



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 26 June 2008

### Place

The Council Chamber, South Street, Farnham

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TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY** on **THURSDAY 26 JUNE, 2008, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Potter'.

Mr Roland Potter  
Town Clerk

### 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 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

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### Time and date

7.00pm on Thursday 26 June 2008

### Place

The Council Chamber, South Street, Farnham

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#### 1 Apologies

Apologies received from Councillors R Frost, Mrs P Frost, C Cockburn and J Maines.

#### 2 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 [wendy.coulter@farnham.gov.uk](mailto:wendy.coulter@farnham.gov.uk) by 12 noon on Wednesday 25 June 2008. 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.*

#### 3 Statements by the Public

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

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

#### 4 Town Mayors Announcements

## Part 1 – Items for Decision

### 5 Farnham Transport Study

To consider Farnham Town Council's response to the Farnham Transport Study – comments attached at **Appendix A**.

### 6 Year End Accounts

To receive the accounts for the year ending 31.03.2008 and to approve the Annual Return (to be tabled at the meeting).

### 7 Internal Auditors Report

To receive and note the auditors report (to be tabled at the meeting).

### 8 Staff Recruitment – Accountant and Assets Co-ordinator

To consider the reallocation of budget expenditure to recruit to the post of Accounts and Assets Co-ordinator (papers to follow).

### 9 Amendments to Cemetery Regulations and Memorial Masons Charter BRAMM Registration Scheme

To approve amendments to Regulations for the Management of Farnham Town Council Cemeteries and Farnham Town Council Memorial Masons' Registration Scheme – report attached at **Appendix B**.

To approve Farnham Town Council's Registration with the BRAMM scheme – proposal included in report attached at **Appendix B**.

## Part 2 – Items to Note

### 10 Items Tabled

None

The Town Mayor will close the meeting.

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6 June 2008

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 Gillian Beel (Town Mayor), Lucinda Fleming (Deputy Town Mayor), David Atfield, 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, John Ward.

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

## FARNHAM TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the Parish Councils Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE: FULL COUNCIL**

**DATE: 26 JUNE 2008**

**NAME OF COUNCILLOR: \_\_\_\_\_**

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

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

Signed

Dated

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

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

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

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

<sup>4</sup> State item under consideration.



# FARNHAM TOWN COUNCIL

# A

## Public Report

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### **Report to**

Full Council 26 June 2008

### **Report of**

Roland Potter (Town Clerk)

### **Title**

Farnham Town Council – Members Workshop comments on Farnham Area Major Scheme

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#### **1 Purpose of the Report**

To consider the comments of Farnham Town Council's Members Workshop on the Farnham Area Major Scheme.

#### **2 Summary of Key Issues**

A Workshop of eleven Members met to consider the Farnham Area Major Scheme Traffic Report.

Attached at **Annex 1** are the comments that the Workshop formulated and attached at **Annex 2** are the proposals of the scheme that the Members commented on.

Farnham Town Council is requested to formally determine its comments on the Farnham Area Major Scheme.

#### **3 Suggested Actions**

**To consider and approve the comments of the Farnham Town Council's Members Workshop on the Farnham Area Major Scheme.**

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19 June 2008

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

# 1

## Public Report

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**Report to**

Full Council

**Report of**

Members Workshop

**Title**

**Farnham Area Major Scheme – Farnham Review of Movement Studies and Major Schemes**

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| Strategy 1   | Farnham Town Council Workshop Comments   |
|--|--|
| Streetscape enhancement with low impact transport measures | These are sensible measures that could be introduced quickly – Farnham in Bloom is assisting with these measures.                          |
| Street Scene improvements in the Town Centre               | These are very good ideas. Farnham would also benefit greatly from 'Real Time Traffic Information Signals' for both traffic and car parks. |

|  |   |
|--|---|
| Introduce additional cycle routes in the town centre   | This would be a good concept – better links to strategic cycle routes.  |
| Introduce more parking stands for cyclists   | Yes – Farnham Town Council and Surrey County Council are already implementing this.   |
| Review and enforce on-street parking restrictions  | This needs to be carried out as soon as possible to reduce the congestion in the town and surrounding areas.<br>The Town Council is concerned that parallel parking in Castle Street could reduce car parking spaces in the Town and increase traffic congestion. |
| Introduce further rear servicing arrangements  | Yes   |
| Improve car parking access and information   | Yes. It would be a very good idea to have allocated car parks to specific routes coming into the town centre to prevent cars travelling round and round the town looking for a convenient car parking space.  |
| Introduce Park and Stride  | Not convinced that this would work in Farnham and there is a need to identify areas of parking.   |
| Increase the number of disabled car parking spaces   | No comment  |
| Improve the pedestrian crossing facilities at key town centre junctions.                     | This needs to be linked into proposed pedestrianisation of the town. More research needs to be carried out.   |
| Introduce enhanced “turn up and ride” services   | Yes   |
| Introduce Real Time Passenger Information (RTPI)   | This would need to be linked to other parts of the strategy such as Real Time traffic information.  |
| Introduce Traffic Calming Measures – Hale, Upper Hale & Hog Hatch, Sandy Hill and Heath End. | Yes but not ‘hard’ traffic calming such as humps.   |
| Introduce Traffic Calming Measures – Wrecclesham   | As above  |
| <b>Strategy 2</b>  | <b>Farnham Town Council Workshop Comments</b>   |

|  |  |
|--|--|
| Reallocation of streetspace through footway widening with complementary streetscape enhancement, junction improvements, complementary changes to the one-way system in the town centre and part-time pedestrianisation | The Council requires clarification on the details of this scheme. Farnham Town Council questions the suggestion that South Street and Union Road are used less by pedestrians. The Town Council is concerned about the feasibility of South Street and Union Road taking the volume of extra traffic with regard to the narrowing of other streets, pedestrianisation of streets and the impact of the proposed new development in the East Street Area. |
| <b>Strategy 2a</b>   | <b>Farnham Town Council Workshop Comments</b>  |
| Street narrowing and junction improvements   | This type of scheme needs to be experimented with. Before committing to permanent schemes conduct experiments for at least three months with each scheme to see if it will make a difference.  |
| Street enhancement of the Borough  | Experiment with the scheme before implementing.  |
| Street enhancement of Castle Street  | The Town Council is concerned about the reduction of any parking spaces in Castle Street. The Town Council believes that there is less pedestrian movement in Castle Street compared to West Street, The Borough and Downing Street. The improvement of the junction onto The Borough and West Street would ease the current congestion in Castle Street.  |
| Street enhancement of Downing Street   | The Town Council would like to see the scheme trialled and evaluated with particular reference to the impact on traffic circulation in the town centre. The Town Council has concerns that Church Lane might become a 'rat run'.   |
| Street enhancement of West Street  | Experiment with the scheme before implementing.  |
| Street enhancement of East Street  | This will be covered by the new East Street development, will this link in to the other proposals.<br><br>All these schemes for the enhancement of the streets need to be looked at  |



|   |   |
|---|---|
|   | as a whole. They cannot be taken individually. As each one is experimented with, combinations of the schemes should be experimented with too to see if they will work together.   |
| Semi Pedestrianisation of East Street/Re-routing of traffic   | This will be covered by the new East Street development, will this link in to the other proposals.<br><br>All these schemes for the enhancement of the streets need to be looked at as a whole. They cannot be taken individually. As each one is experimented with, combinations of the schemes should be experimented with too to see if they will work together. |
| Junction Improvements to Town Centre Junctions  | The Town Council is concerned about the excessive use of traffic lights/signals. Unless the signals are very carefully phased there would be even greater congestion.   |
| <b>Strategy 2b</b>  | <b>Farnham Town Council Workshop Comments</b>   |
| Reallocation of streetspace through footway widening with complementary streetscape enhancement, junction improvements, complementary changes to the one-way system in the town centre and part-time pedestrianisation. | Farnham Town Council requires clarification of this scheme.   |
| Changes to the one-way system in the Town Centre.   | These suggestions might contribute to reduce some congestion in the town; however the volume of traffic would still remain high and may be increased if a one lane traffic system is implemented.   |
| Junction improvements to town centre junctions  | A mini roundabout at the wagon yard car park access would not be suitable in a conservation area.   |
| Pedestrianisation of the Borough  | Pedestrianisation is an option worth considering, however rather than implementing hard permanent schemes, the Town Council would suggest that a series of experiments be carried out for a period of months for each scheme to find out if the measures would work and reduce congestion.  |

## Proposals that require Further Consideration

|  |  |
|--|--|
| Park and ride proposals  | This scheme may work on one approach into Farnham, at Monkton Lane but generally Farnham does not have the capacity or land resources to run a scheme such as park and ride.   |
| Improve the capacity and reduce delays on the County Road Distribution Network | Yes this would be another scheme that could be experimented with. A Freight Management System could be implemented.  |
| A31 Shepherd and Flock – signalise all arms of the gyratory                    | If temporary lights could be installed first to see if the proposals would work, before permanent lights are installed.  |
| Introduce additional bus services  | Yes, the bus service into and out of Farnham to all areas including Bordon, Aldershot, Alton, Hindhead and Haslemere are not currently satisfactory. If bus services were improved more people may use them, especially commuters coming into and out of the town centre.<br>The proposed intra town bus service is an excellent idea. However, the Town Council would suggest that it be extended to include a wider area to include, Badshot Lea, Weybourne and Heath End. |

## ADDITIONAL COMMENTS

The Town Council believes that other 'quick win' measures could be introduced to help alleviate the congestion problems in Farnham.

