



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 21 May 2009

Place

The Council Chamber, South Street, Farnham

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend the Annual Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY** on **THURSDAY 21 MAY, 2009, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

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

Mr Roland Potter
Town Clerk

Transition Town Farnham Presentation

TO NOTE:

Prior to the start of the meeting there will be a presentation by Mr Finn Jackson of the Transition Town Farnham Group. The presentation will commence at 6.45pm.

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.



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 21 May 2009

Place

The Council Chamber, South Street, Farnham

1 Apologies

To receive apologies for absence

2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on:

- 25 March 2009 (attached at **Appendix A**)
- Annual Council Meeting Minutes on 7 May 2009 (attached at **Appendix B**)

3 Disclosure of Interests

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

NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to office.administrator@farnham.gov.uk by 12 noon on Wednesday 20 May 2009. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

4 Statements by the Public

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

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to speak forthwith, in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes

overall.

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

Part 1 – Items for Decision

6 Items Deferred from the Council meeting held on 7 May 2009 as per Standing Order 12 (g).

1. To consider items deferred from the Council Meeting dated 7 May 2009,
2. To consider the appointment of Members to the Corporate Development & Audit Working Group. (Report attached at **Appendix C**)

7 Additional Office Accommodation

1. To note the progress in obtaining a short term lease for the reception area for additional office space in the Locality Office, South Street Farnham.
2. To approve the interim works to provide the required additional office space to relieve overcrowding in the back general office and to provide office accommodation for additional staff.
3. To approve the replacement of the telephone exchange board and to approve additional funding from Reserves.
4. To note the Councils responsibilities under Health and Safety and the Disability Discrimination Act.
5. To fill vacancies in the authorised staffing establishment which can not be completed due to lack of office accommodation?
(Report attached at **Appendix D.**)

Part 2 – Items to Note

8 Planning Applications

To receive the minutes of the meetings of the Planning Consultative Group held on:

25 March 2009 attached at **Appendix E.**
29 April 2009 attached at **Appendix F.**

As submitted for the information of the Council. The action taken there under is in accordance with delegated authority.

9 Exclusion of the Press and Public

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 11, of the agenda to consider a confidential update report from the Transfer of Assets Working Group.

Part 3 – Confidential Items

10 Report of Transfer of Assets Working Group

To receive an update report from the Transfer of Assets Working Group – attached under separate cover for Members only.

The Town Mayor will close the meeting.

14 May 2009

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

Membership: Councillors Lucinda Fleming (Town Mayor), John Ward (Deputy Town Mayor), David Attfield, Gillian Beel, Carole Cockburn, Victor Duckett, Pat Frost, Bob Frost, Carlo Genziani, Gillian Hargreaves, Stephen Hill, Denise LeGal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp.

Distribution: Full agenda and supporting papers to all Councillors (by post) Agenda only by email to all Councillors.



FARNHAM TOWN COUNCIL

A

Minutes Full Council

Time and date

7.00pm on Thursday 25 March 2009

Place

The Council Chamber, South Street, Farnham

Members Present

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

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)
Wendy Coulter (Committee and Members Services Co-ordinator)
Ginny Gordon (Receptionist/Farmers' Market Co-ordinator)

C 138/08 QUESTIONS BY THE PUBLIC

Mr Skingle asked if Waverley Borough Council would be repairing the wall around Gostrey Meadow in time for the Spring Festival and opening of the Bandstand on the 9 May.

The Town Clerk replied by saying Gostrey Meadow is Waverley Borough Council's responsibility and the issue would be raised with the Borough Council.

C 139/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Thorpe and J Maines.

C 140/08 MINUTES

The Minutes of the Farnham Town Council meeting held on 19 February 2009 were signed by the Town Mayor as a correct record.

C 141/08 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/ Minute No	Subject	Type of Interest	Reason
G Beel	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
V Duckett	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
L Fleming	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
B Frost	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
G Hargreaves	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
S Hill	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
D Le Gal	17	Purchase of Council Offices, South Street, Farnham	Personal/Prejudicial	Portfolio Holder for Property for Waverley Borough Council
A Lovell	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
S O'Grady	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
R Steel	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
C Cockburn	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
Mrs P. Frost	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
J Ward	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor

C 142 /08 STATEMENTS BY THE PUBLIC

Mr Skingle asked why the Planning Consultative Group minutes were in a new format, which seemed to take up more paper. Mr Skingle noted that the construction of the Bandstand was due to commence on the 23 March, but he had not seen any indication of this happening.

The Town Clerk replied that Council Staff were trialling a new software package for planning observations, which would be more efficient.

The piling for the Bandstand would begin on Thursday/Friday once South East Water had provided information as to the location of drainage in Gostrey Meadow. The Town Clerk confirmed that the project was still due to complete on time.

C 143/08

TOWN MAYORS ANNOUNCEMENTS

The Town Mayor reminded Members that for the remainder of her term of office she would like Members to stand when speaking, speak for 3 minutes and only once on each item in accordance with Standing Order 28.

