



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 21 July 2016

Place

The Council Chamber, South Street, Farnham, GU9 7RN

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 21 July 2016, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only. Members of the public may be recorded or photographed during the meeting and should advise the Clerk *prior to the meeting* if there are any concerns about this.

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

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



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

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

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

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

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

FULL COUNCIL:

Date 21st July 2016

Name of Councillor

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

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 21st July 2016

Place

The Council Chamber, South Street, Farnham

Prior to the start of the meeting prayers will be said by the Revd Rachel Sturt from St Peter's Church Wrecclesham.

1 Apologies

To receive apologies for absence.

2 Disclosure of Interests

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cockburn, Fraser, Frost, Hargreaves, Hill, Hodge, Macleod, Mirylees, Potts, and Williamson.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to her being a councillor of Surrey County Council: Cllr Frost.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting.*

Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.

3 Minutes

To agree the Minutes of the meeting held on June 16th 2016

Appendix A

4 Questions and Statements by the Public

In accordance with Standing Order 10.1, the Town Mayor will invite members of the public present to ask questions or make statements.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

- 5 Town Mayor's Announcements**
To receive the Town Mayor's announcements include formal notice of Cllr Blagden's resignation because of ill-health and that the by-election for Castle Ward will take place on 18th August 2016.

Part 1 – Items for Decision

- 6 Working Group Notes**
To receive the notes and any recommendations of the following Working Groups:
i) Cemeteries and Appeals held on 23rd June **Appendix B**
ii) Community Enhancement held on 28th June 2016 **Appendix C**
iii) Tourism and Events held on 12th July 2016 **Appendix D**
iv) Strategy and Finance held on 19th July 2016 **Appendix E**
- 7 Farnham Neighbourhood Plan** **Appendix F**
To approve the Regulation 15 Farnham Neighbourhood Plan. The report, based on that being considered at the Strategy & Finance Working Group on 19th July is attached. An amended report may be issued for Council following discussion at the Working Group.
- 8 Planning & Licensing Applications** **Appendix G, H, I,**
i) To receive the minutes of the Planning & Licensing Consultative Group held on 20th June, 4th July and 18th July.
ii) To consider any significant Planning Applications

Part 2 – Items to Note

- 9 Actions taken under Scheme of Delegation**
- 10 Reports from other Councils**
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council
- 11 Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 12 Date of next Meetings**
To note the date of the next meeting as Thursday 22nd September 2016

Part 3 – Confidential Items

- 13 Exclusion of the Press and Public (if required)**
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda in view of any confidential items under discussion.

* * * * *

Council Membership:

Councillors: John Ward (Mayor), Mike Hodge (Deputy Mayor), David Attfield, Patrick Blagden CBE, Carole Cockburn, Paula Dunsmore, John Scott Fraser, Mrs Pat Frost, Jill Hargreaves, Stephen Hill, Sam Hollins-Owen, Mike Hyman, Andy Macleod, Kika Mirylees, Julia Potts, Susan Redfern, Jeremy Ricketts, John Williamson.

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

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 16th June 2016

Place

The Council Chamber, South Street, Farnham

Councillors

- * John Ward (Mayor of Farnham)
- A Mike Hodge (Deputy Mayor)
- * David Attfield
- A Patrick Blagden CBE
- * Carole Cockburn
- * Paula Dunsmore
- A John Scott Fraser
- A Pat Frost
- A Jill Hargreaves
- * Stephen Hill
- A Sam Hollins-Owen
- * Mike Hyman
- * Andy Macleod
- * Kika Mirylees
- A Julia Potts
- * Susan Redfern
- A Jeremy Ricketts
- * John Williamson

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Ian Kershaw (Assistant Town Clerk)

There were 4 members of the public in attendance.

Prior to the meeting, prayers were said by the Pastor Michael Hall of Farnham Pentecostal Church

- C016/16 **Apologies for Absence**
Apologies were received from Cllr Blagden, Cllr Fraser, Cllr Frost, Cllr Hargreaves, Cllr Hodge, Cllr Hollins-Owen, Cllr Potts and Cllr Ricketts.
- C017/16 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 10th May 2016 were agreed and signed by the Mayor as a correct record.
- C018/16 **Declarations of interests**
Apart from the standard declarations of personal interest by councillors and by those who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, the following disclosures of interest relating to items on the agenda were made:
- i) Cllr Attfield (pecuniary) as a near neighbour for Planning Application WA/2016/0347 and WA/2016/0566
 - ii) Cllr Cockburn (pecuniary) as a near neighbour for Planning Applications WA/2016/0716, and CR/2016/0006
 - iii) Cllr Macleod (pecuniary) as a near neighbour for Planning Application WA/2016/0978
 - iv) Cllr Williamson (pecuniary) as a near neighbour for Planning Application WA/2016/0975 and WA/2016/0977
- The Town Clerk advised that if the individual applications were not discussed then Councillors would not need to leave the room.
- C019/15 **Questions and Statements by the Public**
- i) Cllr Cockburn reported to Council that Jo Cox, MP for Batley and Spen, had been shot and stabbed and had died of her injuries. Cllr Cockburn asked for a moment of reflection which was observed by Council. The Mayor asked that the Council's shock and sadness at this tragic incident be recorded.
 - ii) Mr Westcott made a statement about the Memorial Hall Ground Covenants that were discussed at the Strategy & Finance Working Group. Mr Westcott had taken his own legal advice and it appeared there had been a 'softening of approach' to the covenants'. He welcomed the comments made by Heineken (the successor of the site's benefactor) but asked that Council consider asking for a new covenant to be made as several of the original covenants had been broken as car parking was leased to private tenants such that users of the Hall and ground were required to park elsewhere causing annoyance for neighbours; the new use proposed for the hall was particularly befitting older people but the gift of the property was to benefit younger people; and the lettings should be for a day at a time not a long term lease. Mr Westcott also felt the Town Council should not be taking on the costs of management of the sports ground which was already the responsibility of another council.
- C020/16 **Town Mayor's Announcements**
- i) The Town Mayor reported that he had attended some 32 engagements since the last meeting which included:
 - a. Civic events with other Councils including Haslemere, Godalming, Waverley and Surrey County Council;
 - b. Several military related events including the Princess of Wales' Royal Regiment Albuhera Toast, the Queen's Royal Regiment old soldiers dinner, Beating the Retreat at Gordon's School;