1. Allow traffic to turn right from the A31 into South Street
2. Limit and enforce HGV's loading and unloading times in the town centre.
3. Ban deliveries to businesses from 7am to 9am and from 4.30pm to 6pm to ease congestion during the 'rush hour'
4. Impose weight limits on roads coming into the town such as the A287, Tilford Road, roads coming in from Badshot Lea, Hale etc.
5. Better signage giving traffic information.
6. Restrictions need to be implemented and enforced.

7. Encourage ALL the schools in Farnham to have more 'walking bus' schemes – get more traffic off the road (school travel plans).
8. Introduce the 'Pegasus' bus scheme to all schools, have an allocated pick up and drop off point away from the schools and encourage 'walking buses' from those points.
9. Define 'Farnham' with better signage, i.e. define the Parish Boundary, the Villages of Farnham and the entrances into the Town Centre. (Real Time signage could also be used in conjunction with this).

Farnham Town Council also believes that there are other long term measures that could be introduced to prevent congestion in the town centre.

There is a need for a more holistic consideration for the management of traffic in and around Farnham. The removal of HGV's passing though the town centre would have a marked improvement on traffic flow. The town centre suffers from the damage of HGV's both in congestion and damage to street furniture. The solution lies with closer working between Hampshire County Council and Surrey County Council to direct traffic along major arterial routes and away from the town centre and its villages before they are committed to travelling though the centre.

1. Surrey County Council and Hampshire County Council need to communicate and liaise as to future developments. For instance, if the 'Eco Town' in Bordon goes ahead, this will have a huge impact on Farnham. Surrey County Council and Hampshire County Council need to discuss and co-ordinate traffic measures to deal with the increase in traffic.
2. A Wrecclesham Relief Road and a Western Bypass are needed to reduce, long term the traffic flow into and out of Farnham and the surrounding villages.
3. On the land behind the 'Mulberry' near the station, build a low level multi storey car park. This would take the traffic from the station commuters and reduce the congestion parking on the streets leading to the station.

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14 June 2008

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

# 2

## Supporting Paper

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### **Supporting paper for**

Farnham Town Council Workshop

### **Title**

Strategy Options for Farnham

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### **STRATEGY 1**

#### *Streetscape enhancement with low impact transport measures*

Strategy 1 contains low impact improvements concerned with improving the visual streetscape in the central shopping streets; improving pedestrian safety and accessibility by improving pedestrian crossing facilities at key town centre junctions; encouraging cycling by introducing new or extending existing routes to the town centre and providing more stands within the town centre; reviewing on-street parking, improving parking enforcement, an improved parking strategy with real time signing of available parking; and additional disabled parking to improve accessibility to the town centre. Outside the central area traffic calming measures would be introduced in Hale and Wreccllesham.

#### *Street Scene Improvements in the town centre*

A series of street scene improvement schemes are proposed as part of Strategy 1. It is anticipated that these improvements would be approached collectively as an environmental improvement zone, to ensure that a piecemeal approach in improving the streetscape is not adopted. A clear coordinated design would be agreed through further public consultation. The design would reinforce the local character of the area, and reduce clutter to provide a comfortable safe maintained environment. Issues to be addressed where appropriate include rationalising of street furniture; improving or introducing street lighting; improving footways which where possible will minimise maintenance costs; removing or re-locating obstacles on footways to improve accessibility for people with disabilities; and improvements to bus stops and cycle facilities.

Strategy 1 would contain coordinated improvements in the following core town centre streets:

- ✧ The Borough
- ✧ Downing Street
- ✧ Castle Street

- ◇ West Street
- ◇ East Street

These improvements are not anticipated to result in significant reduced road capacity for vehicular traffic and have therefore taken into account concerns raised over the impact that street narrowing would have on the congestion in the town centre.

#### *Introduce additional cycle routes in the centre*

A number of cycle routes were identified in the Farnham Movement Study and these contributed to the development of the Farnham Cycle Network. Waverley Borough Council Local Plan identified Policy M6 to specifically address the development of the Farnham Cycle Network in conjunction with Surrey County Council. The Strategy includes the addition of two routes which would add significantly to the development of the Farnham Cycle Network.

It is understood that Waverley Borough Council may have planning funds, or potential funds to provide links into the town centre which could assist in the implementation of these schemes.

Crossing the A31 Farnham Bypass at Weydon Lane would need particular consideration. Any 'rights of way' issues would need to be addressed. Surface improvements would also be considered. Safety measures would also be necessary where routes cross roads.

#### *Introduce more parking stands for cyclist*

The strategy would include the provision of more cycle stands in the town centre. The Healthcheck Actions Project Plan Progress Report, January 2007 reported that further cycle stands were being introduced. Some of the proposed new stands may therefore be already implemented or programmed.

#### *Review and enforce on-street parking restrictions*

On street parking problems were identified on a number of roads in the town centre. Strategy 1 includes a review of on-street parking arrangements in Crondall Lane, West Street and Castle Street.

Following the transfer of parking enforcement from the police to Waverley Borough Council in April 2007, a review of restrictions is currently underway.

#### *Introduce further rear servicing arrangements*

The Strategy proposes to consider introducing further rear servicing arrangements where appropriate accessed from the Central Car Park, to try to reduce the impact of deliveries on Downing Street and the Borough.

The Farnham Movement Study suggested that opportunities should be pursued by a way of planning gain. The provision of servicing at the rear of properties on the east side of Downing Street accessed by Victoria Road would need to be sensitive to any difficulties which this would cause to businesses and residents in adjacent properties. Additionally identification of further sites would need to be sympathetic to views that some of the yards and garden off the main streets are considered a major asset to the character of the town.

#### *Improve car parking access and information*

Circulating traffic 'cruising' between car parks looking for a car parking space is considered a problem in Farnham. Strategy 1 would introduce a comprehensive car park signing strategy to address issues of parking management by providing reliable and accurate signing of available parking.

### *Introduce Park and Stride*

Although there is a perception of insufficient car parking spaces in Farnham, the updated information relating to car parking tariffs suggests that there are ample spaces available in the St James and Riverside car parks.

Strategy 1 would improve pedestrian links to the town centre from these car parks by introducing CCTV coverage and improving lighting and footpaths.

The East Street planning application Transport Assessment Report states a willingness to contribute toward a feasibility study and to implementation of a scheme via a Section 106 Agreement.

### *Increase the number of disabled parking spaces*

Strategy 1 would introduce further disabled parking spaces in the central short stay car parks. There may also be potential to add further spaces on-street following a review of on-street parking provision.

### *Improve the pedestrian crossing facilities at key town centre junctions*

To address the accessibility and safety concerns, improvements to pedestrian crossing facilities would be implemented for the core town centre junctions:

- ✧ Downing Street/Long Bridge/Union Road
- ✧ Downing Street/Lower Church Lane
- ✧ West Street/Downing Street/The Borough
- ✧ The Borough/Castle Street; and
- ✧ The Borough/East Street

### *Introduce enhanced 'turn up and ride' services*

Department for Transport (DfT) funding has enabled Surrey County Council in partnership with Hampshire County Council and Stagecoach to introduce enhanced 'turn up and ride' services on bus routes 4 and 5.

### *Introduce Real Time Passenger Information*

A Quality Partnership for bus services 4 and 5 between North Town/Aldershot and Farnham has been funded through Surrey County Council in partnership with Hampshire County Council and Stagecoach. This funding has improved public transport services to and from Sandy Hill, Heath End, Folly Hill, Upper Hale, Hale and Farnham Town Centre. The Quality Partnership proposes the provision of Real Time Passenger Information to assist users and encourage patronage.

### *Introduce Traffic Calming Measures – Hale, Upper Hale & Hog Hatch, Sandy Hill and Heath End.*

Following local safety studies in the residential areas of Hale, Upper Hale & Hog Hatch, Sandy Hill and Heath End, Strategy 1 would introduce traffic calming measures to reduce rat running through residential roads.

