LANE, FARNHAM GU10 4RG
		No material considerations at this time.	
WA/2012/1706	Farnham Weybourne and Badshot Lea	Erection of extension to outbuilding to provide stable/barn.	HAWTHORN COTTAGE, RUNFOLD ST GEORGE, BADSHOT LEA GU10 1PL
		The current application is acceptable, subject to all materials being in keeping with the locality.	
WA/2012/1698	Farnham Weybourne and Badshot Lea	Erection of single storey rear extension and alterations.	9 NUTBOURNE, FARNHAM GU9 9EH
		Approved after consideration on 08/11/2012	

The meeting closed at 8.00pm.



FARNHAM TOWN COUNCIL

F

Minutes

Planning Consultative Group

Time and date

7.00pm on Thursday 22 November 2012

Place

Council Offices, South Street, Farnham

Planning Consultative Group Members Present

Cllr D Beaman
Cllr P Blagden
Cllr C Genziani
Cllr J Parry
Cllr J Ricketts
Cllr R Steel

Officers in attendance: Ginny Gordon

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 from Planning Consultative Group Members

Apologies for absence were received from Councillors S O'Grady

2. Applications Considered By the Planning Consultative Group on Thursday 22 November 2012

TM/2012/0177	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 8/00.	78 BURNT HILL ROAD, FARNHAM GU10 3LN	Brodie Cherry
		No objections subject to the approval of the Arboriculturalist.		
TM/2012/0187	Farnham Bourne	Application for the removal of a tree subject of Tree Preservation Order 8/00.	78 BURNT HILL ROAD, FARNHAM GU10 3LN	Brodie Cherry

		No objections subject to the approval of the Arboriculturalist.		
TM/2012/0183	Farnham Bourne	Application for works to trees subject to Tree Preservation Order 28/03.	5 ANNANDALE DRIVE, FARNHAM GU10 3JD	Brodie Cherry
		No objections subject to the approval of the Arboriculturalist.		
WA/2012/1759	Farnham Shortheath and Boundstone	Erection of detached double garage.	PEAR TREE COTTAGE, GARDENERS HILL ROAD, FARNHAM GU10 4RL	Gary Stevens
		Approved after consideration on 22.11.2012		
WA/2012/1768	Farnham Weybourne and Badshot Lea	Erection of extension to existing boundary wall together with entrance gates.	10 WEYBOURNE ROAD, FARNHAM GU9 9ES	Brad Gates
		Approved after consideration on 22.11.2012		
TM/2012/0178	Farnham Wrecclesham and Rowledge	Application for works to a tree subject of Tree Preservation Order 12/99.	20 CLARE MEAD, FARNHAM GU10 4BJ	Brodie Cherry
		No objections subject to the approval of the Arboriculturalist.		
TM/2012/0182	Farnham Wrecclesham and Rowledge	Application for the removal of a tree subject of Tree Preservation Order 21/05. T20 Oak. Fell	CHIPPERS, 7A WRECCLESHAM HILL, FARNHAM GU10 4JN	Brodie Cherry
		No objections subject to the approval of the Arboriculturalist.		
WA/2012/1751	Farnham Wrecclesham and Rowledge	Erection of detached garage and alterations to existing garage to provide habitable accommodation.	LITTLE ACORNS, THE LONG ROAD, ROWLEDGE GU10 4DL	Brad Gates
		Approved after consideration on 22.11.2012		

WA/2012/1802	Farnham Bourne	Application for new planning permission to replace extant permission WA/2010/0114 (erection of extensions and alterations) to extend the time limit for implementation. Previous comments on 11.02.2010 were as follows: No objections	3 LEIGH LANE, FARNHAM GU9 8HP	Brad Gates
		Same comments as 11.02.2010 still stand - No objections		
WA/2012/1787	Farnham Firgrove	Erection of extensions following demolition of existing garage.	5 TALBOT ROAD, FARNHAM GU9 8RP	Ms L Smitheman
		Approved after consideration on 22.11.2012		
WA/2012/1788	Farnham Moor Park	Erection of extensions and alterations.	THE WARREN, 9 COMPTON WAY, FARNHAM GU10 1QY	Ms L Smitheman
		Approved after consideration on 22.11.2012		
WA/2012/1747	Farnham Bourne	Erection of 2 dwellings and garages with access from Longdown Road.	LAND TO REAR OF 13 & 15 PINE RIDGE DRIVE, FARNHAM GU10 3JR	Ms L Smitheman
		Strongly object. This area is protected by Local Policy BE3. Residential gardens are no longer considered to be brownfield sites and the NPPF states that development should be directed towards brownfield sites. Inappropriate development of residential gardens should be resisted where development would cause harm to the local area.		