The Town Mayor read out a list of dates for Members to note which were as follows:

- **18 April 2009** – Safe Street – Community Safety Information Day in Gostrey Meadow. The Mayor would be running a tea tent on the day and all offers of cakes (bought or homemade) would be gratefully received.
- **26 April 2009** – Mayor's Fundraising Grand Charity Banquet and Auction at The Kar Ling Kwong Restaurant in Farnham
- **29 April 2009** – Council Meeting
- **30 April 2009** - Mayor's end of Term Reception at Farnham Castle
- **1 May 2009** – Civic Reception for Rachel Morris
- **7 May 2009** – Annual Mayor Making
- **21 May 2009** – Council Meeting

The Town Mayor commented on the time and effort put into the new Farnham Town Guide, and how successful it has been. The Council had received many requests for copies. .

Part 1 – Items for Decision

C 144/08

VISION, AIMS AND OBJECTIVES

Members considered a report recommending the consolidation of the Aims and Objectives of the Town Council into a more focused strategic document.

The report reminded Members that on 28 June 2007 at the meeting of the Full Council the Town Council adopted a series of 6 Corporate Objectives including:

- Community Leadership
- Community Governance
- Economic Development
- The Local Environment
- Service Delivery
- Quality of Life

In January 2009 the Asset Transfer Task Group adopted the core areas within these objectives to develop its project plan.

On 1 March 2009 the Corporate Development and Audit Working Group reviewed the Aims and Objectives and requested that the report be considered by Full Council.

Members debated the consolidation of the Aims and Objectives of the Town Council into a more strategic document.

Cllr D Le Gal proposed and Cllr Mrs P Frost seconded the adoption of the consolidated Aims and Objectives – attached to record minutes.

Members voted 15 for and 1 against.

Resolved: That the consolidated Vision, Aims and Objectives be adopted – attached to record minutes.

C 145/08

WAVERLEY BOROUGH COUNCIL LOCAL DEVELOPMENT FRAMEWORK CONSULTATION

Members considered the answers proposed by the Members Workshop held on Tuesday 10 March 2009 to the consultation by Waverley Borough Council on the Local Development Framework – Core Strategy.

Cllr D Le Gal proposed and Cllr R Steel seconded accepting the answers to the Core Strategy Consultation as set out in the report and submitting them to Waverley Borough Council.

Resolved: That the answers to the Local Development Framework – Core Strategy Consultation be agreed and submitted to Waverley Borough Council – attached to record minutes.

C 146/08

CEMETERY MATTERS

Members considered a report to review the Cemetery Fees for 2009/2010.

The Town Council annually reviews its fees in line with recommended practice and compares its cemetery fees in line with those of neighbouring burial authorities. This is to ensure as far as possible, continuity between authorities and to ensure that Farnham's cemeteries provide value for money for Farnham residents.

Having compared Farnham Town Council's cemetery charges to those of neighbouring burial authorities it was found that Farnham still charged less than other authorities.

Cllr J Ward the Lead Member for the Cemeteries Working and Appeals Group introduced the report on the revised Cemetery Fees for 2009/2010 for discussion.

Members noted that the cemetery fees still appeared less than other neighbouring burial authorities and requested clarification that the fees would address the deficit incurred in providing the cemeteries service.

Cllr J Ward explained that the cemetery costs would not balance as there were not enough burials per year to meet the costs of the maintenance of the cemeteries.

After further discussion Members agreed the new Cemetery Fees.

Resolved: That the Cemetery Fees for 2009/2010 be agreed – as set out below:

Service	Fees 2009/10
Double depth grave: First interment, Exclusive Rights of Burial and right to erect memorial	£1,985
Single depth grave: First interment, Exclusive Rights of Burial and right to erect a memorial	£1,925
Re-opening of grave	£690
Purchase of grave	£1,080
Purchase of ashes grave	£515
Ashes: First interment, Exclusive Rights of Burial and right to erect a memorial	£825
Re-opening for Ashes interment	£310
Children under 12 years	£350
Purchase of additional 5 years of Exclusive Rights of Burial	£205
Additional inscription for graves purchased prior to 01.03.2008	£105
Memorial permit for graves purchased prior to 01.03.2008	£155
Transfer of Ownership	£50
Reservation of Grave Space	£200
Administration Charges	£50

CEMETERY REGULATIONS

Members considered a report proposing amendments to and updates of the Cemetery Regulations to accommodate the introduction of BRAMM (British Register of Associated Memorial Masons) from 1 April 2009.

Cllr J Ward the Lead Member for the Cemeteries Working and Appeals Group explained that only BRAMM approved stonemasons would be able to work in Farnham Cemeteries and would be regulated by BRAMM.

Members discussed the new regulations and designs for memorials shown in the report and welcomed all efforts to enhance the cemeteries.

Cllr J Ward explained that only ornaments or decorations approved by Farnham Town Council would be permitted on graves and all users of the Cemeteries and their Services are required to abide by the regulations.

Cllr Mrs P Frost suggested that there be an amendment on page 39 4(2) and the word 'religion' be added.

The Town Clerk explained that 'special arrangements' included religion, however, the word religion would be added for the purpose of clarification and the regulation would be amended.

Cllr D Le Gal asked why plaques and tablets were not permitted for burials.

Cllr J Ward explained that Farnham Cemeteries were lawn cemeteries with only vertical headstones, allowing for easier and better maintenance of the graves i.e. mowing.

Cllr R Steel acknowledged all the hard work and upkeep the Maintenance Team had done in the cemeteries to make them look so good.

Cllr V Duckett suggested it would be helpful to add a list of disallowed headstones to avoid any misunderstandings.