- c. Events hosted by Farnham Town Council to commemorate the 25th anniversary of the Friendship with Andernach, including the reaffirmation of the Deed of Friendship with Burgermeister Claus Peitz; and a special performance by the Andernach StadtOrchester in the Farnham Maltings. The Mayor reported that he had given some Farnham Pottery to the Burgermeister to mark the occasion;
- d. Events with community organisations including the Lions Club Charter lunch; the Rotary Club Kids Out Event; and a working breakfast with the Chamber of Commerce;
- e. Celebration events at the Abbey School and Guildford Cathedral to mark the Queen's 90th birthday;
- f. The honour of attending a Garden Party at Buckingham Palace.
- ii) The Mayor reminded all councillors of the Annual Civic Service which would be taking place in St Andrew's Church on 3rd July.
- iii) The Mayor reported on the achievement of Frensham Ponds Sailability on being awarded the Queen's Award for Voluntary Service and asked that the Council's congratulations be recorded.
- iv) The Mayor welcomed Mr Ian Kershaw as the new Assistant Town Clerk and wished him well in his time at Farnham Town Council.

Part I – Items for Decision

Strategy and Finance Working Group

C021/16 Cllr Cockburn introduced the notes of the Strategy and Finance Working Group meeting held on 7th June 2016, at Appendix B to the Agenda.

Cllr Cockburn provided an update on the latest position for the Neighbourhood Plan. The Regulation 15 Consultation Draft had been ready for some time and was awaiting approval of the Borough Council's latest Avoidance Strategy for the Special Protection Areas. Council noted that this information was not being shared by the Borough Council but it was hoped that details would be made available so that the Neighbourhood Plan could be agreed at the July meeting of Full Council.

C022/16 Cllr Cockburn reported that the Working Group considered the question raised by Mr Westcott at Council on 28th April that was referred to Strategy & Finance, for consideration (Minute C185/15) and that it also discussed other matters raised on the subject including those from Mrs Yolande Hesse wondered if the covenants for memorial purposes could be overturned for the financial benefit of an organisation, then this would inhibit the future philanthropy of potential benefactors who wished to gift items for future generations of residents.

The Working Group had considered the background and details of the covenants in the Deed of Transfer to the former Urban District Council and agreed to recommend to Council that discussions take place with Waverley Borough Council to safeguard the future of the Sports Ground. It was noted that the current representative of the Grantor (Heineken) had confirmed that the covenants were still applicable and that house building on the sports ground would not be acceptable. It was also agreed to support the suggestion made by Mr Westcott that an updated deed/covenant should be explored.

Cllr Macleod advised that the Town Council should take a strong interest as there were several areas where the covenants were not being respected by Waverley.

It was RESOLVED *nem con* that Farnham Town Council:

- 1) Enter discussions with Waverley Borough Council on the future of the site given the approved planning permission for an extension to the Memorial Hall and proposals for the feasibility study for moving the Farnham Football Club from the sports ground to the former landfill site in Wrecclesham; and the suggestions that housing should be built on the sports ground.
- 2) Take legal advice on the strength of the covenants.
- 3) Investigate the possibility of taking responsibility for managing the sports ground to retain the ground in accordance with the donor's wishes.

C023/16 Cllr Cockburn provided an update on property matters considered by the Working Group. One related to the new access to the Porthaven Care Home in West Street and the other, with details at Exempt Appendix I, related to Green Lane Chapel.

**It was RESOLVED *nem con* that:
The Town Clerk be authorised to use the Council Seal on the Deed with Porthaven property, subject to being satisfied with progress on the requested amendments.**

C024/16 Cllr Cockburn advised that a grant request had been received from Transition Town Farnham to create a community 'Hive' in the empty Iceland Building in the Woolmead to develop a number of community initiatives. Strategy & Finance recommended Council supports the innovative venture with a pump-priming grant of £2,300 from the new Initiatives Fund.

**It was RESOLVED *nem con* that:
A grant of £2,300 be given to Transition Farnham, to develop the 'Community Hive'.**

C025/16 Council noted that a request had been received to consider a twinning partnership with Castelnau-de-Medoc. It was agreed that the proposal needed to be part of a wider discussion on partnerships.

C026/16 Cllr Cockburn reported on matters raised by the Town Clerk including a request for a Council vehicle to be used to support the road closure for the Farnham Carnival now there was no longer support from the police for community events.

**It was RESOLVED *nem con* that:
Subject to clarifying any insurance issues the use of a Council vehicle to reinforce the road closure by the A31 for the Farnham Carnival be agreed.**

Year End Accounts 2015/16

C027/16 Cllr Cockburn introduced the series of appendices (C, D, E, F, and G) relating to the 2015/16 Accounts.

Cllr Cockburn advised that the detailed year end papers had been circulated to all councillors and had been reviewed by the Strategy & Finance Working Group in preparation for the Audit by BDO. The year-end papers included:

- i. Summary Income and expenditure by Committee
- ii. Summary Income and Expenditure by account code
- iii. The Bank Reconciliation as at 31st March 2016
- iv. The Trial Balance 2015/16
- v. The updated Asset Register as at 31st March 2016

- vi. The Council's Report and Financial Statements for 2015/16.
- vii. The earmarked and general reserves at 31st March 2016
- viii. A list of variances between the 2014/15 and 2015/16 Annual Returns
- ix. The end of year Internal Audit letter 2014/15 and Officers' response
- x. The Governance Statement for 2015/16
- xi. A copy of the Annual Return

Council noted the overall outturn for 2015/16 with expenditure £1,162,768 against a programmed budget of £1,163,892 with income being £1,224,351 against budgeted income of £1,163,892 resulting in a small surplus of £61,623 for the year.

Council noted the agreed changes that had been made for consistency between years to the apportionment of costs between boxes 4 and 6 of the Annual Return in light of the comments from the Internal Auditor and the recommended approach set out in the new Practitioners' Guide with the figures in the Annual Return marked as restated for 2014/15.

Council noted the Asset register had increased to £1,541,674 and received the draft Report and Financial Statements for 2015/16. In response to a question by Cllr Macleod, the Town Clerk confirmed the position of earmarked and general reserves.

