



# FARNHAM TOWN COUNCIL

Mr Roland Potter  
Town Clerk

14<sup>th</sup> September, 2007

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **FARNHAM TOWN COUNCIL** to be held **THE WILLIAM COBBETT JUNIOR SCHOOL, WEYBOURNE ROAD, FARNHAM** on **THURSDAY 20<sup>th</sup> SEPTEMBER, 2007, at 7.00pm.**

**Please note: Prior to the commencement of the meeting there will be a short presentation by Farnham Museum.**

The Agenda for the meeting is set out below.

Yours faithfully

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

Mr Roland Potter  
Town Clerk

## QUESTIONS BY THE PUBLIC – GENERAL

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.

## QUESTIONS BY THE PUBLIC – WARD ISSUES

THE TOWN MAYOR WILL INVITE MEMBERS OF THE PUBLIC PRESENT TO ASK QUESTIONS ON ANY LOCAL WARD ISSUES.

A MAXIMUM OF 15 MINUTES WILL BE ALLOWED FOR THE WHOLE SESSION.



## AGENDA

1 APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

Apologies received from Councillors D Attfield, C Cockburn and A Lovell.

2 MINUTES

TO SIGN as correct record the minutes of the Farnham Town Council meeting held on 2<sup>nd</sup> August, 2007 (attached at **Appendix A**).

3 DISCLOSURE OF INTERESTS

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

*NOTES:*

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

4 STATEMENTS BY THE PUBLIC

The Town Mayor TO INVITE members of the public present, to indicate on which item, 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.

## Part 1 – ITEMS FOR DECISION

### 5 TOWN MAYORS ANNOUNCEMENTS

To RECEIVE any announcements.

### 6 INTERNAL AUDITORS REPORT 2006/2007

To RECEIVE and NOTE the management letter of the Councils Internal Auditors HW Consulting.

To APPROVE the action plan based on the recommendations of the Internal Auditor, report attached at **Appendix B**.

### 7 AIMS AND OBJECTIVES WORK PLAN – REPORT OF THE BAND STAND WORKING GROUP FOR THE INSTALLATION OF A BAND STAND IN GOSTREY MEADOW

To RECEIVE a report on the progress of the work of the Band Stand Working Group, report attached at **Appendix C**.

To CONSIDER and APPROVE the recommendations of the Band Stand Working Group

### 8 AIMS AND OBJECTIVES WORK PLAN - REVIEW OF FARNHAM IN BLOOM

To RECEIVE a report on the future development of Farnham in Bloom and associated projects and to CONSIDER adopting a four year strategy to take part in the Britain in Bloom Competition in 2010, report attached at **Appendix D**.

To CONSIDER adopting a scheme based on the principle of "Pride in Farnham" to encourage business and the community to become active in improving the quality of life in Farnham with the aim of taking part in Britain in Bloom.

To CONSIDER a review of the current Farnham in Bloom as a critical part of "Pride in Farnham".

### 9 AIMS AND OBJECTIVES WORK PLAN - COMMUNITY SAFETY

To CONSIDER developing the partnership with the Community Task Force, to work with community groups involved with community safety and policing to co-ordinate a community response to address local issues of crime and anti-social behaviour within the whole of Farnham, report attached at **Appendix E**.

### 10 LICENSING

To RECEIVE a report on the Government consultation to relax the restrictions on Premises Licences for sale of alcohol in village halls, church halls, chapel halls, community halls and similar community premises, report attached at **Appendix F**.

11 WAVERLEY COMMUNITY STRATEGY

To CONSIDER the Councils response to the initial consultation on the Waverley Community Strategy, report attached at **Appendix G**.

12 VISIONING

To RECEIVE an update on the visioning exercise undertaken jointly with Waverley Borough Council and to consider holding a members workshop to review how to move the project forward, report attached at **Appendix H**.

13 PROJECT MONITORING & SIGNIFICANT ACTIONS UNDER DELEGATED AUTHORITY – 21 JULY- 13 SEPTEMBER 2007

To RECEIVE a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk, report attached at **Appendix I**.

**Part 2 – ITEMS TO NOTE**

14 PLANNING APPLICATIONS

TO RECEIVE the minutes of the meetings of the Planning Consultative Group held on 9<sup>th</sup> August and 23<sup>rd</sup> August, 2007 (attached at **Appendix J**) as submitted for the information of the Council. The action taken there under is in accordance with delegated authority.

15 INFILL PLANNING

TO NOTE a report on the increasing number of Infill Planning Applications received in the Farnham area, report attached at **Appendix K**.

16 TRANSFER OF OWNERSHIP – WRECCLESHAM COMMUNITY CENTRE

To NOTE that the ownership of the Wrecclesham Community Centre has now been transferred to the Town Council.

17 FINANCE REPORT

TO BE TABLED AT THE MEETING.

18 ITEMS TABLED

None

19 PUBLICITY

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

20 EXCLUSION OF THE PUBLIC AND PRESS

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 20 of the agenda during discussion of Chapels of Rest, West Street and Green Lane and Item 21 on the discussion of matters regarding staffing.

**Part 3 – CONFIDENTIAL ITEMS**

21 CEMETERIES BUILDINGS

To CONSIDER options for the financing and renovation of Cemetery Buildings  
**Confidential Report attached separately at Appendix L** for members only.

22 COVER FOR LONG TERM STAFF ABSENCE

To CONSIDER and APPROVE options for staff cover for long term absence  
**Confidential Report attached separately at Appendix M** for members only.

The Town Mayor will close the meeting.

FARNHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 2<sup>nd</sup> AUGUST, 2007  
AT 7.00PM IN THE COUNCIL CHAMBER, SOUTH STREET, FARNHAM

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

C 038/07 QUESTIONS BY THE PUBLIC

There were no members of the public present who wished to ask a question.

C 039/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Attfield, L Fleming, (Mrs) P Frost, R Frost, D Le Gal, S O'Grady and A Thorp.

C 040/07 MINUTES

The minutes of the meeting held on 28<sup>th</sup> June, 2007, were signed by the Town Mayor as a correct record.

C 041/07 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/Minute No	Subject	Type of Interest	Reason
G Beel	6	Planning Consultation – East Street	Personal	Waverley Borough Councillor

## ITEM 2 APPENDIX A

G Beel	6	Planning Consultation – East Street	Personal	Waverley Borough Council representative for the Gostrey Centre
G Beel	7 (7)	Project Monitoring & Significant Actions Under Delegated Authority	Personal	Waverley Borough Councillor
G Beel	7 (33)	Project Monitoring & Significant Actions Under Delegated Authority	Personal	Waverley Borough Councillor
C Cockburn	6	Planning Consultation – East Street	Personal	Waverley Borough Councillor
V Duckett	6	Planning Consultation – East Street	Personal	Waverley Borough Councillor
G Hargreaves	6	Planning Consultation – East Street	Personal	Waverley Borough Councillor
A Lovell	6	Planning Consultation – East Street	Personal	Waverley Borough Councillor
R Steel	6	Planning Consultation – East Street	Personal	Waverley Borough Councillor
R Steel	6	Planning Consultation – East Street	Personal	Waverley & Town Ward Councillor
R Steel	14	Confidential Minutes of 28 <sup>th</sup> June 2007	Personal	Knows Chairman of Farnham Building Preservation Trust.
J Ward	6	Planning Consultation – East Street	Personal	Waverley Borough Councillor
J Ward	9	Planning Applications	Personal	Waverley Borough Councillor

### C 042/07 STATEMENTS BY THE PUBLIC

#### **Mr S Cochrane – United Voice of Farnham (Deputy Chairman)**

We are very keen that the East Street Development progresses to a conclusion, but it needs to be a satisfactory conclusion for the residents of Farnham.

We wish to make ten points:

1. The development should respect and fit in with the existing urban grain of the town. The roofscape should be predominantly traditional pitched roof in tile, slate and or lead.
2. There should be no buildings over three storeys from natural ground level within the scheme. Four storey towers are unacceptable.
3. There should be no more than 120 housing units and a total limit of 100,000 square feet of gross external residential accommodation with ample associated residential amenities and parking.
4. A cinema is welcomed but the cinema building should be reduced to 2 or 3 screens and 300 seats in total.
5. There should be no net loss of car parking spaces and any element of underground car parking should not exceed 150 spaces to avoid the need for massive and disruptive earth moving operations.

## **ITEM 2 APPENDIX A**

6. There should be no building on existing green spaces or within the flood plain and no more than 5 trees should be removed particularly on visual grounds and particularly for the area to act as a green lung in view of the high pollution levels being recorded in the town.
7. The Bowling Club and Theatre should be retained or in the case of the latter, alternative acceptable provision should be provided elsewhere.
8. The development should incorporate the Woolmead or provision be made for cross subsidy to facilitate the removal or redevelopment of the Woolmead which we feel was a planning disaster.
9. All applications, legislation and associated assessments should be rigorously applied to the area and potential proposals and this includes the SPA.
10. Proposals should not only minimise the effect of increased traffic and pollution on the community but include ways of mitigating unacceptably high levels of traffic and pollution in the town.