### *Introduce Traffic Calming Measures – Wrecclesham*

Following local safety studies in Wrecclesham, traffic calming measures would be implemented as part of Strategy 1.

## STRATEGY 2

*Reallocation of streetspace through footway widening with complementary streetscape enhancement, junction improvements, complementary changes to the one-way system in the town centre and part-time pedestrianisation.*

Overall the aim of Strategy 2 is to give greater priority to the needs of pedestrians and the requirement for wider footways and improved crossings to particularly address safety issues. The schemes identified in this review proposed the introduction of a single lane carriageway with some footway widening and the addition of service vehicle parking bays. However, considering these schemes, the pavement widening would be limited and non continuous due to the space allocated to loading bays.

Strategy 2a would propose continuous widening with widened pavements on both sides of the Borough and Downing Street, allowing the parking of delivery vehicles on the widened footway areas similar to the successful layout adopted in Godalming. The Godalming layout enables pedestrians to use the entire footway width whilst no service vehicles are present; bollards are used to restrict the parking areas. (Schemes proposed for the Borough and Downing Street would be subject to engineering feasibility).

Farnham Town Centre streets have high traffic flows, the narrowing of the borough and Downing Street to one lane would reduce the capacity of these streets. In Strategy 2a, improvements to the junctions would mitigate some of this reduction in capacity enabling the more efficient circulation of traffic in the town.

Strategy 2b proposes further modifications to the town centre network to redirect traffic away from the Borough and Downing Street through the modification of some of the existing one-way streets to two-way operation.

The following circulation changes are proposed as part of Strategy 2b:

- ✧ Adding the westbound movement on the Borough (west), making this section two way. This will enable the southbound movement on Castle Street to turn westbound into West Street without having to route through the Borough-South Street-Union Street-Downing Street.
- ✧ Adding the eastbound movement on Union Street and the lower part of Downing Street and northbound movement on South Street. This will mean that all traffic from the A287 (Long Bridge) and the A31 Hickley's Corner junction to the A325 eastbound would no longer need to use Downing Street and the Borough. Additionally egress from the Maltings and Town Centre car parks could redirect eastwards.

These changes will not move all the traffic from Downing Street and The Borough, in particular the west-east movement on the A325 and the eastbound and south bound movement from Castle Street will remain. Traffic exiting the town northbound from Castle Street will also remain on Downing Street. The measures proposed aim to reduce the vehicle flows on Downing Street and the Borough and are considered complementary to the street narrowing measures. Union Street and South Street have less pedestrian activity and are therefore considered suitable to accommodate more town centre traffic.

### Strategy 2a

#### *Street Narrowing and Junction Improvements*

Strategy 2a contains the low impact improvements in Strategy 1 and combines these with further measures to allocate more streetscape to pedestrians and service vehicles, with complementary measures to modify the movement of vehicular traffic through the town centre.

### *Street Enhancement of the Borough*

In addition to the streetscape improvements proposed in Strategy 1 the enhancement of The Borough would include the reduction of the width of The Borough east of Castle Street to a single lane. This would enable footway widening on both sides the Borough, which would improve pedestrian accessibility and safety, and provide a number of servicing areas for local traders. Two-lane carriageway width would be retained at the junction to preserve junction capacity.

Road narrowing to single lane with wider paving and servicing bays received mixed support during the Farnham Movement Package public consultation, whilst recognising the benefits, there were concerns relating to the increased congestion and pollution that may result. These concerns have been noted, currently narrowing of the carriageway often occurs, as a result of illegal on-street parking. In Strategy 2a improving the streetscape, safety and accessibility for pedestrians and formulating the location of delivery vehicles are considered an important part of a successful strategy. Strategy 2a would propose continuous widening with widened pavements on both sides of the Borough, allowing the parking of vehicles on the widened footway areas. This would make use of the entire footway width whilst no service vehicles are present. Bollards would be used to restrict the parking areas.

These proposals would be subject to the necessary engineering feasibility.

### *Street enhancement of Castle Street*

In brief, there are narrow footways on both sides, the carriageway is wide in areas and this provides for parallel and 'end on' street parking. At the southern end there is a taxi rank, a bus stop and disabled parking. Deliveries to the shops can only be made from the street. There are also market stalls, as a result Castle Street can be very congested and this can cause difficulties for pedestrians.

In addition to the streetscape improvements proposed in Strategy 1 the enhancement of Castle Street would include: amendments to parking in Castle Street that may include changing from 'end on' to 'parallel' to the road; a new pedestrian crossing at the bottom of Castle Street; a width reduction to two lanes that would enable a reallocation of space in Castle Street to pedestrians and improvements to safety.

The re-allocating of space would need to be well thought-out in terms of the net impact on the number of parking spaces and the potential spatial impact on market traders and local residents.

### *Street Enhancement of Downing Street*

In addition to the streetscape improvements proposed in Strategy 1 the enhancement includes the reduction of the width of Downing Street between Union Road and Upper Church Lane. This would enable footway widening on both sides of Downing Street, similar to the proposed for The Borough. This would improve pedestrian accessibility and provide a number of servicing areas for local businesses. Two-lane carriageways would be retained at the junction to preserve junction capacity.

These proposals would be subject to the necessary engineering feasibility.

### *Street Enhancement of West Street*

In addition to the streetscape improvements proposed in Strategy 1, Strategy 2a would introduce some footway widening and slight carriageway narrowing that would provide disabled parking bays, bus stops, loading bays and informal crossing points. Traffic speeds are considered high on West Street. These changes to the streetscape could induce lower speeds.

### *Street Enhancement of East Street*



There is some uncertainty surrounding this area of the town centre, with schemes linked with the East Street Area of Opportunity development proposals.

Waverley Borough Council developed a planning brief for the East Street Area of opportunity in 1999 following consultation. The objectives included improving pedestrian linkage between East Street and the central area by improving the East Street/South Street/The Borough junction.

It was noted that: the conflict between traffic congestion and pedestrians on South Street and East Street formed a barrier to pedestrian movements towards and into the East Street site; and the majority of the access points into the site were shared by pedestrians and vehicles, particularly those along East Street and South Street.

#### *Semi Pedestrianisation of East Street/Re-routing of Traffic*

It is considered that the successful development of the site would improve significantly the ability for pedestrians to move freely and directly from the existing town centre into what is considered to be an extension of it. It is also anticipated that this would encourage people to use the peripheral car parks and walk through the development to the town centre.

Strategy 2a includes the creation of a pedestrian priority area along East Street as proposed by The Farnham Movement Package bid 1999/2000 recommended in the East Street Planning Brief and part of the revised East Street Proposals (July 2007).

Cars and lorries would be diverted along Woolmead Road, which would become a two way street. The junction of Woolmead Road/East Street/Dogflud Way would be signalised with necessary pedestrian crossing facilities. A significant number of advantages have been identified including:

- ✧ The contribution to the provision of direct, safe and pleasant pedestrian routes to the town centre
- ✧ The environmental improvements through the provision of paving, lighting, tree planting and seating
- ✧ The softening of the impact of the Woolmead Development to the existing urban form through a stronger integration of buildings with streets; and
- ✧ The reallocation of bus stops to a more appropriate environment within East Street.

There were mixed responses during public consultation regarding pedestrian priority in East Street and two-way traffic in the Woolmead Road. Following these comments received at the Farnham Movement Package exhibition, further consultation was undertaken with local businesses in East Street. Concerns were raised regarding the impact on trade due to removing passing traffic and also that the timing of the scheme needed to be reviewed to align with the regeneration development in the area.

The scheme is considered an important element of Strategy 2a in particular enabling an expansion of the town centre area and also improving the perceived location and accessibility of the Riverside and St James car parks. However, these comments and in particular the timing of the scheme relative to the redevelopment of the area need consideration. It is understood that considerable progress has been made in recent discussions, with a reduced development gaining more public support.

#### *Junction Improvements to Town Centre Junctions*

Strategy 2a proposes changes to many of the central area junctions, as part of these changes the following junctions would be signalised:

- ✧ Downing Street/The Borough/West Street
- ✧ East Street/Dogflud Way/Woolmead Road
- ✧ West Street/Downing Street/The Borough

In addition the signalised junction with The Borough/East Street/South Street would need to be revised following the narrowing of the Borough, and the restricted access to East Street.

## **Strategy 2b**

*Reallocation of streetspace though widening with complementary streetscape enhancement, junction improvements, complementary changes to the one-way system in the town centre and part-time pedestrianisation.*

Strategy 2b is comprised of the improvements proposed in Strategy 2a in addition, it introduces further pedestrian priority though the part-time pedestrianisation of The Borough and significant complementary changes to the one-way system operating in the town centre.