The Town Clerk explained that the Farnham Town Council Bereavement Service was now available between the hours of 9.00am – 4.30pm with Funeral Directors now being able to book a burial online 24 hrs a day, 7 days a week.

Cllr B Frost asked if a reference could be added as to why there were now lawn cemeteries, which might be helpful for people to know.

The Town Clerk replied that a comment was included at 1.4 with a small explanation.

Cllr C Genziani asked about the removal of railings in West Street cemetery and whether they were listed.

The Town Clerk explained that the railings are not listed, but the gates were. The railings were replaced with a beech hedge because they were rotten and dangerous to the public.

Cllr J Ward proposed and Cllr C Cockburn seconded accepting the Cemeteries Regulation amendments and updates to also include the word of religion and plaques.

Resolved: That the update and amendments to the Farnham Town Council Cemetery Regulations for the introduction of (British Register of Accredited Memorial Masons) BRAMM on 1 April 2009 be agreed - amended and updated Cemetery Regulations attached to record minutes

FINANCIAL REPORTS

The Town Clerk reported that the External Auditors' report had been received and identified two areas of main concern where the Council had failed, in the Auditors' opinion, to report to Council in the current financial year.

In considering the recommendations of the External Auditor the Town Clerk presented the Corporate Risk Assessment and the review the effectiveness of the Internal Auditor.

CORPORATE RISK ASSESSMENT

Members received the Corporate Risk Assessment and the scorings and requested that the report be referred to the Corporate Development and Audit Working Group for further action and implementation.

Cllr A Lovell proposed the Corporate Risk Assessment Report be received and points considered. This was seconded by Cllr V Duckett

Resolved: That the Corporate Risk Assessment be received and referred to the Corporate Development and Audit Working Group for further action and implementation.

REVIEW OF INTERNAL AUDIT

The Members considered a report reviewing the effectiveness of the Internal Auditor.

Cllr R Steel suggested that when the Management Report was considered in June would appropriate time to undertake the annual review the effectiveness of the Internal Auditor.

Resolved: That the report be received.

WAIVER FINANCIAL REGULATIONS

Members were requested to consider the waiving of Financial Regulation 11.1 (b) which requires three quotes to be obtained for an item costing over £5,000. As per Financial Regulation 11.1 (c) that Council requested to consider approving the waiving of Financial Regulations to allow the purchase of a Remembrance Memorial Book at a cost of £6,000 as there was only one supplier in the United Kingdom.

Resolved: To waiver Financial Regulation 11.1 and to purchase a Remembrance Memorial Book at a cost of £6,000.

QUOTES FOR SIT-ON MOWER

Members received a report to approve the purchase of a Kubota sit-on mower.

The Town Council currently owned two sit-on mowers. However, the Westwood which was 12 years old, failed mechanically at the end of the last cutting season and was no longer working and required replacing.

The Outside Workforce would shortly loose one of its temporary members of staff and in order to continue the current grass cutting standards and minimise down time, it was critical to replace the older of the two machines.

The Council's Officers selected a Kubota mower because the availability of the spare parts which are delivered within 24 hours, therefore minimising down time which is essential in the grass growing season.

Members considered three quotes for the provision of a Kubota sit-on mower.

Cllr R Steel proposed and Cllr C Cockburn seconded accepting the quote of Supplier A.

Resolved: To purchase sit-on mower at a cost of £7,400 + VAT from Supplier A

C 148/08

WORKING GROUP STRUCTURE AND TERMS OF REFERENCE

Members received a report from the Corporate Development & Audit Working Group on a review of the structure of working groups.

The Members discussed the report and requested that the key issues be amended to include public awareness.

The Members noted the definitions of a Working Group, Task Group and Liaison Group and the suggested structure of Working Groups as set out below:

Corporate Development and Audit Working Group;

Consisting of a minimum of 5 Members supported by 2 Officers

The Lead Officer being the Town Clerk, supported by Wendy Coulter

Farnham in Bloom Working Group;

Consisting of a minimum of 5 Members supported by 3 Officers

The Lead Officers being Kevin Taitt, Sheila Rayner and Catherine Cooper

Cemeteries Working and Appeals Group;

Consisting of a minimum of 5 Members supported by 3 Officers

The Lead Officers being Wendy Coulter and Kevin Taitt and supported by Ginny Gordon

Major Events and Tourism Working Group;

Consisting of a minimum of 5 members supported by 3 Officers

The Lead Officers being Catherine Cooper and Cath Sydenham supported by Ginny Gordon

Planning Consultative Working Group;

Consisting of a minimum of 9 Members supported by 2 Officers

The Lead Officer being Wendy Coulter supported by Ginny Gordon

Minerals Task Group;

Consisting of a minimum of 3 Members supported by 2 Officers

The Lead Officer being Wendy Coulter supported by Ginny Gordon

Asset Transfer Task Group;

Consisting of 5 Members supported by 4 Officers

The Lead Officer being the Town Clerk supported by Wendy Coulter and Steve Bott

Bandstand Task Group;

Consisting of a minimum 3 Members supported by 2 Officers

The Lead Officer being the Town Clerk supported by Kevin Taitt

Christmas Lights Task Group;

Consisting of a minimum of 3 Members supported by 1 Officer

The Lead Officer being Sheila Rayner

Allotment Liaison Group;