Council welcomed the Internal Auditor's report and noted there were no additional issues raised as part of the year-end visit apart from the change to remove staff costs (Code 4001 – contracted staff) from the Staff Costs section of the Annual Return (Box 4) and include them in Total Other Payments (Box 6 of Annual Return) in accordance with revised guidance 2.15 in the Practitioners' Guide

It was RESOLVED *unanimously* that:

- 1) **The Report and Financial Statements for 2015/16 be adopted for signature;**
- 2) **The Internal Auditor's year-end Report be welcomed**
- 3) **The Annual Governance Statement be approved**
- 4) **The Annual Return and associated papers be approved for signature and submission to the External Auditor.**

Planning & Licensing Consultative Group

C028/16 Cllr Williamson introduced the minutes of the Planning & Licensing Consultative Group held on 9th May, 23rd May, and 6th June at Appendices H, I and J to the Agenda. Cllr Williamson made a general plea for councillors to advise him in advance of the meetings if unable to respond on particular applications ahead of the Consultative Group meetings.

Part 2 – Items Noted

C029/15 **Actions under the Scheme of Delegation**
None reported

C030/15 **Reports from Councils**

- i) Cllr Macleod reported that the next stage of the Brightwells (East Street) development had been approved by Waverley Borough Council.
- ii) Cllr Hill reported on the progress on Farnham in Bloom with allotment holders planting the vegetable planters in South Street; the Community Group preparing for the Carnival; the 32 residents who had signed up for the

Bloomin Litter project; and with the outside workforce putting up all the hanging baskets and installing the troughs and planters. Cllr Hill reminded Council of the judging dates (7th and 21st July for South and South East in Bloom and 2nd August for Britain in Bloom). Cllr Cockburn said that the hanging baskets in the Bourne were sensation this year.

- iii) The Town Clerk advised that the new Farnham Tree Trail had been published with support from local resident Peter Bridgeman.

C031/15 **Reports from Outside Bodies**

- i) Cllr Williamson reported that he had attended his first Brightwells Gostrey Centre meeting and that it was facing some real challenges having lost two members of staff. It was looking to generate some additional income by starting some new practical modules of helping people work with dementia. It was also looking for additional volunteers.
- ii) Cllr Cockburn provided a Farnham Conservation Area Management Plan update and advised that agreement had now been reached for work on the Bishop's Steps.
- iii) Cllr Cockburn advised that the Farnham Sports Council continued to progress and reminded Council of the Farnham Community Games taking place on August bank Holiday Monday.

C032/16 **Date of next meeting**

Members noted that the next Council Meeting would take place on Thursday 21st July 2016. The Mayor advised that due to a clash of dates, the October Council meeting would move back by a week to Thursday 3rd November and that a new timetable of meetings would be issued.

C033/16 **Exclusion of the Press and Public**

It was RESOLVED to exclude members of the public and press from the meeting at Part 3 of the agenda in view of the confidential items under discussion including property matters.

C034/16 Council considered a request by a potential buyer of Green Lane Chapel for the sale of an additional piece of land to improve access to the site.

It was RESOLVED *nem con* that:

- 1. The Town Clerk be authorised, in consultation with the Assets Advisory Group, to negotiate the sale of the land to the left of the current access to allow for the creation of a new access gate to the Chapel with the legal and surveying costs of the transfer being met by the purchaser;**
- 2. The Council retain ownership of the existing access;**
- 3. The Town Clerk be authorised to agree tidying up clauses in the TPI sale documents in accordance with these decisions**
- 4. Once the sale had been agreed, the Council's Seal be used on the legal documents for the transfer of ownership.**

The Town Mayor closed the meeting at 8.34pm.

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Cemeteries and Appeals Working Group

Time and date

9.30am on Thursday 23 June 2016

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Cllrs David Attfield, Carole Cockburn, and John Williamson.

Officers present: Iain Lynch (Town Clerk) and Ian Kershaw (Assistant Town Clerk).

1. Apologies for Absence

Apologies were received from Cllr Hargreaves and Cllr Hollins-Owen and Redfern

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting

POINTS	ACTION
The notes of the meeting held on 14 April 2016 were agreed.	

4. Cemetery Appeal

POINTS	ACTION
<p>The Working Group received an appeal over a decision made, in accordance with the Cemetery Regulations, not to allow a request from Applicant Y for Kerbing in Green Lane Cemetery in a lawned area.</p> <p>The applicant's letter was read by the Appeal Group alongside the Officer's report with photographs of the location and a map showing the position of the grave and adjacent areas. After discussion, the Working Group did not feel it could agree to kerbed sets in this location as it had to be consistent. However, it agreed an alternative proposal which officers were to discuss with the appellant to see if it might be suitable from the family's perspective.</p>	<p>Officers to discuss alternative proposal with the appellant..</p>

5. Badshot Lea Cemetery

POINTS	ACTION
<p>The Working Group discussed arrangements for the South and South East in Bloom assessment of Badshot Lea Cemetery. It was noted that the entry was to find what the Council needed to do to raise standards further.</p> <p>The Working Group discussed the historic problem of soil from graves being put in a mound against the fence and whether the mound should be removed ahead of the inspection. There was concern about the time it would take for the area to be restored from the work of diggers and also that the quotes received for the work were too high. It was agreed not to proceed with the removal of the spoil at this time.</p> <p>The Working Group also noted that the pathway improvements scheduled for 2016/17 had been expected to be undertaken at the beginning of the financial year, prior to the assessment, but this had not yet been arranged as requested.</p>	<p>Outside Services Team Leader to action.</p>

6. Date of next meeting

POINTS	ACTION
<p>It was agreed that the date of the next meeting would be Thursday 8th September at 9.30am.</p>	

The meeting closed at 09.56am.

Notes by Iain Lynch



FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

9.30am Tuesday 28th June 2016

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, Stephen Hill, Susan Redfern, Mike Hyman.

Officers: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader), Lara Prior (Community Enhancement Officer)

In attendance: Martin Billett (Member of Farnham in Bloom Community Group)

1. Apologies

Apologies were received from Councillor John Williamson and Jeremy Ricketts.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 16th March 2016.