WA/2012/1758	Farnham Firgrove	Erection of a dwelling together with alterations to existing dwelling.	11 GROVE END ROAD, FARNHAM GU9 8RD	Gary Stevens
		Strongly object. The proposal is against the Design Statement and NPPF recommendations and out of character with the area.		
WA/2012/1748	Farnham Moor Park	Erection of estate workers dwelling and erection of estate building.	MOOR PARK HOUSE, MOOR PARK LANE, FARNHAM GU10 1QP	Tim Bryson
		Concerned about the need for a residence for an estate worker for such a small piece of land and would suggest that this be conditioned solely for an estate worker in full time employment.		
WA/2012/1737	Farnham Moor Park	Certificate of Lawfulness under Section 192 for erection of two storey rear extension.	20 LYNCH ROAD, FARNHAM GU9 8BZ	Tim Bryson
		Farnham Town Council deplores retrospective applications.		
WA/2012/1761	Farnham Wrecclesham and Rowledge	Erection of two storey extension following demolition of existing two storey extension.	HAWTHORN COTTAGE, HAWTHORN LANE, FARNHAM GU10 4DJ	Tim Bryson
		Approved after consideration on 22.11.2012		
WA/2012/1791	Farnham Firgrove	Erection of extensions.	24 SHEEPHOUSE, FARNHAM GU9 8LR	Ms L Smitheman
		Approved after consideration on 22.11.2012		
WA/2012/1773	Farnham Firgrove	Erection of extensions and alterations.	WOODSTOCK HOUSE, 26 LONGLEY ROAD FARNHAM GU9 8LZ	Brad Gates

		Approved after consideration on 22.11.2012		
WA/2012/1807	Farnham Shortheath and Boundstone	Erection of extensions and alterations.	4 SANDROCK HILL ROAD, WRECCLESHAM GU10 4NS	Brad Gates
		Approved after consideration on 22.11.2012		

The meeting closed at 7.45pm



FARNHAM TOWN COUNCIL



Report Council

13th December 2012

PROPOSED BUDGET FOR THE 2013/14 YEAR

- 1 The 2013/14 draft budget determines the way in which the Council's resources will be applied over the coming year. The proposals reflect priorities previously agreed for the Council and at Strategy and Finance as presented earlier on the agenda for this meeting.
- 2 The proposals recognise that there is a balance to be achieved between continuing to provide quality services for which demand exists, addressing cost pressures and also in ensuring sound finances are maintained for future years. Recognition must also be given to the significant pressures being faced by the whole community with price rises in most areas of household expenditure, and continuing inflationary pressures.
- 3 The proposals take into account cost and price increases which have occurred, many of which are unavoidable and the focus agreed on the Neighbourhood Plan. The draft budget also reflects continued reduced levels of investment income for the Council due to the low interest rates being maintained, although a small increase is budgeted for the coming year.
- 4 The pressures on budgets have been offset by further action taken during the year to increase fees and charges and continue targeted savings which the Council has delivered in contracts and by managing staff vacancies. These elements will continue to be targeted in the coming year.
- 5 The precept for the 2013/14 will not be determined until the January Council meeting. At this point, the Town Council will have been advised of the revised tax base by Waverley Borough Council, which will determine the number of Band D properties upon which the precept is based.
- 6 There is considerable uncertainty about the position for the coming year as a result of the Localisation of Council Tax and the changes to the benefit regime. Waverley Borough Council has had to prepare a new Local Council Tax support scheme and has recently consulted on options. The decision on the scheme is expected early in the new year. Waverley Borough Council is holding a briefing for Town and Parish Councils on 15th January.
- 7 The Government had consulted on keeping a separate Band D tax base for Town and Parish Councils and decided, despite overwhelming support for this suggestion from both Town and Parish Councils and Billing authorities not to do this. In previous years,

principal authorities (i.e. not Town and Parish Councils) had grant support to freeze Council Tax increases and the government had announced that billing authorities would have grant aid to support the introduction of the Local Council Tax scheme to be distributed through Revenue Support Grant to each of the major precepting authorities. Following the latest announcement, the Government expects the grant to be shared with Town and Parish Councils and to be distributed to billing authorities as there is no mechanism for central Government to allocate this directly. If grant is not cascaded down then the tax rate for local councils will rise significantly. Some neighbouring districts have already said they will pass on grant to cover the full amount of the precept to Towns and Parishes. Waverley has not yet decided what it will be doing.