Consisting of a minimum of 2 Members supported by 2 Officers

The Lead Officer being Kevin Taitt supported by Sue Tunley

Members noted the Regulations for the operations of the Working and Task Groups

- The Quorum for all groups when considering making a recommendation to Full Council or making a decision under delegated responsibilities will be 3 elected Councillors or 2 where the group membership is 3. (The result of there not being a quorum will not prevent the Council's Officers with delegated responsibility progressing their work)
- Each group will meet at least 4 times a year and these dates will be agreed annually within the municipal calendar. However, a working/task group will hold additional meetings as appropriate to fulfil the terms of reference of the group.
- A record of attendance of members will be maintained and reported annually to Council and in the Annual Report of the Council.
- The Terms of Reference of each working/task group will set out the areas of responsibility for each group – **attached to Record Minutes**.
- At its quarterly meeting the group will receive a financial update on the overall areas covered by the terms of reference.
- The group will work with the responsible officers to provide guidance on how budgets may be spent on relevant projects or schemes.
- Each Working/Task Group will appoint a Lead Elected Member to chair meetings and be the point of contact for press enquiries. (However technical information should be referred to the relevant Council Officer or the Lead Member should obtain the relevant information from that officer prior to making a statement to the press.)
- The Notes and Actions of each meeting will be reported to the Full Council on a quarterly basis.

Cllr Mrs P Frost requested that the number of officers required to attend Working Groups and Task Groups be reduced.

Cllr Mrs P Frost proposed and Cllr R Steel seconded that the structure for the operation of the Council's Working and Task Groups be agreed and the terms of reference for the Groups be agreed.

Cllr J Ward proposed an amendment that the recommendations of the report be approved with the following amendment. That the membership of the Corporate Development & Audit Working Group in addition also include, with full voting rights, the lead members of the Cemeteries, Farnham in Bloom and Tourism Working Groups.

This was seconded by Cllr O'Grady.

Members debated the amendment and concerns were expressed about the size of the group and about proportional representation. Cllr C Cockburn expressed concern that this proposed change was contrary to the way she understood the Council should operate.

A vote was taken on the proposed amendment which was clarified by Cllr J Ward, who explained to Members that a Lead Member of the other 3 working groups might already be a member of the Corporate Development and Audit Working Group, therefore membership of the Corporate Development and Audit Working Group might remain small.

As there was equality of votes and the Chairman, the Town Mayor had already voted, and in accordance with Standing Order 8D the Mayor choose to use the casting vote. The Mayor explained that in the interests of consistency she should vote again as she had on the original vote and therefore the amendment to the proposal was carried 9 for, 8 against.

Resolved:

- **That the structure for the operation of the Council's Working and Task Groups be agreed.**
- **That the terms of reference for the Working Groups be agreed.**
- **That the membership of the Corporate Development and Audit Working Group will also include, with full voting rights the Lead Members of the Cemeteries, Farnham in Bloom and Tourism Working Groups**

C 149/08 CALENDAR OF MEETING DATES

Members received Municipal Calendar for 2009/2010

Extra meetings would be arranged as required.

Resolved: To approve Municipal Calendar for 2009/2010 – attached to record minutes.

Part 2 – Items Noted

C 150/08 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on:

26 February 2009 and 12 March 2009.

RESOLVED: That the observations made by the Planning Consultative Group held on 26 February 2009 and 12 March 2009 and dealt with in accordance with delegated authority, be noted.

C 151/08 PROJECT UPDATES

Members received a report on the current status of the Council's Projects and actions taken under Delegated Authority to the Town Clerk – **attached to Record Minutes.**

C 152/08 WORKING GROUP UPDATES

Cemeteries Working and Appeals Group

Members noted the Cemeteries Working and Appeals Group notes – attached to Record Minutes

Members noted that the grass cutting in the cemeteries had begun.

Corporate Development and Audit Working Group

Cllr R Steel explained that a form for people to make presentations to the Council had now been designed and sent out to those organisations who had requested to make presentations to Council.

Members noted the Corporate Development and Audit Working Group notes – attached to Record Minutes

C 153/08 REPORTS OF OUTSIDE BODIES

Members received and noted reports from Outside Bodies – attached to Record Minutes

C 154/08 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: That in view of the confidential nature of the business to be transacted at Agenda item 16 receiving a confidential report from Transfer of Assets Working Group, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at item 16.

Part 3 – Confidential Items

C 155/08 REPORT OF TRANSFER OF ASSETS WORKING GROUP

Members received a confidential report from Transfer of Assets Task Group.

The Town Mayor closed the meeting at 9.13pm.

Date

Chairman



FARNHAM TOWN COUNCIL

B

Minutes Annual Council

Time and date

7.00pm on Thursday 7 May 2009

Place

The Council Chamber, South Street, Farnham

- * Cllr G M Beel (Town Mayor) Chairman for the first 4 items only)
 - * Cllr L J Fleming (Deputy Town Mayor) Chairman for item 5 onwards)
 - * Cllr J A Ward
 - * Cllr D J Attfield
 - * Cllr C Cockburn
 - * Cllr V Duckett
 - * Cllr (Mrs) P M Frost
 - * Cllr R D Frost
 - * Cllr C G Genziani
 - * Cllr G P Hargreaves
 - * Cllr S L Hill
 - * Cllr D Le Gal
 - * Cllr A J Lovell
 - * Cllr J E Maines
 - * Cllr S J O'Grady
 - o Cllr R J Steel
 - * Cllr C S Storey
 - * Cllr A P Thorp
-
- * Present
 - o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)
Wendy Coulter (Members and Committees Services Co-ordinator)
Janet Stanton (Civic Events)
Sheila Rayner (Town Centre Development)
Kevin Taitt (Grounds Maintenance)
Ginny Gordon (Receptionist/Farmers' Market Co-ordinator)

C 001/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R Steel

C 002/09 DISCLOSURE OF INTERESTS

There were no disclosures of interest received for any items on the agenda.