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom

POINTS	ACTION
<p>i. Members received an update on the Farnham in Bloom Community Group.</p> <p>Members noted that Farnham in Bloom has become a year round initiative now with the creation of a portfolio of 'Bloomin' events' (Bloomin' Kids, Bloomin' Arts and Bloomin' Litter). Members gave their thanks for the amazing amount of work the community group does and noted that the Farnham in Bloom carnival float, in conjunction with Post 19 and The Dance Movement, had won a bronze award, which was excellent. Members to be sent electronic copies of the Judges Briefing Notes/Portfolios</p> <p><i>Cllr Hill joined the meeting at 10.00am</i></p> <p><i>Martin Billett (Member of the Community Group) left the meeting at 10.05am.</i></p>	<p>Community Enhancement Officer to send</p>

5. Allotments

POINTS	ACTION
<p>i.) Members noted that there were currently 6 vacant allotments plots which would shortly be allocated to people on the waiting list, which currently stands at 55 - 14 of which are non-residents.</p> <p>4 allotment holders have underpaid their rent by 50p. Members agreed this was not worth chasing and could be written off. A further 2 allotment holders owe £1.70 and £1.50. It was agreed that this would be added to their rent for the following year. Members noted that there were 8 debtors in total.</p> <p>ii.) Members noted that Waverley Borough Council would be transferring a 99 year lease of the Weybourne allotment site to Farnham Town Council imminently. Recommendation to council is that the new lease is approved by Councillors. Weybourne Allotments is made up of 250sqm plots and will provide an income of around £2,000 in rents and enable the allotment holders to be fully involved in all the allotment services provided by the Town Council.</p> <p>iii.) Members noted that Farnham Town Council was recently advised by its insurer to advise/remind all of its allotment tenants that they had individual liability for matters which may arise on their own plot. A notification was circulated in the Spring Allotment Newsletter and resulted in a number of queries and complaints as some had been quoted unreasonably large sums by their own insurers to ensure that they were covered.</p> <p>A solution to this could be to take out an Allotment Association Group insurance policy which would cost around £300-£400 and may represent a minimal cost of two of three pounds per allotment. This needed to be discussed further with the Allotment Liaison Group to decide if this should be the way forward. It was agreed that subject to discussions with the Allotment Liaison Group and further discussions with insurers, Farnham Town Council should facilitate an annual group insurance policy. Members also noted that a meeting could be held with all Town Council allotment holders and that the current allotment tenancy document would need to be reviewed and updated.</p>	<p>Outside Services Team Leader to progress</p> <p>Recommendation to Council:</p> <ol style="list-style-type: none"> 1) The transfer of the Weybourne allotment site be welcomed 2) The Town Clerk be authorised to use the Council Seal on the Weybourne allotments lease <p>Outside Services Team Leader to progress</p>

6. Bins by Boots Opticians

POINTS	ACTION
<p>i.) Members noted that there an update from Richard Homewood at Waverley BC was awaited.</p> <p>Members noted that the Town Clerk met with the manager at the Bush Hotel, to follow on from the earlier discussions with the Deputy Manager. Farnham Town Council to draw up plans for the area to show the Bush Hotel for the owner's consideration and approval.</p>	<p>Town Clerk and Outside Services Team Leader to progress further with Waverley and The Bush Hotel</p>

7. Surrey County Council Highways Localism Project

POINTS	ACTION
<p>i.) Members noted again that the criteria and information requested by Farnham Town Council for 2016/17 was still awaited from Surrey but that some works had already been undertaken.</p> <p>ii.) Members raised concerns over the A31 and other site lines. It was agreed that residents want a clean and tidy town and that grass cutting needs to take place more regularly than twice a year. It was suggested that a meeting should be set up with Patrick Giles at Surrey County Council to discuss this and reiterate the previous requests more regular grass cutting is done out of hours either during the evening or at the weekend due to the amount of disruption caused by the existing timetable of the work being carried out Mon- Fri.</p>	<p>Outside Services Team Leader to progress</p>

8. Street Furniture Update

POINTS	ACTION
<p>i.) Members noted that designs for vinyl wrapping the bus stop on the traffic island at the train station and Upper Way would be in place imminently.</p> <p>ii.) Members noted that Waverley Borough Council had yet responded to the outstanding residents' requests for litter and dog fouling bins and this would need to be pursued further.</p> <p>iii.) Members noted that Castle Street Residents Association had asked some time ago if the plastic three tier planter in situ adjacent to Long Garden Walk could be replaced with something more in keeping with the vicinity. Members noted the following costs to grant this.</p> <ul style="list-style-type: none"> • £500 to cover up the existing planter • £1,000 to £2,500 cost of a recycled stone planter depending on size • £1,300 cost of a new stone planter • £1,000 for either a square planter or a hanging basket tree <p>Members agreed that a stone planter would be most in keeping with the street and agreed to purchase one but a contribution/ or sponsorship from the Residents Association should be sought. It was also noted that funding had been agreed for FIB improvements in castle street in 2015/16 but that the funds had not been spent.</p> <p>iv.) Members noted graffiti behind the Liberal Club would be removed the following week.</p> <p>Members to receive a detailed report containing before and after photos of graffiti at the next CEWG meeting in September.</p>	<p>Community Enhancement Officer to progress</p> <p>ClIr Hill to raise at Waverley</p> <p>Community Enhancement Officer to progress</p> <p>Team Leader Outside Services to progress before Britain in Bloom Judging</p> <p>Outside Services Team Leader to progress</p> <p>Report to next meeting</p>

9. Community Clean Up Gangs

POINTS	ACTION
Members noted that litter was particularly bad in Roman Way and an area of land by a car park in Heath End and these areas would be referred to Waverley	Community Enhancement Officer to progress

10. Community Toilet Scheme

POINTS	ACTION
<p>i.) Members noted that all interested businesses attended a meeting to agree final terms of the pilot scheme and an annual one-off fee of £200 per business was agreed. The scheme will be launched as soon as the window stickers were produced by Farnham Signs.</p> <p>Members noted that Councillor Hill received a complaint about the public conveniences in Central car park and it was agreed that the toilets were looking tired and dated. The water cisterns were not efficient in some cases.</p> <p>It was noted that a review of our public convenience cleaning contract was due to take place by the new Business and Contracts Officer who would commence employment at the Town Council in July.</p> <p>Members to receive a detailed report with proposals at the next CEWG meeting in September.</p>	<p>Community Enhancement Officer to progress</p> <p>Outside Services Team Leader to progress</p>

11. AOB

POINTS	ACTION
Members raised concerns that the land where the public conveniences on South Street used to be might be used by Waverley Borough Council for the East Street/Brightwells construction. Members noted that Waverley would not put a Tree Preservation Order on trees which it owned but these were important and mature street trees. The Working Group agreed as a group that is essential Farnham retains its mature trees and the trees in South Street which were important to the street scene should be protected. The Working group agreed to send a letter from Councillors detailing their concerns about this.	Cllr Hill to raise matter at Waverley Borough Council

12. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be on Wednesday 28 th September.	