- 8 If a precept increase is considered excessive it could trigger the requirement for a referendum. At present the requirement to hold a referendum only applies to principal authorities, but the government's criteria for 'capping' will be announced just before Christmas and it remains to be seen whether the Government will now choose to apply the regime to Towns and Parishes.
- 9 This is a complex matter since there is expected to be a budget shortfall for precepting authorities as the grant for the scheme will cover at best 90% of the cost. The government has protected pensioners from the effects of any changes in the scheme and given further guidelines regarding vulnerable groups.
- 10 What is clear is that once the Band D base and potential impact on the precept is known, Members will have some difficult choices and a series of options on how it wishes to proceed.

Key features of the proposed budget for the 2013/14 year are an overall increase as set out in the Strategy and Finance report due to:

- Maintaining grant expenditure at 5.67% of the precept
 - Inflationary impacts on utilities
 - The programmed impact of the triennial actuarial review
 - An expectation of low interest rates now continuing into next year.
 - Some additional spending being provided for items such as war memorial renovation ready for the 2014 commemorations; improved communication with residents; and renewal of key technology.
- 11 The increase is partly offset by reductions being achieved including:
 - Additional income from activities and services, such as from events' sponsorship, Farnham in Bloom contributions, cemeteries fees and allotment rents
 - Savings from re-negotiated service contracts eg telephones
 - Service efficiencies
 - 12 The proposed expenditure is £1,096,522 with discretionary income of £141,600 with the proposed balance to be funded by precept of £954,922 an increase for the 2013/14 year of £16,805 the detail of which can be seen at Annex 1.
 - 13 Farnham's services cost for a Band D property in 2012/13 is just over one pound a week, or £54.10, per annum out of the total Council Tax demand of £1569.16 for a Band D property.

Recommendation

It is recommended that the draft 2013/14 budget proposals as set out in Annex 1 be approved.



FARNHAM TOWN COUNCIL



Report
Council

13th December 2012

Risk Assessment 2012/13

- 1 The Council currently operates three types of Risk Assessment.
 - a) A Working Group-based risk assessment that is reviewed annually by the appropriate Working Group;
 - b) Project-based risk assessments that are undertaken to meet other identified needs such as Council events; and
 - c) Risk Assessments undertaken by external advisors, namely Ellis Whittam (as part of the Council's HR consultancy) that is largely concerned with Health and Safety Issues and a Fire Risk Assessment undertaken periodically.
- 2 In the current cycle, Working Groups have been presented with the relevant sections of the risks identified in 1 above. Amongst the observations made was the request from the Tourism and Events Working Group that that a risk be added for the Farmers' Market, particularly in relation to animal diseases and bio security and this will be added to future reports. The consolidated version (56 pages) is now attached electronically as Annex 1 for adoption by the Council. Paper copies will be circulated on request.
- 3 The Strategy and Finance Working Group have additionally considered the external risk assessments undertaken by Ellis Whittam (Annex 2) and will be reviewing a proposed timescale for the implementation of the recommendations at their next meeting.

Recommendations:

It is recommended that:

- 1) the Risk assessment review undertaken by the Working Groups be welcomed;
- 2) the consolidated Risk Assessment document at Annex 1 be adopted;
- 3) the external assessment and Action Plan by Ellis Whittam at Annex 2 be noted and overseen by the Strategy and Finance Working Group.

Annex I

Detailed Risk Assessments (56 pages) available in paper copy on request

FARNHAM TOWN COUNCIL

GENERAL RISK ASSESSMENT

Report created by Ellis Whittam Ltd
Health & Safety Consultant: B Ayres
Visit Date: 08/08/2012

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INTRODUCTION

This document, prepared on your behalf by Ellis Whittam Ltd, is your health and safety general risk assessment as required by the Management of Health and Safety at Work Regulations 1999, it identifies the significant health and safety issues that are relevant to your business.

The objective of this report is to inform you of what actions you must take to meet your legal obligations under the many and various pieces of health and safety legislation currently in force. In completing the actions recommended you will not only reduce the likelihood of legal action being taken against your company you will also reduce your liability to any claims brought by employees or others arising from an accident, incident or case of ill health.