C 003/09 ELECTION OF TOWN MAYOR

Cllr S Hill proposed and Cllr V Duckett seconded that Councillor Lucinda Fleming be elected Town Mayor for the ensuing Local Government Year 2009/2010. There were no other nominations.

RESOLVED: That Cllr Lucinda Fleming be elected Town Mayor of Farnham for the Municipal Year 2009/2010.

C 004/09 THE TOWN MAYOR TO MAKE DECLARATION OF ACCEPTANCE OF OFFICE

Having been invested with the Chain and Badge of Office, Cllr Lucinda Fleming made her Declaration of Acceptance of Office and continued with the duties of the Mayor.

The Town Mayor thanked the members for electing her as Town Mayor and informed the meeting that there were challenging times ahead and "she would like this year to be seen as one of community with Councillors, Officers and members of the public working together with courtesy.

We might not all agree on everything but let's treat each other with respect.

We are all committed to the best for Farnham.

As Councillors we have a great professional hardworking team behind us who work tirelessly to support us in Meetings such as this and many others"

The Town Mayor presented the consort's badge to Mr A Fleming and presented a button hole of flowers to the new Consort and a button hole of flowers to the past Consort Mr R Beel.

C 005/09 ELECTION OF DEPUTY TOWN MAYOR

Cllr S O'Grady proposed and Cllr J Maines seconded that Cllr J Ward be elected Deputy Town Mayor for the ensuing Local Government Year 2009/2010.

There were no other nominations.

RESOLVED: That Cllr J Ward be elected Deputy Town Mayor for the Municipal Year 2009/2010.

C 006/09 THE DEPUTY TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE

Having received the Badge of Office, Cllr J Ward made his Declaration of Acceptance of Office and thanked the Council for his appointment.

C 007/09 VOTE OF THANKS TO RETIRING TOWN MAYOR

A vote of thanks to the retiring Town Mayor, Cllr G Beel, was proposed by Cllr D Attfield who thanked Cllr G Beel for doing a wonderful job as Town Mayor and thanked Mr Beel for supporting Cllr G Beel as her Consort.

In response Cllr Beel expressed her thanks to all the people she had met during her Mayoral year and how much she had enjoyed her year as the Farnham Town Mayor.

C 008/09 PRESENTATION OF PAST TOWN MAYOR'S BADGE

The Town Mayor presented Cllr G Beel with a past Town Mayor's Badge and a corsage of flowers. The Past Town Mayor, Cllr G Beel presented the Town Mayor, Cllr L Fleming with a corsage of flowers.

C 009/09 INSPECTION OF REGALIA, DEEDS AND MANAGEMENT AGREEMENTS

The Town Mayor informed the meeting that she had already inspected the Regalia, Deeds and Management Agreements.

C 010/09 APPOINTMENT OF A LEADER OR SPOKESPERSON OF THE COUNCIL (Standing Order 57 (j))

There were no proposals for the role of Spokesperson for the Council and the role would therefore be undertaken by the Lead Member of the Corporate Development and Audit Working Group in accordance with Standing Order 57j.

C 011/09 APPOINTMENT TO WORKING GROUPS

Members considered a report of the Councillors' preferences for membership of Working Groups.

Cemeteries and Appeals Working Group

RESOLVED: that the membership of the Cemeteries and Appeals Working Group would be:

**Cllr C Cockburn
Cllr V Duckett
Cllr G Hargreaves
Cllr S O'Grady
Cllr J Ward**

Corporate Development and Audit Working Group

Cllr G Hargreaves proposed and Cllr S O'Grady seconded that that a vote be taken to elect 5 members to the core membership of the Corporate Development and Audit Working Group for 2009/2010

Cllr C Cockburn proposed an amendment and Cllr C Storey seconded deferring the vote to the next Council meeting

Members took a vote to defer this item to the next Council meeting.

RESOLVED: That a vote to elect 5 members to the core membership of the Corporate Development and Audit Working Group is deferred to the next Council meeting.

Votes: 8 For and 6 Against

Farnham in Bloom

RESOLVED: that the membership of Farnham in Bloom Working Group would be:

**Cllr D Attfield
Cllr V Duckett
Cllr G Hargreaves
Cllr S O'Grady
Cllr J Maines**

Tourism and Events

RESOLVED: that the membership of Tourism and Events Working Group would be:

**Cllr G Hargreaves
Cllr S Hill
Cllr D Le Gal
Cllr S O'Grady
Cllr C Storey**

Planning Consultative Group

RESOLVED: that the membership of Planning Consultative Group would be:

**Cllr D Attfield
Cllr C Genziani
Cllr R Frost
Cllr J Maines
Cllr C Storey
Cllr G Hargreaves
Cllr S Hill
Cllr S O'Grady**

C 012/09 APPOINTMENT TO OUTSIDE BODIES

Members noted that all representative positions were offered to all Councillors for 2009/2010 and where possible representations were allocated as per each individual request.