Meeting ended at 11:15am
Notes taken by Lara Prior



FARNHAM TOWN COUNCIL

D

Notes

Tourism & Events Working Group

Time and date

9.30am on Tuesday 12 July 2016

Place

Byworth Room, Council Offices, South Street, Farnham

- Attendees:** Councillors J Hargreaves, S Hill, M Hodge, A Macleod
- Officers Present:** Stephanie King (Events Officer), Iain Lynch (Town Clerk)
- In attendance:** Katherine Napier and Mike Silver from 'Performers Together' (item 4)

1. Apologies

Apologies of absence were received from Councillor Cockburn, Councillor Mirylees and Councillor Williamson.

2. Notes of the last meeting

POINTS	ACTION
The notes of 23 February 2016 were agreed as an accurate record of the meeting.	

3. Disclosure of Interests

POINTS	ACTION
There were no disclosures of interest.	

4. Farnham Flash Festival 2017

POINTS	ACTION
Members received a presentation from 'Performers Together' about a proposed month long festival of performance made up of daily performances. This would take place in June (chosen upon after advice from the council) and would be made up of existing events wearing the 'Farnham Flash Festival' badge and events specifically organised to be a part of the festival.	
Members noted that a number of venues and performers had registered interest and the group would match performances	

to venues. It was noted that the venues taking part would be responsible for their individual performances (insurance, tickets etc) but the Town Council was asked to endorse the concept as part of the annual programme of events in Farnham.

Members agreed the Flash Festival would be good for Farnham in way of bringing the community together. It was noted that the council's backing was also being sought to help with finding venues, gaining sponsorship and raising awareness. Members considered how the council could support the festival. It was agreed that funding the production of a brochure (similar to the Heritage Open Days brochure) would be a good way of bring the events together, attract performers and venues and advertise the festival. In addition staff support to provide technical advice on co-ordinating the programme, particularly in the first year would be offered. It was agreed that provisional funding of £2,500 be earmarked from the Tourism and Events development budget subject to a detailed budget being prepared for the festival.

Recommendation to Council:

- 1) Council welcomes the proposed Farnham Flash Festival**
- 2) A provisional funding allocation of £2,500 be agreed towards the costs of the inaugural festival.**
- 3) Officers work together with the organisers to assist with technical advice and support in getting the Festival underway.**

5. Music in the Meadow & Picnic in the Park

POINTS	ACTION
<p>Member's received an update of the Music in the Meadow concerts that had taken place to date. Members noted that five concerts had taken place with an average of 300 plus attendees at each event. The addition of the branded information tent and picnic tables had been well received so far. Members noted that there had been four single day sponsors signed up this year.</p> <p>Members noted that Picnic in the Park had been successful, there were fewer stallholders than previous years but this suited the picnic theme of the event. The performers at the event were well received.</p>	

6. Spring Festival

POINTS	ACTION
<p>Members received a report on the inaugural Spring Festival and agreed overall the event was a success and should be added to the annual calendar of events. Members noted that the attendance rate was very good with over 2000 people attending and the stallholders and activities were all very happy and performances were well received.</p>	<p>Officers add the event to the 2017 programme</p>

7. Food Festival

POINTS	ACTION
<p>Members noted that arrangements for the Food festival were underway and over sixty applications for a pitch had been received. Members noted that stallholders will need to be limited to 80-100 stalls depending on space allocated to seating.</p>	<p>Events officer to add picnic tables to site plan.</p> <p>Events officer to continue with arrangements for the event.</p>

8. Publications & Social Media

POINTS	ACTION
<p>Members reviewed the proposals received from TG Media (following a tendering exercise) to produce the annual visitors guide. It was agreed it would be productive to work with a company familiar with selling advertising to local businesses and the sales of advertising would potentially be more successful than previous years, although the previous productions by Acorn were very good and had been well-received. Members agreed the production should be self-funding as far as possible. It was noted that TG would also undertake the</p> <p>Members reviewed the latest draft of the Farmers' market brochure and agreed the content concepts. It was suggested a photo of a stallholder should be used on the front cover rather than the logo. Members agreed it should be ready in time for the Food Festival in September.</p>	<p>Recommendation to Council: The new Visitors' Guide and 2017 Residents' Guide be published by TG media</p> <p>Town Clerk to discuss options for a self-funding solution for the production of the Visitors' Guide and the 2017 Residents' Guide with TG Media.</p> <p>Events Officer to commission photographer to take new photographs at the Farmers' Market.</p>

9. Sponsorship

POINTS	ACTION
<p>Members received an update on the sponsorship raised to date and noted that events that had taken place so far had reached their sponsorship target. Members noted that a Principal sponsor for the Food Festival was still required and considered potential businesses that could be approached. Members noted Christmas sponsorship was in a good position.</p>	<p>Events officer to approach local businesses to secure Principal sponsor for the Food Festival.</p>

10. Local Businesses

POINTS	ACTION
<p>Members received a report on the prospect of creating a Business Improvement District (BID) in Farnham and noted that working towards forming a BID in Farnham was favoured by Local retailer group, Fabulous Farnham. Members noted that Steph King (previously Events Officer) would be undertaking a number of projects including research on the possibility of forming a BID and discussions with local businesses. It was agreed a report on the BID concept would be presented to the next T&E Working Group.</p> <p>Members noted that Farnham Town Council had been approached by Shoppers Anonymous to provide funding for a mystery shopping project with local businesses. Waverley Borough Council would be providing matched funding of £2500 and a further £2500 would be required to enable the project to take place. Around sixty businesses would be able to take part and an awards ceremony would be arranged at</p>	<p>BID research to be undertaken.</p> <p>Recommendation to Council: Farnham Town Council work with Shopper anonymous on a customer service programme and awards ceremony with funding of</p>

<p>the end of the project. Members noted this scheme had been successfully undertaken in other market towns including Dorking, Godalming, Cranleigh, Winchester and Camberley. The project would be a good way to reach out to local businesses and show Farnham Town Council's support to local businesses and ultimately improve on demonstrating Farnham as a destination where visitors and its residents receive excellent customer service.</p>	<p>£2500 from the Tourism and Events development budget.</p>
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11. Updates on Other Matters & Items for Noting

POINTS	ACTION
<p>Members noted that Farnham Town Council had been approached by Farnham Vineyard representing a number of churches in Farnham seeking support to organise an event in Gostrey Meadow in June 2017. Members agreed that the council could offer usual support in way of bandstand use, advice and listing the event in council publications. Members noted that this would also fall under the Farnham Flash Festival month and would gain additional publicity through its publicity.</p> <p>Members reviewed the recent music concert provided by the Andernach Stadtorchester at the Farnham Maltings and noted that it had made the front page of the July Farnham Diary. Members noted that positive comments had been received from those who attended. Members agreed a contribution to the costs of the band from the ticket sales should be made by Farnham Town Council to the band as a way of thanks.</p> <p>Members received an update from the Town Clerk about the European Riichi Mah-jong tournament taking place at the Maltings in October, the biggest tournament to date. Members agreed that the Council's support would be similar to the support given to the EVRA event in 2016 in way of a funding contribution of £500, presence of the Mayor, publicity in the council publication and presence at event.</p>	<p>Town Clerk to progress</p> <p>Recommendation: It is recommended that a contribution of £500 be made to the costs of the European Riichi Mahjong Championship 2016.</p>

7. Date of Next Meeting

The next meeting was agreed as Tuesday 6 September 9.30am.