Risk assessment is the key to successful health and safety management and is a legal duty found in many regulations, this report identifies within each of the subject general risk assessments **when you are required to carry out a more detailed and specific risk assessment.**

In compiling this report every effort has been made to cover the significant hazards likely to affect your business and is a result of the observations made by the consultant during his visit and discussions held with your staff. It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered.

**REMEMBER ADVICE ON THIS REPORT OR ANY HEALTH AND SAFETY ISSUE
IS AVAILABLE FROM THE ELLIS WHITTAM ADVICE LINE.**

Tel: 0845 226 8393

ABOUT RISK ASSESSMENT

Risk Assessment involves identifying the hazards present either in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e.. The resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require the risk assessments to be '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others such as members of the public.

Your business may be controlling risks in various ways; determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but the measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that you bring the significant findings of this risk assessment to the attention of your employees.

Explanation of Risk ratings used:

"Insignificant Risk" relates to an activity which presents no greater risk than that associated with life in general.

"Low Risk" relates to the occurrence of a minor injury or reversible minor health effect.

"Medium Risk" relates to the possibility of a serious injury or serious health effect.

"High Risk" relates to the highly probable occurrence of a fatal or major injury or irreversible health effect.

OVERVIEW

Farnham Town Council was created in 1984 and is located in the former Waverley Borough Council Offices, South Street, Farnham, Surrey, GU9 7RN. The Council have a Town Clerk, administrators and an outside workforce team who look after all outside services.

The Town Council is currently responsible for or involved with 4 Allotments; Christmas lights; Farnham in Bloom; Civic Events & Bandstand; 4 x Cemeteries, burials; Street banners; Notice Boards and two War Memorial. The Town Council own and maintain three public conveniences in Farnham Town Centre.

This report covers the activities of both the Council Offices and Outside Workforce Depot; cemeteries, allotments and public conveniences. The general standard of health & safety was good, the Council has a positive health & safety culture and use a Common Sense approach to its well managed, work activities. The Council have 17 employees, 10 are female.

It is pleasing to report that Farnham Town Council have made significant inroads into completing recommendations identified in the safety action planner.

The main health and safety risks arising from the company activities are those associated with the Outside Workforce. i.e., working with pesticides, substances, ladders, stepladders and working at height. Additional hazards are the specific risk assessments require reviewing. i.e., COSHH, pesticide, display screen equipment and manual handling assessments. Develop a programme of formal Health and Safety training for employees.

The top 4 health and safety issues requiring your attention over the next

12 months are:

- 1 Arrange health screening for the Outside Workforce
- 2 Ensure before working at height a risk assessment has been completed i.e.
Changing a light bulb
- 3 Remove the fly tipped LPG cylinder from the entrance to the Depot.
- 4 Review all specific risk assessments

You are however advised that every effort should be made to work through all the actions listed in your **SAFETY ACTION PLAN**.

SAFETY ACTION PLAN

The Safety Action Plan that follows establishes priorities for those protective and preventative measures identified within your General Risk Assessments; it is simply a list of actions that you must now take control of by allocating the responsibility to an individual or group of individuals and by setting a time limit for action and entering this on the plan. By periodically reviewing this plan with the nominated employees you can effectively manage the progress that is being made in improving your company safety performance.

Enforcement Officers will expect to see evidence not only of completed risk assessments but also evidence of the action taken to address the control measures identified. By completing this plan you demonstrate progressive improvement and thereby a commitment to the management of health and safety within your business, a prerequisite in defending potential future legal action. The Courts accept that a business cannot complete all the actions required immediately but expect to see a managed and structured approach.

Priorities explained

The actions required by your General Risk Assessment are prioritised as follows:

- 1 *Immediate Action required***
A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection).
- 2 *Short term action required***
Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.
- 3 *Medium term action required***
A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to.
- 4 *Longer term action required plan to complete within 12 months***
Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken.
- 5 *Review as part of Business Plan***
No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk.