### **Mr J Hyman – Local Resident**

I would like to ask two questions:

1. We know the heights in WA 06/2132 and WA 07/0992 are not reflected in the model and the displays that Crest Nicholson put forward in the public consultation, they are somewhat deceptive but the latest application WA 07/1055 contains no building heights for phase 1a which is most of the scheme and I'd like to know if someone can clarify for me does it matter that they've forgotten to put in all the building heights? Because you can't judge an environmental impact assessment and environmental statement if you don't know what the heights of the buildings are.
2. When the East Street developer was selected in 2002 the Commission in the Built Environment (CABE) wrote a report which was truncated to remove the assessors conclusion that the best way forward was to provide an integrated scheme that included the Woolmead and Sainsbury's as the best way forward through 'an alliance of developers'. Now it is clear that Sainsbury's are no longer really involved in the so Crest Nicholson is not the right partner there, it clearly should be the owners of the Woolmead who have the ownership of the land required to do the East Street elements. We therefore have the wrong developer.

## **ITEM 2 APPENDIX A**

In the election promises, the majority of Councillors here were telling everybody that they'll campaigning for a new scheme to be implemented as soon as possible and vigorously challenge any extensions to the developers contract and what I'd like to know is whether this Town Council supports that you will not in any way be allowing the developer an extension to the contract.

Town Mayor – We are a Town Council and a Parish Council and we really can't answer those questions. Can you accept them as statements? In other chambers you will get an answer. Farnham Town Council must remain within its remit.

### **Mr B Sell – Local Resident**

I've seen the Press Release of Waverley borough Council and I regret very much that the Redgrave has not been included in the latest thinking.

I welcome the proposal for the reduction in scale of the development. It is a great shame that the concept of the regeneration of the Redgrave seems to have been completely rejected, it is a great shame and it can be made into a viable project without subsidy from Waverley borough Council. It has been proved by a number of examples of theatres of a similar style which have come out of the ashes and are successful. I think that Waverley Borough Council should be pressed to reconsider the exclusion of the Redgrave which seems to have been ignored despite the numbers of protesters.

### **Mr Thurston**

I would like to draw your attention to the great number of transgressions against the policies in the Waverley Borough Local Plan. There is a major problem with the radical charges that we understand are being put in place with the proposed new development. This seems to be an opportunity to perhaps press for some of these blatant transgressions to be looked after and withdrawn so that the development, whatever form it takes when/if it comes, in fact does comply with the Local Plan.

I realise that it is outside your remit from the sense that you are Farnham Councillors not Waverley Councillors but you may decide to put pressure or comment to Waverley Borough Council to insist that the Local Plan is treated as it should be.

**ITEM 2**  
**APPENDIX A**

**Part 1 – ITEMS FOR DECISION**

C043/07 **TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor thanked those who had attended the Mayor's Civic Service and hope that those who came enjoyed it. The Mayor reiterated that it was important for Councillors to be supportive of all Civic events and to seen to be doing so.

The Town Mayor reminded members that on Sunday 5<sup>th</sup> August, there would be a Band Concert in Gostrey Meadow and she hoped that the Councillors would go along and enjoy the music.

The Town Mayor announced that the aims of the Council was to make the Town Council the decision making body but to also take the Town Council out to the public.

The Mayor reminded members that 'Mayor's Coffee Mornings' where members of the public were invited to come and have coffee with the Mayor and raise any issues.

The Town Council would be taking this further by taking the Town Council meetings out of the Town Council chamber. The first meeting would be held on Thursday 20<sup>th</sup> September at 7pm at the William Cobbett Junior School, Weybourne Road.

C044/07 **PLANNING APPLICATION – EAST STREET**

Members were requested to make observations of 'Material Planning Concern' on planning applications:

WA 07/1055 – Outline planning application for a phased, mixed use redevelopment comprising: 10,342 sq m of retail, restaurant and café-bar accommodation (use Classes A1/A3/A4); 294 residential units (Class C3); an 8-screen cinema (Class D2); basement car park for 697 cars; together with associated highway and access works; provision of infrastructure and landscaping; replacement facility for the existing 'Gostrey Centre'; following demolition and clearance of site. (Phase 1a matter of landscaping reserved; phase 1b matters of appearance and landscaping reserved).

WA 07/1056 – Change of use of Brightwell House from theatre (sui-generis) to Class A3/A4 café-bar/restaurant; removal of exiting extensions; construction of replacement extensions and general refurbishment.

Members received a report containing proposed observations which had been compiled following several workshops on the East Street proposals.

**ITEM 2**  
**APPENDIX A**

**RESOLVED: That the following agreed observations on planning applications WA 07/1055 and WA 07/1056 be forwarded to Waverley Borough Council the planning authority.**

C045/07 PROJECT MONITORING & SIGNIFICANT ACTIONS UNDER DELEGATED AUTHORITY – 11 MAY-20 JULY 2007

Members received a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk.

Members noted that to support the Council's new reporting structure and to ensure that the work of the Council is open to scrutiny by Councillors; a regular summary/performance report will be submitted to Council identifying the progress being made on the Council's service delivery and projects.

Members noted that the reports would not cover every aspect of the Council's administration and that the document should not be considered as a method of measuring or reflecting all the work undertaken by the Council's officers.

The format and presentation of the document was reviewed and members requested that to enable them to have a measure of how the Council Officers were progressing with projects a timescale be included in the report. This would ensure that the Councillors were aware of the progress being made on the projects and provide accountability for any significant decisions made under delegated authority to the Town Clerk.

**RESOLVED: That the report (attached to record minutes) be noted.**

C046/07 EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Item 14, the receipt of the confidential minutes of Full Council held on 28<sup>th</sup> June, 2007, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 14.**

**Part 2 – ITEMS TO NOTE**

C047/07 PLANNING APPLICATIONS

**RESOLVED: That the observations made by the Planning Consultative Group held on 21<sup>st</sup> June and 5<sup>th</sup> July, 2007, and dealt with in accordance with delegated authority, be noted.**

**ITEM 2  
APPENDIX A**

C048/07 APPOINTMENTS TO OUTSIDE BODIES

Members noted the following appointments to Outside Bodies:

- a. Farnham Transportation Task Group – Councillors R Steel and G Beel.
- b. Waverley Standards Board Committee – Councillor J Maines (Larger Towns and Parishes representative).
- c. Waverley Local Strategic Partnership – Councillor J Maines was proposed as the Larger Towns and Parishes representative.

Members noted that the final meeting of the Farnham Voluntary Transport Group would take place on Tuesday 21<sup>st</sup> August at 6pm. It was agreed that the Mayor and or Deputy Mayor would attend.

C049/07 LETTERS OF THANKS

A letter of thanks was received and noted from the Farnham Carnival Committee.

C050/07 ITEMS TABLED

None.

C051/07 PUBLICITY

Members agreed that Press Releases would be issued on the following items:

'Out and About with Farnham Town Council'  
Planning Application – East Street response.

**Part 3 – CONFIDENTIAL ITEMS**

C052/07 CONFIDENTIAL MINUTES OF 28<sup>th</sup> JUNE, 2007

Members received the Confidential Minutes of the Full Council Meeting of 28<sup>th</sup> June, 2007.

The Town Mayor closed the meeting at 9.40pm.

Date

Chairman

## 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: 20<sup>th</sup> SEPTEMBER, 2007**

**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

## INTERNAL AUDITORS REPORT 2006/2007

**AUTHOR:**  
*Roland Potter*  
*Town Clerk*

**PRESENTED BY:**  
*Roland Potter*  
*Town Clerk*

**PRODUCED FOR:**  
FULL COUNCIL 20 SEPTEMBER 2007

**DATE OF REPORT:**  
11 SEPTEMBER 2007

### SUMMARY OF KEY ISSUES

#### Purpose of the Report

1. To receive the management letter of the Council's internal auditor HW Consulting of Farnborough dated 27 July 2007.
2. Attached at Annexe A is the internal auditor's management letter for the financial year 2006/07.
3. To approve the Action Plan to address recommendations of the Internal Auditors Report:

#### Action Plan

##### **Risk Management**

The Corporate Risk Management Report will be reviewed by the Corporate and Development and Audit Working Group, prior to an updated report being submitted to Full Council for consideration and approval in December 2007.

##### **Financial Regulations**

The Financial Regulations are currently under review and will be available for consideration and approval by Full Council in November 2007.

##### **Interim Audit**

To note the date of the interim audit on Tuesday 30 October 2007.

##### **Systems and Control Review – VAT**

Due to the highlighted omissions, additional training will be provided for the relevant staff.

##### **Systems and Control Review - Quotations For Works and goods or services.**

The principle of reporting back to Council the outcomes of expenditure where financial regulations have been suspended has been implemented.

### FINANCIAL IMPLICATIONS:

The fees for the Internal Audit are already identified within the current 2007/08 budget.