Notes taken by Stephanie King



FARNHAM TOWN COUNCIL

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Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 19th July 2016

Place

Town Clerk's Office, South Street, Farnham

Report to follow

FARNHAM TOWN COUNCIL



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Report
Council

Date: 21 July 2016

Farnham Neighbourhood Development Plan Submission to Regulation 15

I. Introduction

In 2011 the Council began the process of making the Neighbourhood Plan. Farnham's approach throughout has been a highly consultative and collaborative one with several rounds of informal and formal consultation. At its meeting on 23rd October 2014, the Town Council agreed the Regulation 14 draft of the Neighbourhood Plan. The next step in the process of making the Plan was a formal six week consultation. Once that consultation was concluded the comments received were uploaded on to the Town Council's website and provided to members via Strategy and Finance and Full Council in March 2015.

The comments received were then considered in detail by the Infrastructure Planning Group (IPG) and amendments proposed are reflected in the Regulation 15 Plan which the Council is now asked to approve for submission to Waverley Borough Council, in accordance with the Neighbourhood Planning Regulations 2012.

Following the Regulation 14 consultation and subsequent work, the Plan was delayed, whilst the Town Council liaised with Natural England (NE) and Waverley Borough Council (WBC), to investigate the possibility of facilitating Suitable Alternative Natural Greenspace (SANG), to ensure legal compliance and compliance with the Thames Basin Heaths Avoidance Strategy 2009. At the conclusion of this work, Natural England advised that the mitigation being proposed would not be sufficient.

In early 2016, Waverley Borough Council reviewed the Thames Basin Heaths Avoidance Strategy. Following this review, WBC and NE have advised that the existing SANG at Farnham Park provide the SANG required to support the housing allocations in the Neighbourhood Plan.

The revised Avoidance Strategy was subject to public consultation in April 2016 and is currently recommended for adoption at Waverley Borough Council.

The impact of the revised strategy is that the Farnham Neighbourhood Development Plan can progress to the next stage, Regulation 15.

This report sets out the Regulation 15 Plan (attached at Annex 1) and summarises the key changes proposed to the Plan from the previous Draft approved by the Town Council in 2014.

2. Summary of Changes

All changes have been made to the Plan based on the following:

- Comments received in the Regulation 14 Consultation
- Updates to the Evidence Base
- Changes made to legislation

A briefing for Councillors took place on 7 July to explain these changes and introduce the Regulation 15 Plan. The notes of this briefing are attached at Annex 2 to this report.

The Neighbourhood Plan covers a 15 year period up to 2031 and is the most significant document Farnham Town Council has produced to date. When the plan is “made”/adopted by Waverley Borough Council it will provide protection for the character and heritage of Farnham while also responding to the changing needs of its population. The Plan is divided into a number of sections, however no one section takes precedence and the Plan must be read as one document. The Council’s approach has been highly collaborative and this is set out in the Consultation Statement attached at Annex 3.

i. Environment

This section covers the built environment as well the natural environment. Policy FNPI lays the foundation for the whole plan and whilst all policies must be read in conjunction with one another, this section sets the tone for the rest of the Plan.

Policies FNP 5, 6 and 7 had been added to reference protection for the conservation areas outside of the Town Centre that did not have their own policies in the Regulation 14 draft.

The Arcadian areas cover much of the Waverley Local Plan 2002 policy, BE7, featuring green, leafy areas of low density housing.

Landscape definitions have also been looked at in detail in response to the Regulation 14 consultation, taking in to account the emerging Local Plan and the most up to date evidence base. Key definitions of Areas of Outstanding Natural Beauty (AONB) and Areas of High Landscape Value and High Sensitivity (AHLVS) have been retained.

A new policy, protecting the area of the Old Historic Farnham Park has been added, following public consultation.

The Built Up Area Boundary has been amended to ensure consistency and in response to the public consultation. A copy of the Built Up Area Boundary Review 2016 is attached at Annex 4.

The Neighbourhood Plan has been subject to an HRA (Habitats Regulation Assessment) Scoping Report (Annex 5) and Screening Report (Annex 6), conducted by an external consultant, Lepus Consulting. The HRA process assesses the potential effects of a plan or project against the conservation objectives of any European sites designated for their importance to nature conservation. These sites form a system of internationally important sites throughout Europe and are known collectively as the ‘Natura 2000 network’.

The initial Scoping Report highlighted some areas which required further investigation. The Screening Report looked at this in more detail and concluded that:

“no likely significant effects were expected to arise as a result of the Regulation 15 Farnham Neighbourhood Plan. As a result, it is recommended that the Regulation 15 Farnham Neighbourhood Plan be screened out of the HRA process.”

This conclusion has been agreed by Natural England.

ii. Housing

The delay in respect of SANG has meant that some permissions have been granted for small and large developments across the town. Housing data therefore needed to be refreshed and the up to date data is now reflected in the Neighbourhood Plan. The projections and allocations in the Neighbourhood Plan are in general conformity with the emerging Local Plan. The Housing numbers in the Neighbourhood Plan are broken down as follows:

Source of Housing Supply	Net dwellings
Sites which have already been completed (in the period 2013/14 – 2015/16)	169
Large Sites with planning permission at 31 March 2016	695
Further Reg 14 Neighbourhood Plan housing site allocation granted consent (Garden Style, Wrecclesham)	65
Small Sites with planning permission at 31 March 2016	99
Windfall contribution	378
Housing Allocations	845
Total	2248

As part of the updated Plan, work has been undertaken, working with residents’ associations, local organisations and statutory bodies such as Surrey Highways, assessing the potential development sites identified in the Plan and highlighting requirements for any relevant infrastructure upgrades as part of policy FNP 14. The Farnham Housing Land Availability Assessment (Appendix I – Assessment of Allocated sites) is attached at Annex 7.

iii. Business

Changes in permitted development have been reflected in the updated Plan and Policy FNP19 had been added in response to consultation, to include the support of the Enterprise and Incubation Hub at the University of the Creative Arts.