However, the Farnham Transportation Task Group had two vacancies but officers had received 3 nominations: Cllr R D Frost, Cllr A Lovell and Cllr R Steel.

Members noted that under Standing Order 52, Town and Parish Councils voted on the basis of the majority of members present. The Standing Orders required this to be done in Town and Parish Councils by a show of hands.

Members voted under Standing Order 21 Q to suspend Standing Order 52 to allow Members to hold a confidential ballot.

Members therefore completed a ballot paper for two out of three nominees. The result was as follows:

Cllr R D Frost and Cllr R Steel were voted as the Farnham Town Council representatives on the Farnham Transportation Task Group.

RESOLVED:

- a. That the Representatives for Outside Bodies (attached to record minutes) for 2009/2010 be agreed.
- b. That Cllr R Frost and Cllr R Steel be elected as Farnham Town Council representatives on the Farnham Transportation Task Group.
- c. That Representatives for Farnham Crime Prevention Panel and Farnham and District Sports Advisory Council be deferred due to lack of volunteers.

C 013/09 APPOINTMENT OF REPRESENTATIVES TO ATTEND PLANNING SITE INSPECTIONS

Members agreed that two representatives to attend Planning Site Inspections would be appointed from the Planning Consultative Group as required.

C 014/09 DEMPSTER TRUST

Members received the letter from Dr M G Lane, Chairman of the Dempster Trust, requesting the approval of the Town Council of three changes to the status of the Trustees.

Resolved: That the changes of three Trustees on the Dempster Trust be noted and agreed.

The Town Mayor closed the meeting at 7.57pm. .

Date

Chairman

FARNHAM TOWN COUNCIL

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

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

COMMITTEE: ANNUAL COUNCIL

DATE: 21 MAY 2009

NAME OF COUNCILLOR: _____

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

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

Signed

Dated

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

² A personal interest includes:

Any matter registered in the register of interests

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

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

⁴ State item under consideration.



FARNHAM TOWN COUNCIL

C

Public Report

Report to

Full Council

Title

Appointment of Members to Corporate Development and Audit Working Group

1 Purpose of the Report

To consider the Appointment of Members to the Corporate Development and Audit Working Group.

A matter deferred from Full Council held on 7 May 2009.

2. Background

A Working Group is appointed by Full Council and the elected members forming this group are appointed by Full Council.

The appointment of the Officers to attend the Working Group will be the responsibility of the Town Clerk. The officers appointed will be responsible for the delivery and management of the services under the terms of reference of the Working Group.

The purpose of a Working Group is to work directly with Council officers to provide guidance and support to projects and service delivery which are under the delegated responsibility of the officers. Working Groups will not normally have any decision making powers unless agreed specifically by Full Council under their terms of reference.

All decisions and recommendations outside the delegated responsibility of the Working Group or the Officers will be referred to Full Council for approval.

At the Council meeting held on 25 March 2009 the Council approved that the membership of Corporate Development and Audit Working Group should consist of a core membership of a minimum of 5 with up to 3 additional places for the Lead Members of the Cemeteries and Appeals, Farnham in Bloom and Tourism and Events Working Groups if not already elected onto the original core membership of the Corporate Development and Audit Working Group.

2 Recommendations

The table below identifies members preferences for the membership of the Working Groups

Corporate Development and Audit (Minimum 5)	Membership 2008/09	Proposed Membership 2009/10
	Carole Cockburn	Carole Cockburn
	Pat Frost	Pat Frost
	Denise Legal	Gillian Hargreaves
	Janet Maines	Stephen Hill
	Roger Steel	Janet Maines
		Stephen O'Grady
		Chris Storey
		John Ward

NOTE: Under Standing Order 59 Cllr J Maines would qualify to be appointed to the Working Group to reflect the political composition of the Council.

3 Proposal

1(a) That the core membership of the Corporate Development and Audit Working Group for 2009/2010 as set out in the above report be agreed.

OR

1(b) That a vote be taken to elect 5 members to the core membership of the Corporate Development and Audit Working Group for 2009/2010.

14 May 2009

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

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

D

Report

Report to

Full Council 21 May 2009

Report of

Roland Potter (Town Clerk)

Title

Additional Office Accommodation

ADDITIONAL OFFICE ACCOMODATION

AUTHOR:

*Roland Potter
Town Clerk*

PRESENTED BY:

*Roland Potter
Town Clerk*

**PRODUCED FOR FULL COUNCIL
21 MAY 2009**

**DATE OF REPORT:
14 MAY 2009**

SUMMARY OF KEY ISSUES

1. To note the progress in obtaining a short term lease for the reception area for additional office space in the Locality Office, South Street Farnham.
2. To approve the interim works to provide the required additional office space to relieve overcrowding in the back general office and to provide office accommodation for additional staff.
3. To approve the replacement of the telephone exchange board and to approve additional funding from Reserves.
4. To note the Councils responsibilities under Health and Safety and the Disability Discrimination Act.
5. To fill vacancies in the authorised staffing establishment which can not be completed due to lack of office accommodation?