**ITEM 6**  
**APPENDIX B**

**LEGAL & POLICY IMPLICATIONS**

The Council is required to employ an independent Internal Auditor, to report on the Councils financial administration and corporate governance procedures for each financial year.

The Council are required to receive the report of the Internal Auditor and to approve an action plan based on the results of the report.

**TIME LIMITS**

There are no time limits on this report

**RECOMMENDATION:**

1. To receive and note the management letter of the Councils Internal Auditors Haines Watts Consulting
2. To approve the action plan based on the recommendations of the Internal Auditor.

**FOR FURTHER INFORMATION CONTACT:**

**Roland Potter**  
**Town Clerk**

**Telephone number: 01252 712667**

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Website [www.hwca.com](http://www.hwca.com)

27 July 2007

Our ref: PS/DS/F802

Dear *Mr Potter*

**Farnham Town Council  
Management Letter: Internal Audit 2006/7**

The Town Council's Internal Audit has been completed in accordance with the requirements of the audit regime and we have completed the Annual Report by the Internal Auditor for the financial year ended 31 March 2007. The Annual Return and supporting paperwork can now be sent to your external auditors, BDO Stoy Hayward LLP.

The Internal Audit process is an integral part of the audit regime which concerns itself with the principles of good governance, accountability and transparency. These are set out and considered in detail in the NALC publication entitled Governance and Accountability in Local Councils in England and Wales - A Practitioners Guide ("the Guide").

You may take comfort that your Council operates a system of internal controls which is adequate and effective, given the resources available to it, and for the most part adheres to the Guide and other accounting and control principles for the financial year 2006/7.

I need now to bring to your attention the findings of the internal audit process and you should report these findings at full Council. The findings detailed below are reported on an exception basis for the sake of brevity and are in sufficient detail for you to take action as appropriate.

## **Risk Management**

The risk assessment document is seen as being only a tool that sets the framework for the daily consideration of risk management issues. It is accepted that this will need to be updated at regular intervals to reflect the changing risk levels that are identified on a day to day basis.

## **Financial Regulations**

As with the risk assessment, this is another document that has been identified as needing a regular review to ensure that it keeps pace with changes in banking facilities and fully meets the current requirements of the Council.

## **Interim Audit**

Due to temporary reduced staffing levels within the Council it was not possible to undertake the proposed interim audit work during 2006/7. This has therefore been incorporated into the post year end internal audit work.

It is, however, proposed that an interim visit for 2007/8 is undertaken on Tuesday 30 October 2007. It is understood that the intention is for the Council to consider the following prior to this date:

- Risk Assessment/Management
- Asset Register
- Insurance cover

We would therefore aim to review each of these aspects and comment on the effectiveness of the proposed policies and intended action.

This would be built upon by a review after the year end of the banking arrangements, together with an overarching organisational health check. The following year the interim audit would aim to consider investment strategies and the Councils provision of allotments and cemeteries.

Any of these aspects may, however, be altered in the light of changed legislation or the specific requirements of the Council.

## **Systems & Controls Review**

A detailed review was undertaken of the following aspects:

### VAT

It is understood that a visit from HM Revenue & Customs had not highlighted any issues.

Our review, however, identified that Insurance Premium Tax had incorrectly been classified as VAT and reclaimed accordingly. This is to be rectified in the next VAT return. More care needs to be taken in recording different sources of income, as some sources at different times have been recorded as exempt and zero rated for VAT purposes. This is likely to cause problems with any Partially Exemption calculations that are automatically performed by the software used to compile the VAT return data.

### Quotations for work, goods or services

The Financial Regulations set out the best practice of obtaining three or more quotations or estimates for work to be undertaken and for goods or services to be supplied. On occasions it has been impractical to obtain this number and the Council has proceeded accordingly.

This procedure was not adopted for the rewiring of the Wrecclisham Community Centre, but this was due to the work needing to be done as a matter of emergency for safety reasons.

It would be best practice that once all such work has been completed or goods/services have been obtained that the Council minute this fact so that this suspension of procedures is not abused.

### Debtors & Creditors

In the main there are procedures to correctly identify debtors and then appropriate action, generally increasing in severity, is taken to ensure recovery of the debt.

A review of creditors and the associated procedures did not identify any weaknesses.

Yours sincerely

  
David Smy  
Partners Assistant



**FARNHAM TOWN COUNCIL**

**AIMS AND OBJECTIVES WORK PLAN – REPORT OF THE BAND STAND WORKING GROUP FOR THE INSTALLATION OF A BAND STAND IN GOSTREY MEADOW**

**AUTHOR:**  
*Roland Potter*  
*Town Clerk*

**PRESENTED BY:**  
*Roland Potter*  
*Town Clerk*

**PRODUCED FOR:**  
FULL COUNCIL 20 SEPTEMBER 2007

**DATE OF REPORT:**  
**11 SEPTEMBER 2007**

**SUMMARY OF KEY ISSUES**

The Town Council delegated responsibility to the Band Stand Working Group to establish the feasibility for the installation of a band stand in Gostrey Meadow.

The Working Group has undertaken the following action for consideration by the Town Council.

1. Identified the design and style of band stand appropriate for Gostrey Meadow (See Photo A & B)
2. Identified that the site of the band stand should remain at the same location as identified in the original approved planning application.
3. That the cost of the project should be funded from Town Council Reserves over the financial years 2007/08 and 2008/09 for implementation in May 2008.
4. That Michael Blower is retained to produce the appropriate plans to submit a planning application Waverley Borough Council.
5. That the Town Council's officers should make applications to various outside funding organisations to contribute to the funding of the band stand.
6. That the Town Council should make enquiries with Waverley Borough Council for the transfer of the management of Gostrey Meadow to the Town Council.

Over the last two years the Town Council has provided five band concerts in Gostrey Meadow, of which one was cancelled due to bad weather. The average attendance for these events has been 175 per event.

At the last three events the Council has undertake a survey of attendees to establish certain views.

- Of 126 respondents asked if they enjoyed band concert, 122 (97%) said yes, 2 said No and 2 were not sure.
- Of 125 respondents asked how they rated the venue, 109 (87%) said Good and 13 said OK.
- Of 112 respondents asked if they like to see a permanent band stand, 95 (85%) said Yes, 4 said No and 17 were not sure.
- Of 112 respondents asked if they would like a regular programme of concerts, 100 (89%) said yes, 5 said No and 9 were not sure.

**ITEM 7**  
**APPENDIX C**

The age groups of people attending is split approximately 50:50 between the age group 26-55 and 55 and over.

**FINANCIAL IMPLICATIONS:**

The cost of the band stand (in Photo A) structure and fixing £24,322.00

The cost of providing the base and various mains services has still to be established.

**LEGAL & POLICY IMPLICATIONS**

There are no legal implications at this time.

**TIME LIMITS**

Members are requested to make a decision at this meeting to allow the Band Stand Working Group time to undertake the necessary strategic and financial planning for the delivery of this project and to obtain the necessary planning permission.

**RECOMMENDATION:**

1. To approve the installation and style of a band stand in Gostrey Meadow.
2. To approve that funding for the project should be identified from within current reserves over the current and next financial year.
3. That a planning application should be submitted to Waverley Borough Council for the project.
4. That the band stand Working Group be delegated the authority to progress the project for implementation in May 2008 if possible.
5. That the Officers enter into formal discussions with Waverley Borough Council to arrange for the transfer of the management of Gostrey meadow to the Town Council.

**FOR FURTHER INFORMATION CONTACT:**

**Roland Potter**  
Town Clerk

Telephone number: 01252 712667

(PHOTO A) ILKLEY



(PHOTO B) BROMSGROVE





# FARNHAM TOWN COUNCIL

<b>AIMS AND OBJECTIVES WORK PLAN – REVIEW OF FARNHAM IN BLOOM</b>	
<b>AUTHOR:</b> <i>Roland Potter</i> <i>Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter</i> <i>Town Clerk</i>
<b>PRODUCED FOR:</b> FULL COUNCIL 20 SEPTEMBER 2007	<b>DATE OF REPORT:</b> 11 SEPTEMBER 2007
<b>SUMMARY OF KEY ISSUES</b>	
<b>Background</b>	
<p>The maintenance and appearance of Farnham including both urban and rural areas are important for the promotion of community safety, economic development and the general feeling of well being for local residents and visitors.</p> <p>Currently the Council contributes to this ideal through Farnham in Bloom and its general areas of work including the public conveniences, bus shelters, bins and seats etc.</p> <p>There have also been significant contributions in specific wards of the Town through partnerships with the Bourne Conservation Group.</p> <p>However, current community engagement and ownership is weak for the delivery of this work.</p> <p>The Town Council agreed to establish a number of longer term projects over the next four years to demonstrate an improvement in services and the quality of life in Farnham.</p>	
<b>Suggested Aims</b>	
<p>Members are requested to consider that the Town Council should:</p> <ul style="list-style-type: none"><li>• Adopt a four year strategy to take part in the Britain in Bloom Competition in 2010.</li><li>• Adopt a scheme based on the principle of "Pride in Farnham" to encourage business and the community to become active in improving the quality of life in Farnham with the aim of taking part in Britain in Bloom.</li><li>• To review the current Farnham in Bloom as a critical part of "Pride in Farnham"</li></ul>	
<b>Pride in Farnham</b>	
<p>The outline principle of the scheme is:</p> <ul style="list-style-type: none"><li>• To develop with residents and businesses a pride in their town.</li><li>• To encourage local business and communities to take responsibility for improving the look and maintenance of their premises and local areas.</li><li>• Annual awards may be presented for various achievements.</li><li>• To improve the reporting and speedy resolution to areas of concern.</li></ul>	

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- Work with Surrey County Council and Waverley Borough Council to develop and focus their services to support the project.
- The scheme could develop a number of specific areas of work to encourage different community groups or business.
- To co-ordinate various initiatives and services under one umbrella project.