*Changes to the one-way system in the town centre*

The western section of The Borough would be modified to operate two-way. With a right turn permitted from Castle Street.

Downing Street and South Street provide the north-south/south-north movement though the town centre. Traffic flows on Downing Street are high at peak and other times. The Farnham Movement Package public exhibition identified local concern that a single lane Downing Street would result in more congestion and pollution from slow moving traffic and I delays at the Downing Street/West Street/The Borough junction.

The northbound flow on Long Bridge most likely contributes to a significant proportion of the flow on Downing Street. Strategy 2b therefore proposes to introduce two-way traffic to Union Street and South Street. These modifications to the north-south routings though the town centre would result in an increased right turn from both Longbridge and the Wagon Yard car park. It is therefore further proposed as part of Strategy 2b, that these junctions are also modified to signal control. These changes would enable some of the traffic on Downing Street to re-route.

*Junction improvements to town centre junctions*

Strategy 2b proposes further changes to central area junctions, the following junctions would be signalised:

- ◇ Downing Street/Long Bridge/Union Road
- ◇ South Street/Union Road

In addition the Downing Street/Lower Church Lane/Waggon Yard car park access junction would be made a mini roundabout, to assist in the egress from the car park and the circulation of traffic.

*Pedestrianisation of The Borough*

Previous studies suggest that the peak hour of traffic on alternative routes particularly the A3016 through Upper Hale and Hale, and the A325 mean that the closure of the Borough could only be part time and during off-peak hours. Further, that the permanent closure of The Borough could only realistically be considered following the implementation of a Western Bypass scheme. The realisation of this major scheme is unlikely as there are significant environmental constraints. The Friends of the Earth route through The Hart may warrant future consideration.

Strategy 2b introduces part-time closure of The Borough; this would apply to the section east of Castle Street. Access would be maintained for buses, taxis, and cyclists. The part-time closure was initially proposed to operate between 10am and 4pm. However, following public consultation 11am to 3pm was identified as a more suitable operation period as it was considered to put less pressure on Upper Hale.

The two-way operation of the western section of The Borough, the signalisation of The Borough/Downing Street and The Borough/Castle Street, and introducing two-way working on Union Road with associated signalisation of Union Road/Long Bridge and Union Road/South Street support the introduction of the part-time pedestrianisation in The Borough.

Various other road closure schemes have been considered in previous assessments. The pedestrianisation of The Borough is considered to provide the most benefit to the town centre.

Strategy 2b proposes the introduction of the part-time pedestrianisation of The Borough initially on a Saturday to be introduced following some consultation on the time of operation and method of closure. The scheme could be introduced as a pilot scheme similar to the successful pilot scheme introduced in Godalming.

Further extensions and closures could then be considered following on from this experience. Although, the difficulties identifying alternative through routes, particularly for north-south movements still remain, with doubtful major scheme solutions.

## **PROPOSALS REQUIRING FURTHER CONSIDERATION**

Although they have not formed part of the strategies the following schemes have been identified as important for future consideration in Farnham.

### *Park and Ride Proposals*

Introducing a successful Saturday only Park and Ride scheme [Farnham Movement Study, PR1], could only be achieved if a suitable site could be found and there is sufficient demand. Initially this could operate as additional seasonal parking. Then further investigation of a six days a week Park and Ride scheme could be considered [Farnham Movement Study, PR2] if the Saturday one is successful. It is likely that the use of such schemes would be dependant on parking restrictions possibly reducing spaces in the town centre car parks.

### *Improve the capacity and reduce delays on the Country Road Distribution Network*

Re-routing by signing the A325 onto the A31 and out of the town centre may not result in a significant transfer of traffic to the A31. It is likely that most peak hour drivers are familiar with the network and not directed by signing but using their perceived quickest route. Improvements to the A31 would require a major scheme such as the Hickley's Corner Improvement.

The Western Bypass would provide an alternative route for through traffic currently using West Street, The Borough, Castle Street and other parts of the Town Centre one-way system. Wrecclesham Relief Road would also provide an alternative route for through traffic. Both schemes should not be discounted in the future. Particularly given the forecast growth and major developments planned in Hampshire and in the Western Corridor and Blackwater Valley Sub Region.

### *A31 Shepherd and Flock – signalise all arms of the gyratory*

Buses are experiencing difficulties in keeping to timetables because of congestion problems. Installing traffic signals on all arms of the A31 Shepherd and Flock roundabout has been identified as a scheme to alleviate this.

### *Introduce Additional Bus Services*

Additional bus services have been proposed in the review material to improve bus service provision:

- ✧ *A new intra town bus service (every 30 minutes), with medium sized buses to connect all areas of Farnham – a circular loop [The Farnham Society – Town Centre Action Plan].*

*Water Lane – Farnham Hospital and Health Centre – Dogflud Way – South Street/East Street Junction (town Centre) – The Maltings – Railway Station – Morley Road (6<sup>th</sup> Form College) – Ridgeway Shops – Wrecclesham Village – Coxbridge Roundabout – West Street – The Hart – Castle Street – Folly Hill – Upper Hale Road – Farnham Hospital and Health Centre – Water Lane.*

- ✧ *A new feeder bus service for residential areas to and from Farnham Station. [Farnham Movement Study].*

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14 June 2008

Note: The person to contact about this supporting paper 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

# B

## Public Report

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### Report to

Full Council 26 June 2008

### Report of

Roland Potter (Town Clerk)

### Title

Amendments to Cemetery Regulations and Memorial Masons Charter  
BRAMM Registration Scheme

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#### 1 Purpose of the Report

To consider and approve amendments to the Cemetery Regulations originally adopted in October 2006.

#### 2 Summary of Key Issues

The reason for this report is to consider amendments to the Cemetery Regulations as a result of minor issues raised over ownership responsibilities and administration practice.

In addition schemes of good practice have subsequently been developed which Members may wish to incorporate within the Regulations.

#### 3 Amendments to Regulations for the Management of Farnham Town Council Cemeteries

Attached at Annex 1 are the current Cemetery Regulations. The following amendments are proposed:

**Section 17:** No burial shall be confirmed or take place until the person or funeral director arranging the burial has submitted all the following documents **and provided a cheque payment** to the Responsible Officer of the Council at least three clear working days being noon on the fourth day before the burial.

**Section 17a)** It is imperative that the size of the coffin is recorded on the form **and a scale drawing of the coffin with dimensions is provided.**

**Section 20:** (To be inserted) **The maintenance of the Grave Plot associated with the Exclusive Rights of Burial is the responsibility of the Owner of the Rights.**

**Section 29:** (To be inserted) *A copy of any photograph to be included on the memorial must be provided to the Council for approval prior to the issuing of a Memorial Permit.*

**Appeals, Section 41:**

*This section will be amended to reflect the newly adopted Farnham Town Council Complaints Procedure – adopted on 19 June 2008.*

#### **4 Amendments to Farnham Town Council Memorial Masons' Registration Scheme**

Attached at Annex 2 is the current Town Council's Memorial Masons' Registration Scheme. The following amendments are proposed:

**Section 13:** (to be inserted) *A copy of any photograph to be inserted onto the memorial must be provided to the Town Council before approval can be given.*

**Section 13:** (to be inserted) *A certified translation of any inscription in any language (other than English) must be provided to the Town Council before approval can be given.*

#### **5 British Register of Accredited Memorial Masons (BRAMM) Registration Scheme**

The BRAMM scheme was established in 2004 with the aim of establishing a network of nationally accredited business and registered fixers that would ultimately replace individual Registration Schemes.

To establish a recognised uniform standard of workmanship and business practice and to assist the Town Council with the management of its Cemeteries it would be beneficial to register the Council with BRAMM.

By the Town Council becoming a registered member, any Memorial Masons that carry out work in the Town Council's Cemeteries would be required to be BRAMM registered.

The quality of any work carried out which is not up to National Standards, would then be investigated by BRAMM, on behalf of the Council. Thereby eliminating some of the problems that have arisen during Health & Safety Testing.

Town Council officers have had discussions with Godalming Town Council who are also interested in registering with the BRAMM scheme.

For Members information the BRAMM scheme is attached at **Annex 3**.

#### **6 Financial Implications**

There is no financial cost to the Town Council to enter the BRAMM registration scheme.

#### **7 Suggested Actions**

- a. To approve the above amendments to the Regulations for the Management of Farnham Town Council Cemeteries**
- b. To approve the above amendments to the Farnham Town Council Memorial Masons' Registration Scheme.**
- c. To approve Farnham Town Council's Registration with BRAMM.**

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19 June 2008

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)

# ANNEX 1

## FARNHAM TOWN COUNCIL

### REGULATIONS FOR THE MANAGEMENT OF FARNHAM TOWN COUNCIL CEMETERIES

Adopted by Farnham Town Council with immediate effect from 27 October 2006.