Background

Farnham Town Council (FTC) currently leases 3 rooms totalling 85 sq metres to provide office and meeting space to provide accommodation for 11 Full Time equivalent posts (13 members of staff).

This office space is located within the Locality Office Building of Waverley Borough Council (WBC) in South Street Farnham.

FTC has an agreement to lease offices from Waverley Borough Council for 150 years, this Lease

commenced in 1998.

Since 2003 FTC has identified a need for additional office space for its current and future staffing and the respective Town Clerks of FTC have been given a mandate from the council to acquire accommodation from WBC to provide more meeting space, a more 'high profile' public space (i.e. a Reception) and further office accommodation for its staff.

The aim of acquiring and improving the quality of the Council accommodation was to provide a public point of contact and information to the local community where they could directly access local services delivered by the Town Council and their local Councillor.

In 2006 FTC authorised the Town Clerk to negotiate the rental/lease of further office space within the current offices at South Street, Farnham. This extra space included further office space for staff and a reception area.

At the Council meeting on 25 March 2009 the Council confirmed that the Town Clerk had delegated authority to negotiate with Waverley Borough Council additional rented office accommodation.

Supporting Information

Aims of the Temporary Accommodation Project

The aims of the project are to:

1. Provide a reception for FTC and give the Town Council a "public face" in the building.
2. Provide disabled access to the FTC reception.
3. Provide additional office space for staff, to relieve overcrowding in the back general office and to provide office accommodation for additional and replacement staff.
4. Provide an Interview Room for meeting the public on sensitive issues.
5. Provide an Interview Room for Councillors to meet their residents. (This would allow Councillors the opportunity to introduce Councillor surgeries and meetings by appointments for residents)
6. Provide additional space to adapt current machinery to improve document management systems.
7. Provide additional storage for equipment, stationary and brochures.
8. Provide a location for an electronic Visitor Information Point.

Office of Government Commerce Report

The Office of Government Commerce report in November 2007 "Efficiency Standards for Office Space" concluded 'the floor space standard of 12m² per person is recommended in this report at the lowest end of the ranges identified in these studies'. The report also acknowledged that building size, age and configuration can impact on the space needed per person. The space currently available to Town Council staff in their rented offices is 5.5 m².

Current Reports impacting on available Office space.

FTC is now aware of the provisional results of a Fire Risk assessment was been undertaken on behalf of WBC by the Fire Service College. This report identified that the room currently identified as the Assistant Town Clerks office on the first floor (11m²) has been identified as a fire escape route and storage will have to be removed from the room to ensure a clear escape route. This will reduce the available space for staffing.

During a visit by a disabled access group to the FTC General Office it was noted that any wheel chair user was unable to have full access to the available office space.

Current position

The Town Clerk is currently negotiating a short term lease for the reception area. This lease is for a period of 6 months with the option to renew and should be available by the end of May 2009.

In addition FTC has negotiated access to the WBC computer network to allow the use of established IT points without the need to recable the building.

Attached to this report at **Annex A** are suggested floor plans for the use of the accommodation.

Annex A:

1. Existing Ground Floor back Office.
2. Existing Town Clerk's Office and 1st floor office
3. Authorised layout of new reception area and back office.
4. Optional reception areas
5. Additional use of 1st floor conference room linked to No 4

Works to be completed associated with the creation of additional office space and accommodation.

1. Installation of a Roller Shutter to ensure that the reception area is secure: Cost £900
2. Installation of a new office door: Cost £250
3. Decoration of reception area: £500
4. Extension of IT infrastructure to allow use of WBC network: £1,000
5. The Council already has some reception units which have been borrowed from WBC which can be adapted to create a reception frontage until a permanent solution can be agreed.
6. Replacement switch board and additional telephones: Cost £4,800.

Note: (The Current FTC telephone exchange board can not be extended and is nearing the end of its useful life. There is a need to replace the exchange board irrespective of whether the Council extends its accommodation or not.)

Financial Implications:

- The cost of the rental of additional office space has already been budgeted for within the current revenue budget.
- The cost of items 1 to 4 above can be identified within the Council's current Revenue Budget £2,650.
- The cost of a new switch board of £4,800 would need to be funded from Reserves. The Council has £60K in ear marked reserves for new equipment. In addition the Council has transferred to General Reserves £32K over the last two years as result of not spending the budgeted funds available for the rental of additional office space.

Legal and Policy Implications

Council is requested to note:

- The lease will be for 6 months and renewable for additional 6 month periods pending other negotiations.
- The Councils responsibility for Health and Safety as a result of the initial findings of the Fire Risk report.
- The Council responsibility under the Disability Discrimination Act as a result of the visit by the Disabled Access Group.
- Council are required to approve the use of Council Reserves for expenditure not authorised in its current budget.