### **FINANCIAL IMPLICATIONS:**

There are no financial implications at this time

### **LEGAL & POLICY IMPLICATIONS**

There are no legal implications at this time.

This proposed project supports the Town Council's Visitors Strategy and Market Town health Check.

### **TIME LIMITS**

Members are requested to make a decision at this meeting to allow Council officers time to undertake the necessary strategic and financial planning for the delivery of this project.

### **RECOMMENDATION:**

- **To agree to adopt a four year strategy to take part in the Britain in Bloom Competition in 2010.**
- **To appoint a working group of elected members, officers and small number of representatives from local organisations e.g. Chamber of Commerce, retailers, community groups to develop the Pride in Farnham Project.**
- **To review the future expansion and development of Farnham in Bloom and associated projects.**
- **To report back to Council the recommendations of the working group together with any cost implementations for inclusion in the 2008/09 budget.**

### **FOR FURTHER INFORMATION CONTACT:**

**Roland Potter  
Town Clerk**

**Telephone number: 01252 712667**



# FARNHAM TOWN COUNCIL

## AIMS AND OBJECTIVES WORK PLAN – COMMUNITY SAFETY

**AUTHOR:**  
*Roland Potter*  
*Town Clerk*

**PRESENTED BY:**  
*Roland Potter*  
*Town Clerk*

**PRODUCED FOR:**  
FULL COUNCIL 20 SEPTEMBER 2007

**DATE OF REPORT:**  
**11 SEPTEMBER 2007**

### SUMMARY OF KEY ISSUES

#### Background

Surrey County Council, Waverley Borough Council and Surrey Police as the Responsible Authority have a duty under the Crime and Disorder Act to address issues of community safety. The responsibility is focused principally on the district area and on selected hot spots or specific schemes.

The Town Council also has a duty under the Crime and Disorder Act to address issues of Community Safety however the Town Council is not a member of the Responsible Authority.

The Town Council already contributes approximately £50K per year to community safety through the supply and maintenance of CCTV, graffiti removal, lighting and other associated services.

In addition the Town Council supports the Community Task Force which deals with areas of concern regarding community safety, and has contributed to projects to tackle concerns regarding the fear of crime e.g. lighting across Gostrey Meadow.

There are also other groups within the town which address community safety issues, including the Crime Prevention Panel, Neighbourhood Watch and the Town Centre Disorder Group.

However, there is no umbrella partnership within Farnham which formally brings all these groups together to address concerns regarding crime and anti-social behaviour.

If the Town Council wishes to generate more community involvement and joint working to tackle the issues associated with feeling safe, perception of crime and fear of antisocial behaviour, it will be necessary to bring all the resources within Farnham which are currently working independently of each other together under one umbrella.

The Town Council does not have the resources to take this area of work on as a specialised area of concern. However, the Town Council does have the opportunity to enhance and empower a partnership to improve this area of concern

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**Suggested Aims**

Members are requested to consider that the Town Council should:

- Develop the partnership with the Community Task Force, to work with all these groups to co-ordinate a community response to address issues of crime and anti-social behaviour within the whole of Farnham.

**FINANCIAL IMPLICATIONS:**

The Farnham Community Task Force receives a grant from the Town Council for their administration.

**LEGAL & POLICY IMPLICATIONS**

There are no legal implications at this time.

**TIME LIMITS**

Members are requested to make a decision at this meeting to allow Council officers time to undertake the necessary strategic and financial planning for the delivery of this project.

**RECOMMENDATION:**

- **Develop the partnership with the Community Task Force, to work with all these groups to address crime and anti-social behaviour within the whole of Farnham.**

**FOR FURTHER INFORMATION CONTACT:**

**Roland Potter**  
**Town Clerk**

**Telephone number: 01252 712667**



# FARNHAM TOWN COUNCIL

<b>GOVERNMENT CONSULTATION ON PROPOSAL TO REMOVE THE DESIGNATED PREMISES SUPERVISOR FOR COMMUNITY PREMISES</b>	
<b>AUTHOR:</b> <i>Roland Potter Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter Town Clerk</i>
<b>PRODUCED FOR:</b> FULL COUNCIL 20 SEPTEMBER 2007	<b>DATE OF REPORT:</b> 11 SEPTEMBER 2007
<b>SUMMARY OF KEY ISSUES</b>	
<p>Section 19 of the Licensing Act 2003, which came into effect on 24 November 2005, provides that where a premises licence authorises the supply of alcohol, the licence must include two conditions.</p> <p>The first condition is that no supply of alcohol may be made under the premises licence:</p> <ul style="list-style-type: none"><li>• at a time when there is no "designated premises supervisor" (DPS) in respect of the premises licence;</li><li>• or at a time when the DPS does not hold a personal licence or his personal licence is suspended.</li></ul> <p>The second condition is that every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.</p> <p>The Government is now consulting on a proposal that the 2003 Act be amended so that these two mandatory conditions should not be applied in relation to premises licences held by village halls, church halls, chapel halls, community halls and similar community premises</p> <p>The Government would also amend the Act so that the responsibility for authorising sales of alcohol would fall on the premises licence holder which might be, for example, the village hall committee collectively. Provided the premises licence holder (e.g. the village hall committee) had properly authorised the sale of alcohol, for example in written form through a hire agreement, an organisation or hirer using these premises for the sale of alcohol under the authority of the premises licence would not be required to obtain a personal licence.</p> <p>There are three "options" put forward which propose slightly differing methods by which these measures could be implemented, plus a fourth option of "no change" to the current legislation.</p> <p>Under the current legislation a DPS must be a personal licence holder, and all personal licence holders must possess a licensing qualification after successfully completing a recognised course. They must also be aged over 18, and have no unspent convictions, which requires them to obtain a Criminal Disclosure Certificate. As well as the time required to complete these tasks, the course, Disclosure Certificate and the Licence itself, all require payment of a fee. Moreover, there can be only one DPS per premises, so should the DPS leave, they must be replaced by</p>	

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another suitably qualified (and willing) personal licence holder.

While the above requirements may be considered appropriate for commercial premises selling alcohol on a regular basis, they can prove extremely onerous for those operating village halls, church halls, community halls, etc, because exactly the same requirements apply to them, even though such premises are often run by volunteers and hold functions involving alcohol sales on an infrequent basis.

Furthermore the funding available to those running community buildings is usually very limited and the costs of compliance with the legislation can be significant items of expenditure. Similarly, the monies obtained from functions in their premises when alcohol is sold, can make a significant contribution to their income and hence their ongoing viability.

It is apparent that many community halls have not obtained a premises licence which permits sale of alcohol, and it is believed that a major contributing factor in this is the practical difficulties they face in finding the necessary financial and human resources to do.

Although it is possible to obtain a Temporary Event Notice (TEN) which allows "one off" sales of alcohol at events where there is no DPS or personal licence holder, the number of TENs is limited to 12 per annum for each premise, and each TEN also requires completion of a separate form and payment of the appropriate fee.

This proposed change in legislation would assist the Management Committee of Wrecclesham Community Centre.

### **FINANCIAL IMPLICATIONS:**

There are no financial implications at this time

### **LEGAL IMPLICATIONS**

The Town Clerk is the only qualified premises licence holder within the Council, and if they Council were required to provide a licence for the Wrecclesham Community Centre, this would place additional responsibilities and duties on the Town Clerk and the Town Council.

### **RECOMMENDATION:**

**That the Town Council supports the proposed relaxation of the restrictions on Premises Licences for sale of alcohol in village halls, church halls, chapel halls, community halls and similar community premises.**

### **FOR FURTHER INFORMATION CONTACT:**

**Roland Potter**  
Town Clerk

**Telephone number: 01252 712667**



# FARNHAM TOWN COUNCIL

## WAVERLEY COMMUNITY STRATEGY REFRESH 2007/2008

**AUTHOR:**

*Sheila Rayner*  
*Assistant Town Clerk*

**PRESENTED BY:**

*Roland Potter*  
*Town Clerk*

**PRODUCED FOR:**

FULL COUNCIL 20 SEPTEMBER

**DATE OF REPORT:**

13 September 2007

**SUMMARY OF KEY ISSUES**

On 4 July 2007 the Local Strategic Partnership (LSP) sponsored an event as the important first stage in the process to refresh the Borough Community Strategy. It was designed to understand how local research, undertaken in Farnham's case through the Healthcheck, could assist the LSP in understanding local priorities.