These Regulations are made by Farnham Town Council under Section 214 of the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977.

#### INTERPRETATION

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| 1. | In these Regulations, the "Council" means Farnham Town Council acting as a Burial Authority for the Farnham Town Council area, "cemeteries" means the cemeteries provided by the Council at Alma Lane, Hale, Badshot Lea, Green Lane and West Street, Farnham, Surrey, the "Responsible Officer" means any officer authorised by Farnham Town Council, and "grave space" means any burial plot. |
| 2. | Anyone who fails to comply with these Regulations may be refused access to the Council's cemeteries or where there is a breach of legislation legal action may be taken.  |

#### ADMISSION TO CEMETERY

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| 3. | The cemeteries will be open to visitors from sunrise to sunset.   |
| 4. | All visitors must behave in a manner which shows respect to the deceased and the bereaved, visitors should not walk on occupied graves and not sit, stand or lean on memorials.<br><br>Any person behaving in a disorderly manner may be asked to leave the cemetery. |
| 5. | No dogs , with the exception of Guide Dogs for the visually impaired or deaf will be allowed in the cemeteries.   |
| 6. | No recreational activities are allowed in the cemeteries.   |



# ANNEX 1

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| 7. | <p>No bicycles or motor vehicles (with the exception of hearses) are allowed in the cemeteries. The Council will consider other exceptions to this in cases of illness or mobility difficulties upon request.</p> <p>The Council reserves the right to refuse admission to any vehicle (including hearses) at any time even if on authorised business use.</p> <p>Vehicles permitted to access the cemeteries must only use the tarmac roads provided.</p> |
| 8. | <p>A notice board displaying the general layout of each cemetery and other information will be provided at each entrance of the cemetery, together with contact details of the Council.</p> <p>A detailed plan showing the position and allocation of grave spaces at each cemetery may be seen by appointment with the relevant authorised Council officer.</p>   |

## **BURIAL RIGHTS AND FEES**

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| 9.  | <p>The current fees for all matters relating to burials and memorials are available on request. These are subject to annual review and may be changed without notice by resolution of the Council.</p>  |
| 10. | <p>Purchasers of a lease for grave spaces shall be granted an Exclusive Right of Burial upon completion of the relevant form and payment of the appropriate fee. This Right shall be valid for 30 years from the date of purchase, after which it will revert back to the Council.</p> <p>On each anniversary of the expiry of each 5 year period of the lease the owner of the lease will be able to purchase the lease on the grave for a further 5 years.</p> <p>Burials can be arranged without the need to purchase a grave. However, no second interment or any memorial will be permitted in any grave until the Exclusive Right of Burial has been purchased.</p> <p>The Exclusive Rights of Burial may be purchased at a later date.</p> |
| 11. | <p>The ownership of an Exclusive Right of Burial may only be transferred on the death of the purchaser to the next of kin or executor by deed or probate.</p>   |

# ANNEX 1

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|     | <p>The next of kin/executor must complete in full and sign a Transfer of Ownership form available from the Council's offices. Until this form has been completed in full no transfer of ownership shall take place.</p> <p>A fee is payable on all transfers of ownership.</p> <p>All fees are subject to annual review and may be changed without notice by resolution of the Council in accordance with Regulation 9 above.</p>   |
| 12. | <p>The Burial Records relating to Farnham Town Council cemeteries are kept at the Council's offices, South Street, Farnham and may be inspected only by prior arrangement and Certified extracts may be obtained upon request; copies of certified extracts may be subject to a charge.</p>   |
| 13. | <p><u>Qualification for excepted category of fees by relationship</u> – The excepted category of fees for non-residents shall only apply in those instances where the deceased or purchaser of a grave is the spouse of a current resident or a person who is already interred in a Farnham Cemetery (relationship of father, mother, daughter or son no longer applies);</p> <p><u>Qualification for excepted category of fees by residence</u> – The excepted category of fees shall apply to any Farnham resident who dies whilst living in a residential home outside the town subject to the discretion of Farnham Town Council.</p> |

## **BURIALS**

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| 14 | <p>Burials may not be carried out without the permission of the Council's Responsible Officer.</p>   |
| 15 | <p>Coffins and caskets must be of a biodegradable material; all coffins shall have a securely fixed non-corroding plate bearing the name of the deceased.</p>  |
| 16 | <p>Burials shall only take place on working weekdays between 9.30am and 3.00pm unless a certificate is produced to the Responsible Officer that immediate burial is necessary on the grounds of public health , or by special arrangement and at the discretion of the Council's Responsible Officer. Any burial or interments outside the above hours will be subject to an additional fee.</p> |

# ANNEX 1

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| 17. | <p>Before a burial is arranged, confirmation of the availability, location and number of a grave space or cremation plot in the cemetery <b>must be agreed</b> with the Responsible Officer. However, if the family of the bereaved wishes to select a grave then an allowance for extra time to visit the cemetery for this purpose must be made.</p> <p><b>No burial shall be confirmed or take place</b> until the person or funeral director arranging the burial has submitted <b>all</b> the following documents to the Responsible Officer of the Council <b>At least three clear working days</b> being noon on the fourth day before the burial.</p> <ul style="list-style-type: none"><li>(a) A completed Notice of Burial form;<br/><b>It is imperative that the size of the coffin is recorded on the form.</b></li><li>(b) A Transfer of Ownership form (if applicable);</li><li>(c) A cheque made payable to Farnham Town Council for the appropriate fee in accordance with Regulation 9 above;</li><li>(d) The Registrar's Certificate of Disposal (Green or White as appropriate) and in the case of a stillborn child, a Certificate from the Registrar confirming that he or she has either registered the stillbirth or received official notice of it or received the Coroner's Order of Burial.</li></ul> <p>For the purpose of clarification the anticipated period for the administration of a burial or interment will be 5 working days as follows:</p> <p>Day 1 All appropriate paperwork to be submitted to the Council Offices.<br/>Day 2 – 4, inclusive grave excavated and prepared<br/>Day 5 Burial or interment</p> <p>Failure to comply fully with the above administration procedures and deadlines may result in a burial being delayed.<br/>The Council accepts no responsibility for persons or funeral directors not complying with the above procedures and any subsequent delay in a burial or interment.</p> |
| 18. | Funeral directors are required to report to the Outside Workforce Manger/Sexton at the time of arrival to enable the funeral party to be escorted to the designated grave space.   |
| 19. | The Council reserves the right to remove adjacent memorials in the interests of health and safety; prior to any such action, the Town Council will take all reasonable steps to give prior notification to the owner(s) of the memorial(s) in question.  |

# ANNEX 1

## GRAVES

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| 20. | <p>The Council reserves the right to designate areas of the cemeteries for certain denominations, including Church of England, Roman Catholic and Non-Conformist.</p> <p>The Council reserves the right to designate areas of the cemeteries for the burial of children and cremated remains, and to declare that all burial areas become "lawned areas" (this will <u>not</u> affect existing memorials) where the type of memorial that may subsequently be installed, is restricted.</p>  |
| 21. | <p>The selection of the sites of all graves is subject to the approval of the Council's Responsible Officer. Graves can be selected by the family of the bereaved but only by the agreement of the Council's Responsible Officer. Graves for cremated remains cannot be selected by the family of the bereaved; such graves are to be allocated by numerical order by the Council's Responsible Officer.</p>   |
| 22. | <p>All graves are to be excavated only by grave diggers appointed by the Council and under the direction of the Council's Responsible Officer.</p> <p>All graves are to be excavated in accordance with the relevant provisions of the Local Authorities' Cemeteries Order 1977.</p> <p>No walled graves or vaults will be permitted.</p>  |
| 23. | <p>The purchaser of the grave must choose the depth of burial for the deceased in accordance with the following applicable depths:</p> <p>Double depth grave – 8' (this will allow for a second interment at a later date)<br/>Single depth grave – 6'<br/>Ashes – 2'</p> <p>A grave space shall be 9' x 4' (adult). All grave spaces must maintain a 7" perimeter of open space around the grave to allow access to adjoining spaces.</p> <p><b><u>Second Interments</u></b></p> <p>In the case of second interments, no disturbance of remains shall be permitted without an Exhumation Order. A minimum 6 inch depth between interments must be maintained. The top coffin must be laid at least 3 feet</p> |