SAFETY ACTION PLAN

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION BY	COMPLETION DATE
Noise	Ensure health surveillance is provided for Outside Workers identified as being at risk of hearing loss, i.e., those employees working for lengthy periods using a strimmer and grass cutting. The surveillance gives a measure of effectiveness of your noise control measures.	2	AC	
Work at Height	Ensure , before working at height, a risk assessment has been completed. i.e. Changing a light bulb.	2	AC	
Asbestos	Monitor the condition of any material containing asbestos and maintain records.	3	AC	
COSHH	Where employees are exposed (or potentially exposed), to hazardous substances and pesticides, health surveillance may be necessary.	3	AC	
Display Screen Equipment	Review at least annually your workstation assessments.	3	AC	
Electrical Safety	Obtain the fixed electrical wiring test certificate of inspection from the electrician who inspected the electrics in the Depot.	3	AC	
Electrical Safety	Instruct and/or train all employees to visually inspect electrical appliances before use and to report any defects.	3	AC	
Fire Safety	Relocate Dry Powder fire extinguisher to the cellar. Re-locate and replace the CO2 fire extinguisher to adjacent to the Mains Electrical Distribution Board.	3	AC	
Fire Safety	Provide a fire blanket in the kitchen with the appropriate sign.	3	AC	
Fire Safety	Provide suitable signs in the lift to indicate that the lift should not be used in case of fire.	3	AC	
First Aid	Provide one additional Emergency First Aid to cover all working shifts.	3	AC	
First Aid	Replace the out of date first aid contents at the Depot.	3	AC	
Grinding Machines	Display warning notices that state only authorised persons may use the grinding machine.	3	KT	

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION BY	COMPLETION DATE
Grinding Machines	Regularly dress the abrasive wheel.	3	KT	
Grinding Machines	Provide eye protection shields on the fixed grinding machines.	3	KT	
Grounds Maintenance	Ensure a risk assessment and safe system of work for the grounds maintenance work equipment used has been carried out.	3	KT	
Grounds Maintenance	Ensure written records of inspection and testing of guards on machinery are maintained.	3	KT	
Ladders & Stepladders	Ensure all instruction and training given to ladder users is recorded.	3	KT	
Liquefied Petroleum Gas	Remove the fly tipped LPG cylinder from the entrance to the Depot.	3	KT	
Lifts	Provide the lift plant room with emergency lighting.	3	AC	
Manual Handling	Review the manual handling assessments.	3	KT	
Noise	Ensure the noise risk assessments are reviewed in light of changing circumstances or as a result of information from your health surveillance programme.	3	AC/KT	
Personal Protective Equipment (PPE)	Provide additional suitable accommodation for the safe storage of PPE.	3	KT	
Stress	Carry out a specific stress risk assessment to help determine main causes of stress in workplace, current controls and any further actions required.	3	AC	
Stress	Establish a personal stress risk assessment procedure to enable managers to review each case individually as necessary.	3	AC	

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION BY	COMPLETION DATE
Vehicles	Carry out a risk assessment of vehicle use.	3	KT	
Vibration	Ensure arrangements are in place to provide regular health surveillance for employees who are exposed to vibration.	3	AC	
Violence at Work	Ensure a specific detailed risk assessment on violence at work is carried out.	3	AC	
Statutory Notices	Display a copy of the employers' liability insurance certificate.	3	AC	
Contractors	Review safety systems and procedures of contractors prior to engagement. Undertake assessment of health and safety standards adopted by the contractors.	3	AC	
Contractors	Provide contractors with written information on the your safety policy and rules that apply.	3	AC	
COSHH	Review the pesticides list at least annually or whenever significant changes occur.	4	KT	
COSHH	Review COSHH assessments at least annually to verify that control measures remain adequate to control any health risk.	4	KT	
Stress	Provide employees with information on stress.	4	AC	
Vibration	Carry out a specific vibration risk assessment to help determine main sources of vibration and whether this is likely to be above the daily Exposure Action Value (EAV)	4	KT	
Welfare	Provide an additional, suitable and secure space for employees to store Outside Workers belongings.	4	KT	
Welfare	Consider providing a drying area for Outside Workers.	4	KT	
Health and Safety Policy	The Health and Safety Policy must be brought to the attention of all staff and a record kept as evidence of compliance.	4	AC	
Health and Safety Policy	Team Leaders to whom specific responsibilities have been allocated must be issued with their responsibilities and/or those responsibilities included in their job descriptions.	4	IL	

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION BY	COMPLETION DATE
Health and Safety Policy	Training is required to ensure that Team Leaders are competent to undertake their health and safety responsibilities.	4	AC	
Monitoring and Measuring	Team Leaders must monitor standards of health and safety within their area of responsibility and keep a record.	4	AC	