The event was attended by officers from FTC who assisted in building up an early picture of the main issues requiring attention.

The LSP now wishes to ensure that the outcomes of the event fairly reflect local views and all of Waverley's Town and Parishes are being asked to respond on behalf of their communities. A copy of the 10 broad themes which emerged as clear 'top priorities' is attached, together with a copy of the resultant questionnaire with the suggested response from a Farnham perspective.

**FINANCIAL IMPLICATIONS:**

None

**RECOMMENDATION:**

**Council is asked to indicate its agreement to the despatch of the questionnaire , as completed , to WBC by the deadline of 28 September 2007**

**FOR FURTHER INFORMATION CONTACT:**

**Town Clerk**  
**Telephone Number: 01252 823197**

From analysis of the issues raised on the evening, ten broad themes emerged as clear 'top priorities'. Without exception, each of these themes were identified by most, if not all of those who attended. The ten themes were:

**(a) Improving access to services and facilities within Waverley's communities**

This theme focuses on the difficulty of getting between A and B in the Borough without a car. A large number of comments therefore focused on the availability and quality of public transport options. But a number also talked of the need to develop safe and useable alternatives, such as an enhanced cycling network

**(b) Retaining and developing an appropriate mix of key services within localities**

This theme touched not only on public services, but also on enterprises central to community life such as Post Offices

**(c) Addressing Waverley's pockets of social exclusion**

Comments received were widely reflective of the need to focus specific action plans on those areas of the Borough where social exclusion is an issue, and to bring quality of life in line with that enjoyed in the rest of Waverley

**(d) Improving road safety for pedestrians and cyclists**

Most local plans highlighted an array of road safety concerns, and the need to develop a range of solutions appropriate to local circumstance

**(e) More actively promoting and marketing the Waverley economy**

Comments suggested that work to promote economic development was necessary across the board in Waverley, but there was also a specific focus on the need to support the tourism sector

**(f) Addressing housing need in Waverley, and the relative unaffordability of the local housing market**

Comments for this theme were concerned with both subsidised housing schemes, and with the issue of affordability in the round. There was a particular focus on the lack of entry-level properties

**(g) Improving traffic management and reducing congestion -**

This theme recognised that the car is an essential part of life in Waverley for most residents, and that congestion is therefore a daily concern, hazard and irritation for many people in the Borough

**(h) Improving road safety for motorists through better maintenance of the existing road network**

Comments focused particularly on the condition of some roads in the most rural parts of the Borough

**(i) Providing a more co-ordinated public response to the issue of climate change**

This theme reflected a desire in communities to 'do more', but a feeling that better information and more visible local leadership was required

**(j) Safeguarding Waverley's natural and built heritage**

All comments reflected a pride in the local area, and the concern that beneficial development should not compromise the distinct natural and architectural heritage that gives Waverley its unique character

Thinking about the 'top ten' issues described above:

Q1 How important is it to the local communities you represent that each of these issues is addressed in your area? (Please tick only one box per row).

	Very Important	Important	Quite Important	Not Very Important	Not Important at all
Increase access to services and facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve the mix of key services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tackle social exclusion where it exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make roads safer for pedestrians and cyclists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Market and promote Waverley's economy more actively	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address the need for decent, affordable housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve traffic management and reduce congestion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve the quality of Waverley's road network	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide more coordination in efforts to address climate change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguard Waverley's built and natural heritage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q2 Please rank each of the top ten themes, where '1' is the issue of highest priority and '10' the issue of lowest priority.

	Rank (1-10)
Increase access to services and facilities	7
Improve the mix of key services	8
Tackle social exclusion where it exists	6
Make roads safer for pedestrians and cyclists	2
Market and promote Waverley's economy more actively	9
Address the need for decent, affordable housing	4
Improve traffic management and reduce congestion	1
Improve the quality of Waverley's road network	5
Provide more coordination in efforts to address climate change	10
Safeguard Waverley's built and natural heritage	3

A vast array of additional issues were identified on the evening. We require your expertise to help us decipher whether these are reflective of need across the Borough, or relate to more localised issues that the LSP may need to address.

**Q3** Please indicate whether you feel the following issues are priorities in your locality, more generally across the Borough, or not at all. (Please tick only one box per row).

	<i>Issue of importance across Waverley: HIGH priority</i>	<i>Issue of importance across Waverley: LOW priority</i>	<i>Issue of local importance just in this area: HIGH priority</i>	<i>Issue of local importance just in this area: LOW priority</i>	<i>Not a Priority / Don't Know</i>
Availability of specialist health services within localities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical condition of housing (in both public and private sectors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marketing / advertising of existing services to communities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting local voluntary and community sector service providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing additional local services and facilities for children and young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing additional local services and facilities for older people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expanding and improving adult / further education provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Increasing the level of visible policing presence within communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promoting healthy lifestyles and opportunities to become more active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increasing public participation (e.g. local democracy and volunteering)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating what public agencies and their partners are doing to improve local quality of life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Establishing strong, sustainable retail centres, catering for all age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating adequate infrastructure to support retail (e.g. car parking)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increasing direct support to the rural economy, especially around infrastructure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expanding the range of guest accommodation available to support tourism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing lack of local employment opportunities for local people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working to match local vocational training options to meet employer need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## FARNHAM TOWN COUNCIL

### STEPS TOWARDS A VISION FOR FARNHAM

**AUTHOR:**

*Nick Goddard  
Assistant Town Clerk*

**PRESENTED BY:**

*Nick Goddard  
Assistant Town Clerk*

**PRODUCED FOR :**

FARNHAM TOWN COUNCIL 20 SEPTEMBER

**DATE OF REPORT:**

12th September, 2007

**SUMMARY OF KEY ISSUES**

- The Town Council in partnership with Waverley Borough Council commissioned a series of stakeholder workshops between January – June, 2007 to identify a Vision for Farnham in order to assist with future service delivery.
- The Consultants, Local Futures Group, have now completed their detailed report (which is available for members' upon request).
- Due to the detailed analytical work, the Consultant's report is technical in nature and following officer discussions arrangements are in hand for a user friendly executive summary to be produced as a practical working tool for members and stakeholders.
- It is proposed that a Farnham Town Council members' workshop be held in November, 2007 to help shape the progression of this work.

**FINANCIAL IMPLICATIONS:**

The development of this work can be met within existing staff resources.

**RECOMMENDATION: That**

1. The completion of the Consultants' *Steps Towards a Vision for Farnham Report* be noted
2. The officers produce a user friendly executive summary of the Report;
3. A Farnham Town Council Members' Workshop be held in November, 2007 to help shape the progression of this work.

**FOR FURTHER INFORMATION CONTACT:**

**Nick Goddard (Assistant Town Clerk)**  
Telephone: 01252 823195

**ITEM 13  
APPENDIX I**

**PROJECT MONITORING & SIGNIFICANT ACTIONS UNDER DELEGATED AUTHORITY – 21 JULY- 13 SEPTEMBER 2007**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
	<b>COMMUNITY LEADERSHIP</b>			
<b>1</b>	Take the Town Council Meetings out of the Council Offices in to the community.	Venues are being identified for Council Meetings to be held in the Community.	20 September 2007 – William Cobbett School, Weybourne. 27 September 2007 - Special Council Meeting – Town Council Offices. 1 November 2007- The Lantern Room, St Thomas on the Bourne, Frensham Road. 13 December 2007 – Hale Institute. Wings Road, Upper Hale. 7 February 2007 – Wrecclesham Community Centre.	Wendy Coulter
	<b>CORPORATE GOVERNANCE</b>			
<b>2</b>	Insurance cover and valuation review.	Review completed		Town Clerk
<b>3</b>	Council Corporate Risk Management.	Review being undertaken in July /August.	Delayed due to staff shortages, to be reported to Full Council December 2007	Town Clerk
<b>4</b>	Staffing Organisational review.	Review being undertaken in July /August.	Report to be considered by Corporate Development Task	Town Clerk
<b>5</b>	Preservation and archiving of cemetery records.	Scanning and Restoration of Documents completed  Back data input to be completed in September /October	It is anticipated that the cemeteries system will be fully on line in November 2007.	Town Clerk

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**APPENDIX I**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
<b>6</b>	Review of Office Accommodation.	CEO of Waverley Borough Council to establish working Group		Town Clerk
	<b>ECONOMIC DEVELOPMENT</b>			
<b>7</b>	Heritage Open Days.	Successful Event held 6-9 Sept 2007	Officers to work with The Farnham Society with a view to developing the event in 2008	Sheila Rayner
<b>8</b>	Farmers Market.	Monthly market.	The August farmers market was cancelled due to the food and mouth alert.  From September the administration of the farmers markets will be undertaken by Ginny Gordon	Cath Sydenham
<b>9</b>	Band Concerts.	4 concerts planned for the Summer.	Attendance at the last two band concerts were:  August – 104 September - 140	Cath Sydenham
<b>10</b>	Heritage Trail.	Leaflet redesigned by University College of Arts Student. Due to be printed August/September 2007.	Project on hold due to withdrawal of copy right	Cath Sydenham
<b>11</b>	Town Guide.	Town Guide re-designed. And printed and now being distributed	None.	Cath Sydenham