# ANNEX 1

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|     | below the ground surface of the grave.   |
| 24. | The purchaser/undertaker must inform the Responsible Officer of the depth of the grave at the time of completion of the Notice of Burial form in accordance with Regulation 17 above.  |
| 25  | <p>Ashes may be scattered on a family's existing grave (purchased or unpurchased). However, the Council is not required to and does not record the scattering of cremated remains. Therefore, the Council does not require any documentation (or certificate) and there will be no representative of the Council in attendance.</p> <p>It should be noted that following the scattering of ashes, if the family of the deceased wishes to install a memorial to commemorate the deceased, any such memorial will have to include an inscription indicating that cremated remains of the deceased have been scattered elsewhere,.</p> <p>The placing of a memorial on an unpurchased grave is not permitted in accordance with Regulation 29 below.</p> <p>In cases where the family of the deceased wishes to divide cremated remains, the procedure for completion of Notice of Burial Form is as set out in Regulation 17. However, the Council requires an original copy or certified copy of the White Certificate of Disposal in order to comply with statutory Burial Regulations.</p> |
| 26. | The Council shall arrange to rectify sinkage during the first year after burial on a non-chargeable basis. Subsequently, responsibility of rectifying sinkage of soil will lie with the purchaser of the grave; however, the purchaser would be able to request this service to be provided by the Council on a chargeable basis and subject to staff availability.  |
| 27. | <p>In future the cemeteries will be designated as "lawned areas" (this will <u>not</u> affect existing memorials) by the Council in accordance with Regulation 20 above and with the exception of a headstone or cross and adjoining plinth (for the placing of floral tributes) no other memorial or kerbstones shall be allowed to be placed on the lawned or seeded area with the exception of a temporary cross which shall be allowed for eight months after a burial until a permanent memorial can be installed.</p> <p>Floral tributes may be placed on the grave space but the Council reserves the right to move these with care to allow for grass cutting to be carried out.</p>   |

## MEMORIALS

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| 28. | <p>All memorials and inscriptions (and the installation thereof) are subject to the prior approval of the Council's Responsible Officer and payment of the required fees as identified in Regulation 9 above. All memorials must be installed in accordance with National Association of Memorial Masons (NAMM) current specifications by a stone mason who is a participant of Town Council's Memorial Masons Registration Scheme.</p>  |
| 29. | <p>A completed Application for Permit to Erect Monument and Inscription form signed by the purchaser and the stone mason must be submitted to the Council's Responsible Officer. <b>The form must be signed by the purchaser to confirm their permission; the only exception is when a copy of a Power of Attorney is provided.</b></p> <p>This form must include a diagram/drawing showing the size and dimensions of the memorial and the copy of any proposed inscription in English or accompanied by a certified English translation.</p> <p>All applications will be considered on their merit.</p> <p><b>No memorial may be installed or inscription added without a permit from the Council.</b></p> <p>No memorial is allowed to be installed on a grave in respect of which the Exclusive Right of Burial has not been purchased.</p> <p><b>Installations of memorials will only be permitted on a grave after a period of 8 months has passed from the date of the burial.</b></p> <p>Applications for the installation of memorials will only be considered 7 months after the date of burial. Any applications received before this date will be not registered and will returned and to the applicant.</p> <p>The Council will allow the installation of a memorial on the same day as an ash burial providing this has been authorised by the Councils Responsible Officer.</p> <p>Memorials can not be installed until the burial has taken place.</p> |

# ANNEX 1

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|     | <p><u>Additional inscriptions and repairs to memorials</u><br/> A permit must be obtained from the Council before any additional inscriptions or repairs are carried out to any memorial.<br/> A fee will be charged for any additional inscriptions.</p>  |
| 30. | <p>In accordance with Regulations 20 and 27 above, the Council has deemed that the cemeteries will become "lawned areas" (this will <u>not</u> affect existing memorials) and with the exception of a headstone or cross and adjoining plinth (for the placing of floral tributes) no other memorial, railings or enclosures of wood , iron or other metal or kerbstones shall be allowed to be placed on the lawned or seeded area with the exception of a temporary cross which shall be allowed for eight months after a burial until a permanent memorial can be installed.</p> <p>Floral tributes may be placed on the grave space but the Council reserves the right to move these with care to allow for grass cutting to be carried out.</p>   |
| 31. | <p>Memorials shall conform to the following:</p> <ul style="list-style-type: none"> <li>• Memorials shall be built of a durable natural stone or granite</li> <li>• The Councils Responsible Officer reserves the right to exclude any memorial not installed in a satisfactory way, in breach of any health and safety regulations or that would in the opinion of the Council disfigure the cemetery or cause concern, offend or is not sensitive to other bereaved families.</li> <li>• Applicants are reminded that the cemeteries are shared public areas where other users must be considered.</li> <li>• Headstones must be rectangular in shape and not exceed the following maximum dimensions shown below:<br/><br/> Height 3 feet 6 inches<br/> Width 2 feet 10 inches<br/> Depth of base 12 inches<br/> Depth of headstone 6 inches<br/><br/> Cremation size 26" x 18 "</li> <li>• in accordance with Regulations 20, 27 and 30 above, an adjoining plinth (for the placing of floral tributes) only to the headstone will be permitted ; vases may be placed at the owners' risk</li> </ul> |

# ANNEX 1

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|     | <ul style="list-style-type: none"><li>• Inscriptions as approved in accordance with Regulation 28 above are made on the front of the memorial only</li><li>• The grave number <b>must</b> be engraved on the rear of the headstone (near bottom) on the base of the headstone. No other engraving or mark shall be permitted on the rear of the headstone</li></ul> |
| 32. | The maintenance of memorials is the responsibility of the owner and all memorials must be kept safe and in good repair. In the event of any memorial becoming unsafe due to lack of maintenance by the owner, the Council reserves the right to make safe and charge the owner for any costs which are so incurred.   |
| 33. | <p>The Council will undertake regular Health and Safety inspections of memorials, which will include a physical push test.</p> <p>Every 5 years the Council will undertake a test of all memorials using a topple testing machine.<br/>This test applies a pressure of 35kg on a memorial using a topple testing machine.</p>                                       |
| 34. | The Council does not accept any responsibility or liability for damage to any memorial, however caused.   |

## WORK IN THE CEMETERY

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| 34. | <p>No work shall be carried out in the cemeteries without the prior permission of the Council's Responsible Officer. In accordance with the Council's Registration Scheme for Memorial Masons (as explained in Regulation 35 below) any stone mason authorised to work in the Council's cemeteries shall be required to notify the Responsible Officer in advance. Upon completion of any work undertaken in the cemeteries, a completed Permit reply form must be passed to the Council's Responsible Officer or left at the Town Council's offices on the day the work is completed.</p> <p>Permission for a burial or installation or alteration of a memorial includes permission for all necessary work.</p> |
| 35. | Notwithstanding the granting of permission, persons responsible for work in the cemetery must give the Council's Responsible Officer advance notice of the time and date they propose carrying out such work.   |



# ANNEX 1

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|     | In the interest of good stewardship of the cemeteries, the Town Council is introducing a memorial masons' registration scheme to address the standards required for the installation , repair and maintenance of memorials , both new and existing , insurance cover of stone masons, health and safety requirements and administrative needs with the aim of adopting a common approach at all the cemeteries managed by the Town Council. A copy of the proposed Farnham Town Council memorial masons' registration scheme is available from the Council offices. |
| 36  | Anyone working in the cemeteries must comply with all relevant provisions of the Local Authorities' Cemeteries Order 1977, the Health and Safety at Work Act 1974, and all reasonable directions of the Council's Responsible Officer and must make good at their own expense any damage they have so caused.   |
| 37. | Following completion of any works, all spoil and rubbish must be removed and the site left in a clean and tidy condition.   |
| 38. | The Council does not accept any responsibility for or liability in respect of any damage or injury to any person or thing arising from work done in the cemetery except that arising from work done by its own employees.   |

## **BURIALS RECORDS**

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| 39. | <p><b><u>Plans and record of the cemeteries</u></b></p> <p>The Town Council as a Burial Authority maintains a plan showing and allocating distinctive numbers to:</p> <p>(a) all graves in which burials are made ;<br/>(b) the grave spaces subject to specified rights.</p> <p>The Town Council as a Burial Authority maintains records , by reference to the numbers in the plan of :</p> <p>(a) the burials in all graves;<br/>(b) the specified rights existing in any graves</p> |
| 40. | <p><b><u>Registration of burials and disinterment's</u></b></p> <p>The Town Council as Burial Authority maintains a register of all burials in a cemetery book or books for this purpose.</p>  |

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Any books used for burial record purposes are of good and durable paper and strongly bound. Books are numbered a appropriate.

The pages in which entries are made an any book provided for burial record purposes is numbered , printed in columns which include the following headings:

Number/Date of burial/Names in full/Age/Address/Grave Number/Other particulars(optional)

And in entry spaces of such uniform depth as the Town Council shall consider sufficient.