A new policy has been added further to consultation responses, which aims to protect Public Houses, subject to changes in Change of Use and permitted development legislation.

iv. Farnham Town Centre and Neighbourhood Centres

In response to consultation, a policy in relation to the development currently permitted at East Street has been added, to ensure, should the development not proceed under the current planning permission and a new application come forward in the future, the Neighbourhood Plan would have more influence. The policy in respect of development at the Woolmead site has also been enhanced and reflects the current planning status of the site.

In light of the above changes and some other small amendments as a result of the consultation, the Town Centre Study and Local Centres Study, now renamed

Neighbourhood Centre Study have been updated. Copies of these documents are available at Annexes 8 and 9.

v. Leisure and Wellbeing

The Neighbourhood Plan allocates housing sites and therefore aims to allocate green space and leisure facilities to support anticipated increases in population. It has not been possible to date to find a suitable site to meet anticipated need for allotment provision as a result of proposed development. This is recognised in the Plan. Two sites have been allocated for sports pitch provision, at Brambleton Park, and a broad allocation on the Suez (Sita UK) site in Runfold. These pitches have been confirmed as available and deliverable by the landowners and will be delivered during the plan period.

vi. Infrastructure

Further to consultation with statutory bodies such as Thames Water, a new water and sewerage policy has been added, which sets out that new developments would need to have regard to these infrastructure needs.

3. Next Steps

Subject to the Council's agreement, the regulation 15 Plan will be submitted, alongside the Basic Conditions Statement (Annex 10) and the Consultation Statement to Waverley Borough Council. Following receipt of the Plan, WBC will commence a 6 week consultation and arrange for an independent examiner (in conjunction with FTC) to examine the Plan. After a successful examination WBC will arrange for a referendum to be held on the Plan.

The anticipated timetable to referendum is:

- July 2016 – Submission of Neighbourhood Plan to Waverley BC (FTC)
- Summer 2016 – Regulation 16 Consultation (WBC)
- Autumn 2016 – Examination (WBC)
- Early Winter 2016 – Referendum (WBC)
- Winter 2016/17 – Adoption of Farnham Neighbourhood Development Plan (WBC)

Recommendations:

It is recommended that:

- 1. Full Council endorses the Regulation 15 Farnham Neighbourhood Development Plan and supporting documents.**
- 2. Full Council approves the Regulation 15 Farnham Neighbourhood Development Plan and supporting documents for submission to Waverley Borough Council, in line with the Neighbourhood Planning Regulations 2012.**
- 3. The Town Clerk, in liaison with the Leader and the Infrastructure Planning Group, be delegated to make any minor amendments to the Neighbourhood Plan and associated documents, prior to submission to Waverley Borough Council.**

Supporting documents:

The following documents are available at www.farnham.gov.uk/shapefarnham and those marked with an asterisk, have been provided at Annexes 3-10.

1. Environment

- 1.1. Farnham Conservation Area Management Plan
- 1.2. Farnham Built Up Area Boundary Review *
- 1.3. Farnham Design Statement
- 1.4. Farnham Conservation Area Appraisal
- 1.5. Waverley Borough Council Landscape Study – Part 1: Farnham and Cranleigh, 2014
- 1.6. Area of Outstanding Natural Beauty Management Plan
- 1.7. Waverley 2014 Green Belt Review
- 1.8. Farnham Neighbourhood Plan Green Belt Boundary Review
- 1.9. Waverley Buildings of Local Merit List: "list of buildings of townscape, landmark or local historic merit"

2. Housing

- 2.1. FHLAA April 2016 Update
 - i. FHLAA May 2016 Appendix 1 – Allocated Sites *
 - ii. FHLAA May 2016 Appendix 2 – Sites not promoted after detailed assessment
 - iii. FHLAA May 2016 Appendix 3 – Sites rejected
- 2.2. FHLAA October 2014
 1. FHLAA October 2014 Appendix 1 – Sites excluded from appraisal
 2. FHLAA October 2014 Appendix 2 – Sites included as housing options
 3. FHLAA October 2014 Appendix 3 – Site not included as housing options
- 2.3. West Surrey SHMA September 2015

3. Business

- 3.1. Employment Land Review Appendix 1 – Employment Land Review Assessments
- 3.2. Employment Land Review Appendix 2 – Agent interviews summary
- 3.3. Employment Land Review Maps

4. Town Centre and Local Centres

- 4.1. Farnham Town Centre Study *
- 4.2. Farnham Local Centres Study *
- 4.3. Farnham Tourist Accommodation Study 2014
- 4.4. Waverley Borough Council Town Centres Retail Study Update, 2013

5. Leisure and wellbeing

- 5.1. Farnham Open Space Evidence Base (to follow)
- 5.2. Waverley Borough Council - Open Space, Sport and Recreation Study (PPG17 Study) February 2012

6. Infrastructure

- 6.1. Notes of meetings with infrastructure providers
- 6.2. Letters/submissions from infrastructure providers

7. Community Engagement

- 7.1. Farnham Neighbourhood Plan Consultation Statement 2016 *
- 7.2. List of all attachments
 - i. All Appendices
 - ii. Notes of meetings with landowners and developers
- 7.3. Regulation 14 Consultation feedback

8. Other

- 8.1. Farnham Neighbourhood Plan Sustainability Appraisal
- 8.2. Farnham Neighbourhood Plan Scoping Report
- 8.3. Farnham Neighbourhood Plan Basic Conditions Statement *
- 8.4. Habitats Regulation Assessment Scoping Report *
- 8.5. Habitats Regulation Assessment Screening Report *
- 8.6. Copy Regulation 14 Draft Pre-Submission Neighbourhood Plan (October 2014)

Hard copies of any of the supporting documentation other than those asterisked above, are available on request.