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	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
<b>12</b>	Visitor Information Points.	Review of sites undertaken.  Development of Touch Screen information.	VIP removed from the Exchange Hotel Sites still operational in Bush Hotel and The Maltings. Assessment of locations and cost of implementation being reviewed.	Cath Sydenham
<b>13</b>	Three Major Tourism Events.	Partnership agreed with the Maltings to hold three major events in the Town over the next 18 months.	Provisional details of the Events, possible themes and time scales are: Community Event (May 2008), Harvest Food Event (September/October 2008). Xmas Market (December 2008),	Cath Sydenham
<b>14</b>	Christmas in Farnham	Project planning in preparation from Xmas light switch on – 24 November 2007	Consolation to be undertaken with retailer re: late night shopping and competition.  Co-ordinated publicity will be undertaken for all Xmas events	Cath Sydenham
<b>15</b>	Tourism South East Courses:	Welcome Walkers and Cyclist – 19 September 2007.  Smarter Marketing Courses – 25 October 2007		Cath Sydenham
	<b>SERVICES</b>			
<b>16</b>	Public Conveniences: Central Car Park.	Handed over to FTC April 2007.	Due to continuing vandalism, new security gates to be installed and outer doors removed.	Kevin Tait
<b>17</b>	Public Conveniences: Hart Car Park.	Transferred to FTC 24 July 2007	Facilities now fully operational and cleaned and managed by FTC	Sheila Rayner
<b>18</b>	Public Conveniences: Gostrey meadow.	Waiting for hand over of toilets to FTC.	Remedial works to be completed before handing over to FTC.	Sheila Rayner

**ITEM 13**  
**APPENDIX I**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
<b>19</b>	Xmas decorations.	FTC has a 5 year contract with supplier.	Members requested additional lights in Downing Street Additional 3 swags ordered to enhance Downing Street one third of cost (£1,000) to be donated by traders. Final approval being obtained from landlords/tenants. Annual approvals to contract scheme currently being sought	Sheila Rayner
<b>20</b>	MUGA – Sandy Hill.	Project now installed. Court lines to be painted once surface settles estimated to by end of September.	Official opening being arranged for w/c 22 October during half term week.	Sheila Rayner
<b>21</b>	Downing Street – footpath improvements.	Work completed		Sheila Rayner
<b>22</b>	Farnham in Bloom.	Review of Farnham in Bloom to be considered by Council	None.	Kevin Tait
<b>23</b>	Cemeteries.	Regular maintenance schedule allows for 6 cuts per year.	The weather has increased the maintenance of the cemeteries and grass has already been cut 9 times in this year to date.	Kevin Tait
<b>24</b>	Allotment sites at Farnborough Road and Shepherd and Flock brought into operation.	All 6 allotment sites operational.	All allotments allocated. Currently waiting lists stands at 75.	
<b>25</b>	Bus Shelter installation programme.	5 Sites identified for shelters subject to Surrey CC approval.	Still awaiting SCC approval to siting	Sheila Rayner

**ITEM 13**  
**APPENDIX I**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
<b>26</b>	Walking Buses	FTC has sponsored 2 further Walking Buses at Badshot Lea Village Infant School and William Cobbett Junior school by supplying hi-visibility waistcoats and with the walking buses being led by the Mayor on their inaugural walks	Officers will continue to try to persuade more schools to consider the introduction of walking buses	Sheila Rayner
<b>26</b>	Cycle rack installation programme.	11 Sites identified. Currently waiting for Surrey CC to install.	Cycle racks have now been delivered and it is anticipated installation will follow shortly	Sheila Rayner
<b>27</b>	Environmental Improvements Footpath at Hatch Mill  Footpath rear of Bear and Ragged Staff Wrecclesham  Handrail to Footpath near Bourne Mill	Resurfacing works now on order with SCC  Resurfacing works now on order with SCC  Handrail installation now on order from SCC		Sheila Rayner
<b>28</b>	Cemeteries.	April – September 2007 Total Burials – 21 Total Purchases – 18 Total Memorials – 24		Sue Tunley
<b>29</b>	Wrecclesham Community Centre.	Property transferred into ownership of Town Council.  Negotiation of lease with Wrecclesham Community Centre Management Committee.	Terms of lease to be resolved with the management committee.	Town Clerk  Town Clerk

**ITEM 13**  
**APPENDIX I**

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
	<b>QUALITY OF LIFE</b>			
<b>30</b>	Graffiti management.	The Town Council continues to provide a monthly response to graffiti based on reports by the public and staff.	None.	Nick Goddard
<b>31</b>	Community Grants	The Closing date for grant applications is 28 September 2007.	None	Wendy Coulter
<b>32</b>	Young Person of the Year	Competition launched, Closing date for nominations 25 October 2007		Cath Sydenham
<b>33</b>	Battle of the Bands	Next event 9 November 2007	Staffing required form Council elected members	Cath Sydenham

**FARNHAM TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE PLANNING CONSULTATIVE GROUP  
OF FARNHAM TOWN COUNCIL  
HELD ON THURSDAY, 9<sup>th</sup> AUGUST, 2007 AT 6.30PM**

- \* Cllr C G Genziani (Chairman)
- \* Cllr D J Attfield (Vice Chairman)
- o Cllr L Fleming
- o Cllr R D Frost
- \* Cllr J E Maines
- \* Cllr C Storey
- o Cllr A Thorp

Officers Present: Roland Potter (Town Clerk)  
Wendy Coulter (Committee and Member Services)

- \* Present
- o Apologies for absence.

PP 053/07 PLANNING APPLICATIONS - CONSIDERATIONS

**NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.**

**Register of Interests**

Name of Councillor	Application Number	Subject	Personal/Prejudicial	Reason
D Attfield	WA 07/1638	Little Acres Nursery, St Georges Road	Personal	Live nearby and know owner
D Attfield	WA 07/1606	Land at Woodpeckers, 9 Temples Close	Personal	Customer
J Maines	WA 07/1658	2 Woodlands Avenue	Personal	Vaguely know owner
J Maines	WA 07/1586	8 Downing Street	Personal	Have bought blinds from the shop
J Maines	WA 07/1651	8 Downing Street	Personal	Have bought blinds from the shop
J Maines	WA 07/1682	8 Downing Street	Personal	Have bought blinds from the shop

**Planning Applications**

**WA 07/1568**

Erection of detached garage/store following demolition of existing. Croft Cottage, 21 Gong Hill Drive, Lower Bourne, Farnham.

**No objection.**

**WA 07/1569**

Retention of dwelling as built.

Land at Bridlesmeet, Cricket Lane, Lower Bourne, Farnham.

**Farnham Town Council objects to this application and supports the views of the Planning Inspector.**

**WA 07/1570**

Erection of an extension following demolition of existing extension.

3 High Park Road, Farnham.

**Farnham Town Council is concerned that the amendments to the block plan do not clearly reflect the planning application and the Town Council is concerned about the impact of the proposal on neighbouring properties.**

**WA 07/1572**

Erection of an extension.

Briar Wood, 62 Waverley Lane,

**No objection.**

**WA 07/1582**

Erection of an extension following demolition of existing garage.

1 Arthur Road, Farnham.

**Farnham Town Council are concerned about the loss of the existing garage and parking and are concerned about the impact on neighbouring properties.**

**WA 07/1583**

Installation of ATM.

Park Garage, Farnborough Road, Heath End, Farnham.

**No objection.**

**WA 07/1586**

Erection of a replacement shop front and provision of a canopy blind.

8 Downing Street, Farnham.

**No objection subject to approval by the Conservation Officer and appropriate materials are used to reflect the buildings in the Conservation Area.**

**WA 07/1587**

Erection of an extension and alterations (revision of WA 07/0874).  
4 Shortheath Crest, Farnham.

Previous comments of the Planning Consultative Group held on 31<sup>st</sup> May, 2007, were as follows: No objection.

**No objection.**

**WA 07/1589**

Erection of 6 new dwellings comprising a terrace of 4 dwellings together with 2 detached dwellings following demolition of existing dwelling.

Land at 8 Brooklands Close, Farnham.

**Objection. Farnham Town Council is concerned that this is overdevelopment; it is out of keeping with the local area. The proposal will have an adverse impact on the street scene and Farnham Town Council is concerned about the possible increase in traffic.**

**WA 07/1590**

Erection of a first floor extension (revision of WA 07/0997).  
2 White Rose Lane, Farnham.

Previous comments of the Planning Consultative Group held on 31<sup>st</sup> May, 2007, were as follows: No objection in principle but the design should reflect the current building and the materials used should be in keeping so as not to detract from the existing building.