As soon as is practicable after any burial in the cemeteries the appointed Responsible Officer shall in durable black ink number an entry space in the register and enter the burial accordingly.

When the burial is that of the body of a still-born child or the cremated remains thereof the words "still-born child of ...." with the names of both of the parents shall be written in the column with the names of both or one of the parents shall be written in the column headed "Names in full", the heading "Age" shall be left blank and the address of the parent or parent shall be entered in the column headed "Address".

Where the burial is the interment of cremated remains the record shall record that it is such.

Where the burial is the re-interment of disinterred remains the entry shall record that it is such and the previous place of burial.

Subject to instances of still born children and re-interment of disinterred remains as indicated above, the burial shall be entered in accordance with the headings to the columns.

## APPEALS

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| 41. | <p>It is your right to use the Town Council's complaints procedure. If you are dissatisfied about any service provided by the Town Council.</p> <ul style="list-style-type: none"><li>• <b>Level 1:</b> In the event of a complaint concerning the procedures and service standards relating to the Town Council's cemeteries this should be first reported to the Responsible Officer for cemeteries administration or cemeteries management, who will respond to the complaint and attempt to find a resolution.</li><li>• <b>Level 2:</b> In the event that this can not be resolved by Responsible Officer for cemeteries administration or cemeteries management, it is your right to request in writing that the Assistant Town Clerk with responsibilities for cemeteries administration, investigate your complaint.</li><li>• <b>Level 3:</b> In the event that your complaint cannot be resolved at Level 2 of the complaints procedure or you wish to appeal against a decision previously taken by the Assistant Town Clerk, you have a right to request that your complaint be reviewed by the Town Clerk.</li><li>• <b>Level 4: Appeals</b> If you wish to appeal against the decision previously taken by the Town Clerk, you have a right to request that your appeal be reported to a Town Council Complaints Review Group consisting of Farnham Town Council elected members, which in the case of matters relating to cemeteries will comprises of the Chairman of Public Services Committee and two other elected members for their consideration and determination. The decision of the Complaints Appeal Group shall be final.</li></ul> |
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# ANNEX 2

## FARNHAM TOWN COUNCIL MEMORIAL MASONS' REGISTRATION SCHEME

### Introduction

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| 1. | <p>The memorial masons' registration scheme aims to establish a uniform standard of workmanship and working practices throughout the Town Council's cemeteries. Only stonemasons approved in accordance with the registration scheme will be authorised and permitted to carry out work in the Town Council's cemeteries.</p> <p>The scheme addresses the standards required for the installation, repair and maintenance of memorials, both new and existing, insurance cover of stonemasons, health and safety requirements and administrative requirements with a view to producing a common approach at every cemetery under the Town Council's management.</p> |
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### Aims

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| 2. | <p>The Town Council is currently reviewing the current condition of the cemeteries with a view to identifying memorials that require attention to meet Health and Safety requirements and also establish a routine procedure to ensure that the future condition of the cemeteries is monitored. The introduction of a registration scheme for stonemasons will support the effective management of the cemeteries by ensuring that stonemasons working within the cemeteries operate to the highest standards of workmanship and competence. The establishment of this scheme will promote a partnership that will encourage formal and informal communication, long-term working relationships, innovation and development initiatives between all registered parties. The Town Council's ultimate objective is to ensure that the cemeteries meet all Health and Safety standards and provide a safe environment for those working in or visiting the cemeteries.</p> |
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### Scope of the scheme

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| 3. | <p>The scheme will be available to all stonemasons who wish to work or already work, within the Town Council's cemeteries including Alma Lane, Hale, Badshot Lea, Green Lane and West Street, Farnham, Surrey.</p> |
| 4. | <p><b>Following the implementation of the scheme only those stonemasons registered under this scheme will be permitted to work within any of the Town Council's cemeteries.</b></p>                                |

# ANNEX 2

## Administration of the Scheme

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| 5. | The scheme will be administered by the Council's Responsible Officer. |
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## Requirements of the scheme

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| 6. | All registered participants to the scheme will be required and obliged to adhere to the following basic requirements. <b>All stonemasons have a responsibility to ensure that their customers are fully aware of the Regulations concerning memorials and the Town Council's cemeteries.</b> These are the minimum acceptable requirements of the Town Council and may be updated from time to time. Stonemasons are welcome to exceed these standards and will be encouraged to propose suggestions and ideas that they believe will improve or enhance the scheme. Any suggestions or ideas for improvement will be considered by the Town Council as part of the regular review of the registration scheme and any changes implemented shall apply equally to all registered participants. |
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## Insurance requirements

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| 7. | <p>General Risk – Every participant on the Registration Scheme shall be insured for Public Liability to the value of Five Million Pounds ( £5,000,000) for any one incident and for Employers' Liability to the value of Five Million (£5,000,000) for any one incident.</p> <p>All participants in the registration scheme shall be required to provide evidence of their insurance cover as stipulated above at the time of application to the scheme; subsequently, participants in the scheme will be expected to submit an up to date copy of their Public Liability and Employers' Liability insurance cover on an annual basis. No memorial permit or permission to work in the Council's cemeteries will be issued to any stonemason who has not complied fully with these requirements.</p> |
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# ANNEX 2

## Workmanship ,materials and construction

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| 8. | Every participant shall guarantee each individual memorial in respect of safety and stability (subject to impact of subsidence), including faulty workmanship or material for a period of <b>10 years from the date of installation or re-installation.</b>   |
| 9. | All stonemasons registering on the scheme must be able to demonstrate an acceptable standard of workmanship in accordance with the current National Association of Memorial Masons (NAMM) specifications and Code of Working Practice and subject to the approval of the Town Council. Stonemasons and their staff shall be suitably qualified to NAMM standards, experienced and competent to perform all works necessary when installing, dismantling and repairing memorials to meet current NAMM standards and statutory Health and Safety requirements and guidelines. |

## Registration scheme compliance

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| 10. | <p>Each stonemason signing the “Application to register to the Farnham Town Council Memorial Masons Registration Scheme” will be deemed to have agreed to comply with the following :</p> <ul style="list-style-type: none"><li>• Local Authority Cemeteries Order 1977</li><li>• Farnham Town Council Cemetery Regulations and Cemeteries’ Charter</li><li>• National Association of Memorial Masons’ (NAMM) Code of Working Practice (Latest relevant edition)</li><li>• Health and Safety at Work Act 1974</li><li>• The Memorial Mason’s Health and Safety and Risk Assessment policies and method statement for installing memorials</li><li>• The Farnham Town Council Memorial Masons’ Registration Scheme</li><li>• All other relevant statutory requirements</li></ul> |
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# ANNEX 2

## Procedure for the Installation of Memorials

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| 11. | <p>All memorials installed by the participants of this scheme must fully comply with all the Town Council's regulations, standard administration and operational procedures.</p> <p>All memorials which are installed must conform to current NAMM specifications and the current Code of Working Practice must be fully adhered to at all times. Failure to meet with these requirements will result in disciplinary action as detailed in paragraphs 22 – 28 below and may result in the stonemason being removed from the registration scheme.</p> |
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## Application to Install a Memorial

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| 12. | <p>All memorials installed within Farnham Town Council's cemeteries (and related renovation, improvement, repairs and maintenance work) must first be approved by the Council's Responsible Officer.</p>  |
| 13. | <p>Applications must be submitted only on an application form for the Town Council's approval and will detail the following :</p> <ul style="list-style-type: none"><li>• Name of cemetery and Grave Number</li><li>• Name of deceased and Date of Burial/Interment</li><li>• Details of the proposed memorial work</li><li>• Type of stone, overall size and dimensions and proposed inscription</li><li>• Sketch of memorial</li><li>• Name and address of purchaser/executor and their signature</li><li>• The name and address of the memorial mason undertaking the work</li><li>• Fee payable</li></ul> <p><b>Note: All stonemasons have a duty to ensure that all memorial application forms satisfy fully the Council's regulations relating to cemeteries and memorials.</b></p> |

# ANNEX 2

## Installation of Memorials/Additional Work to Memorials

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| 14. | Memorials must not be installed, nor shall any additional work be carried out to the memorial (including memorial cleaning, renovation work or replacement of memorials and vases), unless the Memorial Application has been approved, and a written permit issued.  |
| 15. | The stonemason shall give the Council's Outside Workforce Manager (Telephone: 07889731616 or 01252 714434) a clear indication either in writing or by telephone of his intended programme to install the memorial or other permitted works, especially the date and time, to allow monitoring of the operation. If the stonemason is unable to complete the installation of the memorial on the given date, he is requested to notify the Council's Outside Workforce Manager accordingly. All works shall be undertaken during the hours 8am – 6pm weekdays. On the date of completion of works, the stonemason should return the permit endorsed with the completion date to the Town Council offices. |
| 16. | All memorials shall be installed to conform to the most recent edition of the National Association of Memorial Masons' (NAMM) Recommended Code of Working Practice and any other requirement which Farnham Town Council stipulates.  |
| 17. | <p>An initial inspection will take place to confirm that the memorial has been installed under NAMM specifications and in accordance with the original application.</p> <p>Subsequently, an inspection will be carried out at least <b>every Five Years (5 years)</b> to ensure that Health and Safety requirements are met. Stonemasons should take this into consideration in their Guarantee. Any faults shall be rectified in accordance with the severity of the defect.</p>  |