RISK ASSESSMENTS

- 1 Asbestos
- 2 COSHH
- 3 Cemetery
- 4 Display Screen Equipment
- 5 Electrical Safety
- 6 Fire Safety
- 7 First Aid
- 8 Gas
- 9 Grass Cutting
- 10 Grinding Machines
- 11 Grounds Maintenance
- 12 Highly Flammable Liquids
- 13 Ladders & Stepladders
- 14 LPG
- 15 Lifts
- 16 Lone Working
- 17 Manual Handling
- 18 New and Expectant Mothers
- 19 Noise
- 20 Office Safety
- 21 Personal Protective Equipment
- 22 Ride on Mowers
- 23 Stress
- 24 Vehicles
- 25 Vibration
- 26 Violence at Work
- 27 Work at Height
- 28 Workplace H&S



FARNHAM TOWN COUNCIL



Report
Council

Committee and Working Group Timetable 2013/14

Farnham Town Council CALENDAR OF DATES 2013- 2014 MUNICIPAL YEAR 2013- 2014			
No.	Meeting	Date	Time
	May Bank Holiday	Mon 06 May 2013	
1	Annual Council (Annual)	Thu 09 May 2013	19:00
	Spring Festival	Sat 11 May 2013	
1	Planning Consultative Group	Thu 16 May 2013	19:00
	Greenhouse Open Day – FIB	Wed 22 May 2013	
1	Community Enhancement Working Group	Wed 22 May 2013	09:00
	Farmers' Market	Sun 26 May 2013	
	Spring Bank Holiday	Mon 27 May 2013	
1	Tourism and Events Working Group	Tue 28 May 2013	19:00
1	Cemeteries Appeals and Working Group	Thu 30 May 2013	10:00
2	Planning Consultative Group	Thu 30 May 2013	19:00
1	Music in the Meadow	Sun 02 June 2013	
1	Strategy & Finance Working Group	Tue 04 June 2013	10:00
	Civic Service – St Andrew's Church	Sun 09 June 2013	15:00
2	Music in the Meadow	Sun 09 June 2013	
2	Council (Sign Off Annual Accounts)	Thu 13 June 2013	19:00
3	Music in the Meadow	Sun 16 June 2013	
3	Planning Consultative Group	Thu 20 June 2013	19:00
	Farmers' Market	Sun 23 June 2013	
4	Music in the Meadow	Sun 23 June 2013	
2	Community Enhancement Working Group	Wed 26 June 2013	09:00
	Picnic in the Park	Sun 30 June 2013	
4	Planning Consultative Group	Thu 04 July 2013	19:00
5	Music in the Meadow	Sun 07 July 2013	
2	Tourism and Events Working Group	Tue 09 July 2013	19:00
6	Music in the Meadow	Sun 14 July 2013	
2	Strategy & Finance Working Group	Tue 16 July 2013	09:00
5	Planning Consultative Group	Thu 18 July 2013	19:00
7	Music in the Meadow	Sun 21 July 2013	
3	Council	Thu 25 July 2013	19:00
	Farmers' Market	Sun 28 July 2013	
8	Music in the Meadow	Sun 28 July 2013	
6	Planning Consultative Group	Thu 01 August 2013	19:00
9	Music in the Meadow	Sun 04 August 2013	
10	Music in the Meadow	Sun 11 August 2013	
11	Music in the Meadow	Sun 18 August 2013	
7	Planning Consultative Group	Thu 22 August 2013	19:00
	Farmers' Market	Sun 25 August 2013	