**No objection in principle but the design should reflect the current building and the materials used should be in keeping so as not to detract from the existing building.**

**WA 07/1591**

Erection of a first floor extension to existing bungalow to provide a chalet bungalow (revision of WA 07/0303).

20 Vicarage Lane, Farnham.

Previous comments of the Planning Consultative Group held on 1<sup>st</sup> March, 2007, were as follows: No objection.

**No objection.**

**WA 07/1594**

Erection of an extension and alterations.  
14 Stephendale Road, Farnham.

**No objection.**

**WA 07/1595**

Construction of a dormer window.  
55 Aveley Lane, Farnham.

**No objection.**

**WA 07/1605**

Erection of a building to provide 9 flats and 2 houses together with ancillary works following demolition of existing buildings.  
Land at 74-76 Shortheath Road, Farnham.

**Objection. This is overdevelopment; the size and mass of the proposed building is too large for the site.**

- a. Farnham Town Council is concerned about the increase in traffic.**
- b. The proposed development is out of keeping with the local area.**
- c. The proposed development will have an adverse impact on the street scene.**

**WA 07/1606**

Erection of a replacement dwelling following demolition of existing dwelling (variation to scheme permitted under WA 06/1468).  
Land at Woodpeckers, 9 Temples Close, Farnham.  
Previous comments of the Planning Consultative Group held on 6<sup>th</sup> July, 2006, were as follows: No objection.

**No objection.**

**WA 07/1607**

Erection of an extension and alterations (revision of WA 07/0987).  
18 Moor Park Lane, Farnham.  
Previous comments of the Planning Consultative Group held on 31<sup>st</sup> May, 2007, were as follows: No objections, subject to the materials

being used are in sympathy with the existing building.

**No objection subject to the materials used being in sympathy with the existing building.**

**WA 07/1608**

Erection of a conservatory following demolition of existing conservatory.

55 upper Weybourne Lane, Farnham.

**No objection.**

**WA 07/1609**

Application to retain dwelling as built, incorporating minor changes to appearance and access; dwelling is accessed off Heather Close (variation to consent granted under WA 05/0912).

Land at Shortheath Crest, Farnham.

Previous comments of the Plans Panel of 11<sup>th</sup> May, 2005, were as follows: No objection.

**Concerned about the rather difficult access and potential effect on neighbouring properties.**

**WA 07/1613**

Erection of extensions.

10 St David's Close, Farnham.

**No objection.**

**WA 07/1615**

Erection of a detached dwelling.

Land at Littlefield, 20 Lickfolds Road, Rowledge, Farnham.

- a) **Object. This development could be a precursor for further infill development.**
- b) **The proposed development would be detrimental to the character of the street scene and the rural fringe of the village.**
- c) **Farnham Town Council recommends a site visit.**

**WA 07/1616**

Erection of a detached dwelling.

Land at 120 Upper Hale Road, Farnham.

**Objection.** Farnham Town Council considers that this is overdevelopment of the site.

- a. Farnham Town Council is concerned that the proposed property will dominate the area.
- b. Farnham Town council is concerned about the potential impact on the residential amenities of the neighbouring properties.

**WA 07/1622**

Erection of extensions and alterations following demolition of existing garage.

Two Magpies, 21a Boundstone Road, Farnham.

**Farnham Town Council objects to the loss of parking and that the proposed development is out of keeping with surrounding properties.**

**WA 07/1629**

Loft conversion with construction of dormer window.

15 Wellington Lane, Farnham.

**Farnham Town Council is concerned about the detrimental impact on the residential amenities of neighbouring properties.**

**WA 07/1631**

Provision of a dropped kerb (revision of WA 07/0911).

8 Ridgeway Road, Farnham.

Previous comments of the Planning Consultative Group held on 31<sup>st</sup> May, 2007, were as follows: No objection.

**No objection.**

**WA 07/1632**

Application for the erection of a building to provide 10 flats following demolition of existing dwelling.

Land at 3 Shortheath Road, Farnham.

**Objection.** This is overdevelopment; the size and mass of the proposed building is too large for the site.

- d. Farnham Town Council is concerned about the increase in traffic.
- e. The proposed development is out of keeping with the

**local area.**

- f. The proposed development will have an adverse impact on the street scene.**

**WA 07/1638**

Erection of a building to provide a tea room, garage and nursery store following demolition of shed.  
Little Acres Nursery, St Georges Road, Badshot Lea, Farnham.

**No objection.**

**WA 07/1643**

Alteration to existing dormer window.  
52 Lynch Road, Farnham.

**No objection.**

**WA 07/1651**

Application for a Certificate of Lawfulness under Section 192 for the use of first and second floors as a self-contained independent flat.  
8 Downing Street, Farnham.

**No objection subject to approval by the Conservation Officer and appropriate materials are used to reflect the buildings in the Conservation Area.**

**WA 07/1656**

Erection of extensions (revision of WA 07/0333).  
2 Lancaster Avenue, Farnham.  
Previous comments of the Planning Consultative Group held on 1<sup>st</sup> March, 2007, were as follows: No objection.

**No objection.**

**WA 07/1658**

Outline application for the erection of a pair of semi-detached dwellings with access off Woodlands Avenue.  
Land at 2 Woodlands Avenue & 91 Weybourne Road, Farnham.

**Object. Farnham Town Council considers that this is overdevelopment for the site.**

**WA 07/1663**

Erection of extensions.  
Broomleaf Barn, 7 Waverley Lane, Farnham.

**Farnham Town Council is concerned about the impact on the residential amenities of the neighbouring properties.**

**WA 07/1664**

Erection of a conservatory.  
11 Vine Lane, Farnham.

**No objection.**

**WA 07/1668**

Change of use of rural building and stable building to provide an independent dwelling.  
Castle Stables, Old Park Lane, Farnham.

**Object.**

- a. **Farnham Town council is concerned about further urbanisation of the rural area.**
- b. **Farnham Town Council is concerned that this development will set a precedent for further development in the area.**

**WA 07/1669**

Retention of extension.  
20 Gong Hill Drive, Farnham.

**Farnham Town Council is concerned to receive a retrospective planning application. The extension is out of keeping with the rest of the property and the materials used should match the existing materials.**

**WA 07/1679**

Erection of an extension (revision of WA 07/0663).  
79 Badshot Park, Badshot Lea, Farnham.  
Previous comments of the Planning Consultative Group held on 12<sup>th</sup> April, 2007, were as follows: No objection.

**Concerned about the residential amenities of the neighbouring properties. Any materials used must be in keeping with the current building.**

**WA 07/1680**

Erection of a two storey extension.  
Chapel Cottage, Woodcut Road, Wrecclesham, Farnham.

**Farnham Town Council is concerned about the residential amenities of number 28.**

**WA 07/1682**

Application for Listed Building Consent for a replacement shop front and provision of a canopy blind together with internal alterations.  
8 Downing Street, Farnham.

**No objection subject to approval by the Conservation Officer and appropriate materials are used to reflect the buildings in the Conservation Area.**

**Application for tree works to trees the subject of a Tree Preservation Order**

**TM 07/0093**

Application to fell trees the subject of Tree Preservation Order Far28.  
Stella Cottage, 1 Camp Hill, Farnham.

**No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.**

**TM 07/0099**

Application to fell a tree the subject of Tree Preservation order Far11.  
Silverlee, 6a Fullers Road, Rowledge, Farnham.

**No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.**

**TM 07/0102**

Works to 2 Lime trees the subject of tree preservation order WA229.  
21 Fairholme Gardens, Farnham.

**No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.**

**TM 07/0103**

Application for consent for works to tree the subject of Tree Preservation Order No Far107.  
34 Aveley Lane, Farnham.

**No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.**

**TM 07/0104**

Application to fell some trees and works to others the subject of Tree Preservation Order WA64 and WA110.  
Land at Ladywood Court, Shortheath Road, Wrecclesham, Farnham.

**No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.**

The meeting closed at 7.30pm.

Date

Chairman

FARNHAM TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING CONSULTATIVE GROUP  
OF FARNHAM TOWN COUNCIL  
HELD ON THURSDAY, 23<sup>rd</sup> AUGUST, 2007 AT 6.30PM.

- \* Cllr C G Genziani (Chairman)
- \* Cllr D J Attfield (Vice Chairman)
- \* Cllr L Fleming
- \* Cllr R D Frost
- \* Cllr J E Maines
- \* Cllr C Storey
- o Cllr A Thorp

Officers Present: Roland Potter (Town Clerk)

- \* Present
- o Apologies for absence.

PP 054/07 PLANNING APPLICATIONS - CONSIDERATIONS

**NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.**

**WA 07/1697**

Erection of a detached building.  
Foxhollow, Castle Hill, Farnham.

**No objection, Farnham Town Council would wish to see a condition imposed restricting use of outbuilding.**

**WA 07/1698**

Demolition of existing garage and erection of a two-storey extension and replacement garage (revision of WA 06/2110).  
Bindon House, Monkton Lane, Farnham.