# ANNEX 2

## Post Work Inspection

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| 18. | <p>The Council will inspect a memorial following installation, or completion of other work, either as part of routine maintenance or in response to a complaint from the public or a Town Council employee. Where work is suspected of being unacceptable, either not conforming to these specifications or for any other reason, the stonemason may be asked to dismantle their work in order to verify compliance with the scheme's standards. In the event that the work does not meet the required standard the memorial mason will be requested to re-install the work to the appropriate standards and the costs of dismantling and re-installation in these circumstances will be met by them. In the event that the work complies with the required standards the cost of dismantling and re-installation will be met by the Council.</p> <p><b>The Council reserves the right to seek independent advice on these works.</b></p> |
| 19. | <p>If, for any reason, the stonemason refuses to co-operate with these post work inspections the Council shall have the right to employ a third party ( a qualified stonemason registered under the scheme) to perform the work. In these circumstances, whether the work complies, or fails to comply, with the scheme standards, the cost will be the responsibility of the stonemason originally installing the memorial.</p>  |

## Inspection of Memorials

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| 20. | <p>The Council will inspect the installation of a memorial either, as the work proceeds, or shortly after the work is completed and may use a calibrated Memorial stability tester. Where work is found to be unacceptable, either not conforming to the current NAMM Recommended Code of Working Practice or a system agreed with the Town Council or any other reason, the Town Council will instruct the stonemason to return and rectify the work to meet the Council's standards, within <b>seven working days</b> of being notified.</p> <p><b>The Council reserves the right to seek independent advice on these works.</b></p> |
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# ANNEX 2

## Tendering

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| 21. | From time to time the Council may require tenders to be submitted for a range of memorial work, including inspection, repair, removal and replacement of memorials. Stonemasons registered under this scheme shall be eligible for registration on all such lists. |
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## Disciplinary procedures

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| 22. | To ensure the Council's standards are maintained and that all participants to the registration scheme are operating uniformly to these standards the Town Council will operate a disciplinary procedure which shall be applied to all participants of the scheme.  |
| 23. | <b>First Breach:</b> A verbal warning, supplemented by written warning, will be given and kept on file for <b>12 months</b> after the first breach.  |
| 24. | <b>Second Breach:</b> If this occurs within 12 months of the first breach, a written warning will be issued and kept on file for <b>18 months</b> after the second breach.   |
| 25. | <b>Third Breach:</b> If this occurs within 18 months of the second breach, a final warning will be issued and kept on file for <b>36 months</b> after the third breach.  |
| 26. | <b>Exclusion from the registration scheme:</b> If within 36 months of the third breach, another breach is committed, this will result in the stonemason being excluded from the registration scheme and being excluded from undertaking any work whatsoever within the Town Council's cemeteries <b>for a period of two years.</b><br><br>In the event of exclusion from the Scheme, the stonemason will be required to reapply to the Scheme if he so wishes. |
| 27. | All warnings will be kept on file by the Town Council.   |
| 28. | If a stonemason feels that a warning or exclusion is unwarranted, then an appeal may be made within 14 days to the Council's Responsible Officer with a request that the appeal be investigated in accordance with the process as detailed in the Council's Regulations for the Management of the Cemeteries.  |

# ANNEX 2

## Review

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| 29. | The Town Council reserves the right to review this scheme from time to time in order to keep it current and relevant. Should the scheme need to be changed significantly then the stonemasons may be required to re-register.  |
| 30. | All participants to the scheme may propose amendments with a view to positive or innovative improvements. The Town Council shall conduct an initial appraisal of these proposed modifications and if they appear in the opinion of the Town Council to indicate improvement, all participants will be advised accordingly. |

## Assignment

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| 31. | No aspects or obligations of the registration scheme agreement may be assigned, subcontracted or transferred to a third party without prior approval of the Town Council, confirmed in writing. |
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January 2007

# ANNEX 3

**BRAMM (British Register of Accredited Memorial Masons) Scheme** was set up in 2004 with the aim of establishing a network of nationally accredited businesses and registered fixers that will ultimately replace individual Registration Schemes.

## PRIMARY AIMS:

- To establish a recognised uniform standard of workmanship and business practice throughout the UK.
- To promote BRAMM Accredited Businesses and Registered Fixers.
- To ensure all Businesses, Fixers and Burial Authorities on the BRAMM Register follow the current health and safety guidelines to protect both the public and their employees.
- To ensure that BRAMM businesses give a guarantee of the stability of their memorial.
- To ensure the Scheme will be effectively policed ensuring that acceptable standards of fixing are maintained.
- To encourage on-going training and education within the memorial masonry industry.
- To promote a closer working relationship between Memorial Masons and Burial Authorities.

## FREQUENTLY ASKED QUESTIONS

### **Why are NAMM involved with BRAMM?**

- To raise the standards of the industry, particularly with regards to the fixing of stable memorials.

- So that masons can regulate themselves rather than be regulated by Burial authorities.

### **As a Fixer can I be accredited if my business has not been accredited?**

You will be unable to apply if your business has not received its Business Accreditation.

### **Will I be able to work in a cemetery if I am not accredited?**

If a Burial Authority is signed up to the Scheme and insists that fixers must be accredited then anyone not accredited will be unable to work in that Authority's Cemeteries.

### **Do all of my employees have to be accredited?**

Every 'team' erecting a memorial must have at least one Licensed Fixer. If you have three teams working on three memorials you would need to have at least three Licensed Fixers (one working/supervising on each memorial). No fixing work in cemeteries on any memorial can take place without a Licensed Fixer being present.

### **What can I do if my business has failed the Business Accreditation?**

You will be provided with a report which will detail why you have failed and what you need to do to pass next time.

### **What happens if I fail the written test but pass the practical assessment?**

You will be able to retake the written test once without having to take a full re-assessment either locally or at the Test Centre at NAMM Head Office.

### **What happens if I fail the practical assessment but pass the written test?**

You can retake the practical assessment once without having to take a full re-assessment.

### **Will allowances be made for those with learning difficulties when taking the written test?**

# ANNEX 3

If the employer has confirmed in writing that an employee has learning difficulties and would be unable to do the written test then arrangements can be made for an oral test to be taken.

## **I have been a mason for 30 years, why do I have to be tested?**

An increasing number of Burial Authorities are insisting that masons working in their cemeteries can prove that they can erect a memorial safely.

## **What if I am self employed but work on a sub-contracting basis for other businesses?**

You would still have to comply with the Risk Assessment of the main contractor and have your own insurance that complies with the BRAMM Scheme.

## **How long does an Accreditation last?**

A business will have to forward Insurance Documents on an annual basis. Spot checks will be carried out on a percentage of premises and completed work on site every year. Fixers may be subject to a re-test as a result of any disciplinary action. Fixers will be required to re-register after a period of three years where documentary evidence of relevant ongoing training must be produced. Where there is no documentary evidence available a re-test will be necessary.

## **What does the annual fee I pay cover?**

The annual fee charged for being on the BRAMM Register is used to pay for the administration of the Scheme and staff salaries.

## **Is it money down the drain?**

It is envisaged that a Licensed Fixer will ultimately be able to work in any cemetery in the country. You will no longer have to fill in forms for separate registration schemes (or pay a fee where applicable) and you will have an Accreditation that is good publicity for your business when dealing with the public.

## **As I have a disability can I be a Licensed Fixer?**

Yes, the role of a Licensed Fixer is to supervise the fixing when an installation is carried out thus ensuring high standards of installation are maintained.

## **Can we have more than one Licensed Fixer?**

Yes, there is no restriction on the number of Licensed Fixers a business can have.

## **Can a Licensed Fixer fix a memorial on his own?**

Although this is considered as not really acceptable it may be possible in certain situations – ie a very small memorial. This would have to be justified by the risk assessment.

## **Who is liable if there is a problem?**

The business is always financially liable, however the fixer has personal responsibilities to comply with the instructions given by their employer.

## **Can a BRAMM Assessor assess their own fixers?**

Only if their fixers are to be assessed using the NVO route.