RECOMMENDATION:

- **To note the negotiation of a temporary lease for additional accommodation.**
- **To note the implications of the Fire Risk report and the visit by a Disabled Access Group.**
- **To approve the expenditure for the initial remedial works at a cost of £2,650.**
- **To approve the funding from reserves for a new switchboard at a cost £4,800.**

14 May 2009

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

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Planning Applications Considered by Officers

09/0270

Erection of a two storey extension, construction of dormer windows and alterations following demolition of existing garage (revision of WA/2008/2154)

Previous comments of the Planning Consultative Group held on the 15 January 2009 were as follows: Concerned about the impact on the residential amenities of neighbouring properties

2, High Street, Rowledge, Farnham, Surrey, GU104BS

Objections - Concerned about the impact on the residential amenities of neighbouring properties

09/0271

Erection of a two storey extension and a single storey extension; alterations (revision of WA/2008/1898)

The previous comments of the Planning Consultative Group held on the 6 November 2008 were as follows: No objection

17, Sandrock Hill Road, Wrecclesham, Farnham, Surrey, GU104NR

No Objections

09/0278

Re-roofing and refenestration, construction of dormer windows, erection of a two storey extension, erection of garage following demolition of existing, construction of new driveway and access (revision of WA/2009/2025)

Previous comments of the Planning Consultative Group held on were 27 November 2008 as follows: No objection

Rowlands, Old Compton Lane, Farnham, Surrey, GU9 8EG

No Objections

09/0281

Erection of first floor extension including dormer windows and extension to rear The Green, Farnham, Surrey, GU9 0HL

No Objections

09/0286

Erection of a detached dwelling
13 Sequoia, Longdown Road, Farnham, Surrey

Objections

09/0308

Erection of a detached garage, erection of new bay window and alterations to dwelling
18, Old Church Lane, Farnham, Surrey, GU98HQ

Objections - The Council are concerned that the garage be conditioned for domestic use and should not be turned into a separate dwelling

09/0317

Erection of extensions to bungalow to form two-storey dwelling
11, Fullers Road, Farnham, Surrey, GU104BP

No Objections

09/0335

Continued use of existing buildings for class B1© light industrial and B8 storage use
including domestic storage and associated parking facilities
Green Lane, Badshot Lea, Farnham, Surrey

Objections - Site not suitable location for industrial site. The Council is concerned about the effect on highway safety, the effect on the rural character and the effect on living conditions of the Occupiers of nearby dwellings. Concerned also about the level of traffic generated from the use of the site, which would be unacceptable to occupants of adjoining properties.

09/0337

Erection of a single storey extension
Pine Tree Corner, Little Green Lane, Farnham, Surrey, GU9 8TE

No objections

09/0341

Erection of extensions and alterations
Holliswood Cottage, 11 Wrecclesham Hill, Farnham, Surrey,
GU104JN

No Objections

09/0342

Erection of extension and alterations
Mr S Wallace & Mrs K Wilson, 52 Little Green Lane, Farnham, Surrey, GU9 8TB

Objections - Concerned about the impact on the residential amenities of neighbouring properties

09/0358

Erection of 14 residential studio units following demolition of existing
54/55, Southern Way, Farnham, Surrey

Objection - The Council is concerned about the lack of parking and traffic issues and the over development of the site.

09/0362

Erection of a new dwelling and demolition of existing dwelling
5, Little Austins Road, Farnham, Surrey, GU9 8JR

No Objections

09/0363

5 Little Austins Road, Farnham, Surrey, GU9 8JRT Hall, 5 Little Austins Road,
Farnham, Surrey, GU9 8JR

No objections subject to the agreement of the Conservation Officer

09/0366

Erection of extensions including loft conversion to provide 2 bedrooms, study and
bathroom
23 Vicarage Road, Farnham, Surrey, GU9 8HL

No Objections

09/0369

Erection of extensions including provision of first floor following demolition of garage
and car port
2 Frensham Vale, Farnham, Surrey

No Objections

09/0370

Erection of dwelling following demolition of existing dwelling
56 Middle Bourne Lane, Farnham, Surrey

Objections - out of character with the street scene.

09/0375

Erection of two storey and single storey extensions; erection of detached garage
Oakmede, Brooklands Way, Heath End, Farnham, Surrey, GU9 9BU

:

No Objections

09/0376

Erection of two/single storey extension, alterations (removal of existing garage)
dormers and skylight window (variation of WA/2007/1081

Previous comments of the Planning Consultative Group held on the 31 May 2007 were
as follows:

Concerned about the detrimental impact on the residential amenities of number 9 and
concerned about the loss of parking due to the loss of the garage.

11 Prospect Road, Rowledge, Farnham, Surrey, GU104AH

No Objections

Planning Applications Considered by Members on 29 April 2009

09/0500

Erection of temporary classroom block and diversion of public footpath

St Peters C of E Primary School, Little Green Lane, Wrecclesham, Farnham, Surrey, GU9 8TF

No Objections

09/0518

Erection of two storey house following demolition of existing dwelling

Whitebeams, 3 Temples Close, Farnham, Surrey, GU101RB

No objections

09/0535

Erection of first floor extension to form lecture theatre

More House School, Moons Hill, Farnham, Surrey, GU103AP

No Objections

09/0538

Erection of two storey extension

115, Burnt Hill Road, Lower Bourne, Farnham, Surrey, GU103LH

Objections - overdevelopment of the site and concerned about the residential amenities of the neighbouring properties.

09/0544

Erection of two storey, single storey and first floor extensions

9, Chapel Road, Farnham, Surrey, GU104AW

No objections

09/0553

Change of use of part of existing shop unit (class A1) to sell take away food (class A5)

Station Hill Stores, 3-4 Station Hill, Farnham, Surrey

Objections - property not suitable for catering. The traffic issues would not accommodate another take-away and would suggest the property was more viable as residential property.