Previous comments of the Planning Consultative Group held on 28<sup>th</sup> September, 2006, were as follows: No objection, however the Town Council would request the planning authority to consider placing a condition on the use of the detached garage for the parking of vehicles or storage only and not for commercial use.

**No objection, however the Town Council would request the planning authority to consider placing a condition on the use of the detached garage for the parking of vehicles or storage only and not for commercial use.**

**WA 07/1703**

Conversion of existing garage to habitable accommodation and alterations to elevations together with the erection of a detached garage/store (revision of WA 07/0555).

Brandon Mead, 9 Old Park Lane, Farnham.

Previous comments of the Planning Consultative Group held on 29<sup>th</sup> March, 2007, were as follows: No objection.

**No objection.**

**WA 07/1708**

Erection of extensions and alterations to bungalow to form a chalet bungalow (revision of WA 07/1142).

25a West End Grove, Farnham.

Previous comments of the Planning Consultative Group held on 21<sup>st</sup> July, 2007, were as follows: No objection in principle however, concerned about the impact on the residential amenities on houses in the Chantry's.

**No objection.**

**WA 07/1711**

Erection of a conservatory.

25 Ridgeway Hill Road, Farnham.

**No objection.**

**WA 07/1714**

Erection of a detached garage.

The Beeches, 1 Little Austins Road, Farnham.

**No objection provided that conditions are imposed to restrict the use. Farnham Town Council is concerned about the possible feeling of trees.**

**WA 07/1717**

Erection of 3 new dwellings with associated works following demolition of existing dwelling (follows invalid application WA 07/1357).

Land at 22 Lickfolds Road, Rowledge, Farnham.

Previous comments of the Planning Consultative Group held on 5<sup>th</sup> July, 2007, were as follows:

- a) Object. This development could be a precursor for further infill development.

**ITEM 14**  
**APPENDIX J**

- b) Farnham Town Council objects on the grounds of the size and scale of the development, we consider this to be overdevelopment.
- c) The proposed development would be detrimental to the character of the street scene and the rural fringe of the village.
- d) Farnham Town Council is concerned about the possible loss of trees on the plot and suggests that any permission should be subject to a report from Waverley Borough Council's Arboricultural officer.

- a) Object. This development could be a precursor for further infill development.**
- b) Farnham Town Council objects on the grounds of the size and scale of the development, we consider this to be overdevelopment.**
- c) The proposed development would be detrimental to the character of the street scene and the rural fringe of the village.**
- d) Farnham Town Council is concerned about the possible loss of trees on the plot and suggests that any permission should be subject to a report from Waverley Borough Council's Arboricultural officer.**

**WA 07/1719**

Erection of a detached dwelling and garage.  
Land at 13 & 17a, Longdown Road, Farnham.

**Object, out of keeping with the surrounding area and Farnham Town Council is concerned that this may be a precursor for infill development.**

**WA 07/1720**

Erection of a replacement 20 metre telecommunication mast with antennae and dishes together with associated radio equipment housing and ancillary works.  
Land at Pumping Station, Guildford Road Trading Estate, Farnham.

**No objection.**

**WA 07/1723**

Erection of extensions.  
34 Compton Way, Farnham.

**No objection.**

**WA 07/1728**

Erection of an attached dwelling (follows invalid application WA 07/1392).

Land at 5 Lea Close, Badshot lea, Farnham.

Previous comments of the Planning Consultative Group held on 5<sup>th</sup> July, 2007, were as follows: Concerned about overdevelopment of the site and increased traffic movements.

**Object, concerned about overdevelopment of the site and increased traffic movements.**

**WA 07/1737**

Erection of a conservatory.

2 Douglas Grove, Lower Bourne, Farnham.

**No objection.**

**WA 07/1738**

Erection of a detached double garage.

21 Upper Hale Road, Farnham.

**Concerned about the impact on the residential amenities of number 21a.**

**WA 07/1739**

Erection of a single storey extension.

13 Tilford Road, Farnham.

**No objection.**

**WA 07/1759**

Application for consent to display illuminated signs.

Bishops Table Hotel, 27 West Street, Farnham.

**Out of character with Conservation Area and the Listed Building.**

**WA 07/1760**

Application for listed Building Consent for the display of illuminated signs.

Bishops Table, 27 West Street, Farnham.

**Out of character with Conservation Area and the Listed**

**Building.**

**WA 07/1761**

Installation of children's outdoor play apparatus.  
Disability Challengers Family Centre, St James Avenue, Farnham.

**No objection.**

**WA 07/1764**

Erection of a new dwelling and detached double garage/store  
(revision of WA 06/1895).  
Land adjacent to 13 Longdown Road, Farnham.  
Previous comments of the Planning Consultative Committee held on  
7<sup>th</sup> September, 2006, were as follows: No objection.

**Object, due to scale and height of development. Farnham  
Town Council is concerned that this may be a precursor for  
infill development.**

**WA 07/1769**

Erection of extensions (revision of WA 06/2452).  
31 Broomleaf Road, Farnham.  
Previous comments of the Planning Consultative Group held on 9<sup>th</sup>  
November, 2006, were as follows: No objection.

**Concerned about the impact on the residential amenities of  
number 29. The materials used should be in keeping with  
the rest of the building.**

**WA 07/1780**

Erection of a pair of semi-detached dwellings.  
Land at Fairvalley Farm, 8 Rosemary Lane, Rowledge, Farnham.

**Object, Farnham Town Council considers this to be  
overdevelopment of the site and is concerned about the  
impact of increased traffic.**

**WA 07/1781**

Erection of a new dwelling following demolition of existing  
bungalow.  
Woodside, 21 Longdown Road, Lower Bourne, Farnham.

**No objection.**

**WA 07/1784**

Demolition of Portland House and Portland Terrace and erection of 6 two-bed flats, 5 three bed houses and 2 four bed houses together with ancillary works.

Land at Portland House and Portland Terrace, Hale Road, Farnham.

**Object, Farnham Town Council is concerned about the loss of a period building and supports the comments in the Historical Building Appraisal p. 22 para 5.8; as submitted by the applicant which is as follows:**

**"Following the conclusion that while the buildings are not of statutorily 'listable' quality but do possess a degree of architectural character and probably merit their inclusion on the Council's local list...."**

**Farnham Town Council suggests that the proposed replacement buildings are uninspiring structures which will add nothing to the local area but will cause greater traffic congestion.**

**Notification of Tree Work in Conservation Area.**

**CA 07/0075**

Great Austins Farnham Conservation Area.

Removal of two conifers.

Sussex House, 24 Great Austins, Farnham.

**Noted.**

**Application for tree works to trees the subject of a Tree Preservation Order**

**TM 07/0107**

High MILL House, Moor Park Lane, Farnham.

Works to tree the subject of Tree Preservation Order Far28.

**No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.**

**ITEM 14**  
**APPENDIX J**

**TM 07/0108**

Works to trees the subject of Tree Preservation Order Far15.  
15 Hollis Wood Drive, Wrecclesham, Farnham.

**No objection provided Waverley Borough Council's  
Arboricultural Officer is satisfied.**

**TM 07/0109**

Works to trees the subject of Tree Preservation Order 24/07.  
Little Rough, Alma Lane, Farnham.

**No objection provided Waverley Borough Council's  
Arboricultural Officer is satisfied.**

The meeting closed at 7.20pm.

Date

Chairman



# FARNHAM TOWN COUNCIL

INFILL PLANNING APPLICATIONS	
<b>AUTHOR:</b> <i>Wendy Coulter</i> <i>Committee and Member Services Officer</i>	<b>PRESENTED BY:</b> <i>Roland Potter</i> <i>Town Clerk</i>
<b>PRODUCED FOR:</b> FULL COUNCIL 20 SEPTEMBER 2007	<b>DATE OF REPORT:</b> 13 SEPTEMBER 2007
<b>SUMMARY OF KEY ISSUES</b> <p>Over the past twelve months Farnham Town Councils' Officers have noticed a steady increase in the number of 'back land infill' planning applications.</p> <p>In the period January to the end of August 2006 688 planning applications were received of which 49 'back land infill' planning applications were submitted for the Farnham area.</p> <p>In the period January to the end of August 2007 611 planning applications were received of which 55 'back land infill' planning applications were submitted for the Farnham area.</p> <p>Although Farnham has received fewer planning applications in total during January to August 2007 the 'back land infill' planning applications have increased during that period compared to the same period in 2006.</p>	
<b>FINANCIAL IMPLICATIONS:</b> <p>There are no financial implications at this time.</p>	
<b>LEGAL &amp; POLICY IMPLICATIONS</b> <p>There are no legal implications at this time.</p>	
<b>RECOMMENDATION:</b> <ul style="list-style-type: none"><li>• <b>To note the current situation and to note that this matter will be discussed in full at the next Full Council meeting.</b></li></ul>	
<b>FOR FURTHER INFORMATION CONTACT:</b> <p><b>Wendy Coulter</b> <b>Committee and Member Services Officer</b></p> <p><b>Telephone number: 01252 712667</b></p>	