Farnham Town Council CALENDAR OF DATES 2013- 2014 MUNICIPAL YEAR 2013- 2014			
No.	Meeting	Date	Time
	Summer Bank Holiday	Mon 26 August 2013	
12	Music in the Meadow	Sun 01 September 2013	
3	Community Enhancement Working Group	Wed 04 September 2013	09:00
8	Planning Consultative Group	Thu 05 September 2013	19:00
13	Music in the Meadow	Sun 08 September 2013	
3	Strategy & Finance Working Group	Tue 10 September 2013	09:00
2	Cemeteries Appeals and Working Group	Thu 12 September 2013	10:00
	Feast of Food	Sat 14 September 2013	to 28 September 2013
4	Council	Thu 19 September 2013	19:00
9	Planning Consultative Group	Thu 26 September 2013	19:00
	Food Festival	Sat 28 September 2013	
	Farmers' Market	Sun 29 September 2013	
4	Community Enhancement Working Group	Wed 09 October 2013	09:00
10	Planning Consultative Group	Thu 10 October 2013	19:00
4	Strategy & Finance Working Group	Tue 15 October 2013	09:00
3	Tourism and Events Working Group	Tue 15 October 2013	19:00
5	Council (Budget 1)	Thu 24 October 2013	19:00
	Farmers' Market	Sun 27 October 2013	
11	Planning Consultative Group	Thu 31 October 2013	19:00
	Remembrance Sunday	Sun 10 November 2013	11:00
12	Planning Consultative Group	Thu 14 November 2013	19:00
	Farmers' Market	Sun 24 November 2013	
5	Community Enhancement Working Group	Wed 27 November 2013	09:00
13	Planning Consultative Group	Thu 28 November 2013	19:00
3	Cemeteries Appeals and Working Group	Thu 28 November 2013	10:00
	Christmas Light Switch-On	Sat 30 November 2013	
5	Strategy & Finance Working Group	Tue 03 December 2013	09:00
6	Council (Budget 2)	Thu 12 December 2013	19:00
14	Planning Consultative Group	Thu 19 December 2013	19:00
	Farmers' Market	Sun 22 December 2013	
	OFFICES CLOSED BETWEEN CHRISTMAS AND NEW YEAR	Tue 24 December 2013	CLOSED 24 th DECEMBER OPEN 2nd January
15	Planning Consultative Group	Thu 09 January 2014	19:00
6	Strategy & Finance Working Group	Tue 14 January 2014	09:00
6	Community Enhancement Working Group	Wed 15 January 2014	09:00
7	Council (Precept)	Thu 23 January 2014	19:00
	Farmers' Market	Sun 26 January 2014	

Farnham Town Council CALENDAR OF DATES 2013- 2014 MUNICIPAL YEAR 2013- 2014			
No.	Meeting	Date	Time
16	Planning Consultative Group	Thu 30 January 2014	19:00
4	Tourism and Events Working Group	Thu 13 February 2014	19:00
4	Cemeteries Appeals and Working Group	Thu 20 February 2014	10:00
17	Planning Consultative Group	Thu 20 February 2014	19:00
	Farmers' Market	Sun 23 February 2014	
7	Strategy & Finance Working Group	Tue 04 March 2014	09:00
19	Planning Consultative Group	Thu 06 March 2014	19:00
8	Council	Thu 13 March 2014	19:00
7	Community Enhancement Working Group	Thu 20 March 2014	09:00
20	Planning Consultative Group	Thu 20 March 2014	19:00
	Farmers' Market	Sun 23 March 2014	
1	Annual Town Meeting of Electors	Thu 27 March 2014	19:00
21	Planning Consultative Group	Thu 03 April 2014	19:00
8	Strategy & Finance Working Group	Tue 08 April 2014	09:00
5	Tourism and Events Working Group	Tue 08 April 2014	19:00
9	Council (Appointments of Working Groups)	Thu 17 April 2014	19:00
	Good Friday	Fri 18 April 2014	
	Easter Monday	Mon 21 April 2014	
22	Planning Consultative Group	Thu 24 April 2014	19:00
	Farmers' Market	Sun 27 April 2014	
10	Council (Annual)	Thu 08 May 2014	19:00
23	Planning Consultative Group	Thu 15 May 2014	19:00
9	Strategy & Finance Working Group	Tue 20 May 2014	09:00
	Farmers' Market	Sun 25 May 2014	
	Early May Bank Holiday	Mon 26 May 2014	



FARNHAM TOWN COUNCIL

K

13th December 2012

Extinguishment of Public Footpath – Consultation



Department
for Transport

Farnham Town Council
South Street
Farnham
Surrey
GU9 7RN

National Transport Casework Team
2nd Floor, Lancaster House
Hampshire Court
Newcastle Business Park
Newcastle upon Tyne
NE4 7YH

Your Ref:

Our Ref: NATTRAN/SE/S251/750

Date: 28 November 2012

Direct line: 0191 226 5870

www.gov.uk/dft

Email: nationalcasework@dft.gsi.gov.uk

Dear Sir / Madam

**TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 247
PROPOSED EXTINGUISHMENT OF RIGHTS OF WAY AT EAST STREET, FARNHAM,
SURREY**

1. The Secretary of State proposes to make an Order under the above provisions. Copies of the Notice announcing his intention and copies of the draft Order and related plan are enclosed.

2. Will you please be good enough to arrange for a copy of the draft Order and plan to be made available by you at the above address for public inspection (extra copies of the Notice and draft Order are enclosed for issue to anyone who wishes to retain them) until 11 January 2013

Yours faithfully

**GRAEME STICKINGS
NATIONAL TRANSPORT CASEWORK TEAM**

Encs:



DEPARTMENT FOR TRANSPORT

TOWN AND COUNTRY PLANNING ACT 1990

NOTICE is hereby given that the Secretary of State for Transport ('the Secretary of State'), in exercise of the powers conferred on him by Section 251 of the Town and Country Planning Act 1990 and Regulation 15 of the Town and Country Planning General Regulations 1992 and all other powers enabling him in that behalf, proposes to make an Order provided that the land subject to the public rights of way, has been acquired or appropriated for planning purposes by Waverley Borough Council, the effect of which will be to extinguish public rights of way, over land as described in the Schedule hereto, and shown on the map contained in the Order.

A COPY OF THE DRAFT ORDER AND THE ASSOCIATED PLAN MAY BE INSPECTED at all reasonable hours during a period of 28 days commencing on 4 December 2012 and expiring on 11 January 2013 at the offices of Farnham Town Council, South Street, Farnham, Surrey, GU9 7RN and may be obtained free of charge from the Secretary of State at the address given in paragraph 3 below.

ANY PERSON MAY WITHIN THE AFOREMENTIONED 28 DAY PERIOD OBJECT to the making of the proposed Order by notice to the Secretary of State at the office of the National Transport Casework Team, Lancaster House, Hampshire Court, Newcastle Business Park, Newcastle upon Tyne, NE4 7YH, quoting the reference NATTRAN/SE/S251/750, and stating the grounds on which the objection is made.

In preparing an objection it should be borne in mind that the substance of it may be imparted to other persons who may be affected by it and those persons may wish to communicate with the objector about it.



DENISE HOGGINS

On behalf of the Department for Transport

THE SCHEDULE

The public rights of way to be extinguished are at Farnham in the Borough of Waverley and are two lengths of footpath to the south east of the junction of East Street and Cambridge Place.

TOWN AND COUNTRY PLANNING ACT 1990

PUBLIC RIGHTS OF WAY EXTINGUISHMENT ORDER

(SOUTH EAST)

(NO.) ORDER 201

Made 201

This Order is made by the Secretary of State for Transport ("the Secretary of State") under Section 251 of the Town and Country Planning Act 1990 ("the Act") and of all other powers enabling him in that behalf because:-

- (a) the land which is subject to the public right of way described in the Schedule to this Order ("the Schedule") has been acquired or appropriated for planning purposes and is for the time being held by Waverley Borough Council ("the Council") for the purpose for which it was acquired or appropriated;
- (b) the Council has requested the Secretary of State to extinguish the said public rights of way by Order; and
- (c) the Secretary of State is satisfied that for each public right of way extinguished an alternative right of way will be provided or that an alternative right of way is not required.

BY THIS ORDER the public rights of way shown shaded on the Plan attached to this Order, which Plan is numbered NATTRAN/SE/S251/750 and marked "Extinguishment of Public Rights of Way at Farnham in the Borough of Waverley" ("the Plan"), and described in the Schedule are extinguished on 201 .

Signed by authority of
the Secretary of State
201

VICTORIA POINTER
An Official in the
National Transport Casework Team
Department for Transport

THE SCHEDULE

The public rights of way extinguished are at Farnham in the Borough of Waverley and are more particularly shown shaded on the Plan.

The public rights of way extinguished are:

1. A length of footpath lying adjacent to the north eastern face of the Sainsbury's supermarket, commencing 52 metres to the south east of the junction of East Street and Cambridge Place and extending in a south easterly direction for 37.5 metres (marked A on the Plan).
2. A length of footpath adjoining the north eastern edge of the Sainsbury's car park commencing 15 metres to the south east of the footpath extinguishment described at 1 above and extending in a south easterly direction for 75.2 metres (marked B on the plan).

EXTINGUISHMENT OF PUBLIC RIGHTS OF WAY AT FARNHAM IN THE BOROUGH OF WAVERLEY