All documents relating to the Regulation 14 Draft Farnham Neighbourhood Plan are available online at www.farnham.gov.uk



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.00 am on Monday 20 June 2016

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr C Cockburn
Cllr J S Fraser
Cllr M Hyman
Cllr A Macleod
Cllr K Mirylees
Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ian Kershaw

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

1) Apologies

Cllrs Dunsmore

2) Declarations of Interest

Agenda Item No	Nature of interest (please tick/state as appropriate)		Type of interest (disclosable pecuniary or Other) and reason
	I am a Waverley Borough Councillor/Surrey County Councillor*	Other	
WA/2016/0716	Cllr C Cockburn		Personal
WA/2016/1018	Cllr K Mirylees		Personal

3. Applications Considered by the Planning & Licensing Consultative Group on Monday 20 June 2016

Borough Council Planning Applications

Farnham Bourne

CA/2016/0076 Farnham Bourne

GREAT AUSTINS FARNHAM CONSERVATION AREA WORKS TO AND REMOVAL OF TREES
86B TILFORD ROAD FARNHAM GU9 8DS

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer but is concerned about the amount of works to trees across Farnham.

WA/2016/1036 Farnham Bourne

Erection of 4 dwellings and 3 detached garages together with associated works including new access from Lodge Hill Road.

LAND TO SOUTH OF 96 LODGE HILL ROAD, LOWER BOURNE GU10 3RD

Members considered that the application would destroy the well wooded ridge that was key to breaking up the built form of the area. This was contrary to Policy BE3 which sought to maintain wooded ridges to prevent vistas becoming entirely built up and urban. Furthermore the application represented an over-development of the site.

Farnham Town Council objects to the application on the grounds of over-development and it being contrary to Policy BE3.

WA/2016/0716 Farnham Bourne

Erection of a 4 bed dwelling.

LAND AT 7 AND 9 PINE RIDGE DRIVE, LOWER BOURNE GU10 3JW

Councillor Cockburn declared a personal interest and left the room for the duration of debate and decision on this item.

Members noted that previous permissions had contained conditions that no extension building or hard-standing shall be constructed within the curtilage of the dwelling house then permitted. This application extended the footprint of the previously approved building beyond the approved application effectively allowing an extension that previous conditions had denied. Furthermore the new foundations would damage existing tree routes as it varied from previous proposals to use piles that would have minimised this impact.

Farnham Town Council objects to the application on the grounds of over-development and impact on trees.

Farnham Castle

WA/2016/1017 Farnham Castle

Erection of side extension, front porch and alterations following demolition of existing garage.

11 LARKFIELD ROAD, FARNHAM GU9 7DB

Farnham Town Council has no objections.

Farnham Firgrove

WA/2016/1018 Farnham Firgrove

Erection of extensions and alterations to existing dwelling to provide an additional dwelling.

35 ST JOHNS ROAD, FARNHAM GU9 8NU

Members considered that the development was out of character with the street scene which was otherwise characterised by detached houses and parking at the front.

Farnham Town Council objects to the application on the grounds of impact and character in relation to the surrounding street scene.

Farnham Hale and Heath End

WA/2016/1015 Farnham Hale and Heath End

Conversion of existing garage into habitable accommodation.

2 FAIRVIEW GARDENS, FARNHAM GU9 0NG

Farnham Town Council has no objections subject to the proposed conversion being in keeping with the Farnham Design Statement.

Farnham Moor Park

WA/2016/1035 Farnham Moor Park

Erection of single storey rear extension to dental surgery (following invalid application WA/2016/0864).

Farnham Town Council has no objections subject to the proposed extension being in keeping with the Farnham Design Statement and all materials being in keeping with existing.

Farnham Shortheath and Boundstone

TM/2016/0083 Farnham Shortheath and Boundstone

Application for works to and removal of trees subject of Tree Preservation Order 15/06.

6 FORD LANE FARNHAM GU10 4SH.

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer but is concerned about the amount of works to trees across Farnham.

Farnham Upper Hale

TM/2016/0084 Farnham Upper Hale

Application for works to trees subject of Tree Preservation Order 16/99.

WHITE WALLS FERNHILL DRIVE FARNHAM GU9 0HR.

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer but is concerned about the amount of works to trees across Farnham.

WA/2016/1007 Farnham Upper Hale

Erection of a two storey extension following demolition of an existing conservatory.

8 TRINITY FIELDS, FARNHAM GU9 0SB

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials being in keeping with existing.

Farnham Wrecclesham and Rowledge

WA/2016/1020 Farnham Wrecclesham and Rowledge

Erection of an outbuilding together with walling, gates and piers.

ELM VILLA, MANLEY BRIDGE ROAD, ROWLEDGE GU10 4DA

Councillor Mirylees declared a personal interest and left the room for the duration of debate and decision on this item.

Farnham Town Council has no objections.

Borough Council Licensing Applications

Hale and Heath End

Application for a variation of premises licence.

NEWSAGENTS 53 WILLOW WAY.

The application is for off-sales of alcohol 09:00-12:00 and 15:00 to 22:00 Monday to Friday and 09:00-22:00 Saturday and Sunday and opening hours of 06:00-22:00 Monday to Sunday; removal of licensing condition stipulating a first aider be at the premises; and amendment of condition to allow alcohol to be displayed openly which can be seen by the staff at the counter. Existing hours for off sales are Monday to Sunday 09:00-12:00, 13:00-15:00 and 16:30-18:00.

Farnham Town Council has no objections.

County Council applications and consultations

Moor Park

Application for retrospective revised profile, landscaping and afteruse details, surface water drainage scheme and amended infrastructure compound without compliance with Condition I of planning permission ref: GUI I/P/02080 dated 11 May 2015 so as to allow the retention of a soil bund located along the eastern boundary on the site.

SEALE LODGE LANDFILL SITE, SEALE LANE GUI0 IJZ.

Farnham Town Council has no objections but defers to the comments of Seale and Sands Parish in respect of any immediate impact on community amenity.

Date of next meeting Monday 4 July 2016

The meeting closed at 9:50 am

Notes by Ian Kershaw



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.00 am on Monday 4 July 2016

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor C Cockburn
Councillor J S Fraser
Councillor M Hyman
Councillor A Macleod
Councillor J Ricketts
Councillor J Williamson

Other Councillors in attendance: None

Officers in attendance: Ian Kershaw

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

1) Apologies

Councillors Dunsmore, Mirylees

2) Declarations of Interest

Agenda Item No	Nature of interest (please tick/state as appropriate)		Type of interest (disclosable pecuniary or Other) and reason
	I am a Waverley Borough Councillor/Surrey County Councillor*	Other	
WA/2016/1075	Councillor Williamson		Personal
WA/2016/1096	Councillor MacLeod		Personal
WA/2016/1224	Councillor Ricketts		Personal

3. Applications Considered by the Planning & Licensing Consultative Group on Monday 4 July 2016

Borough Council Planning Applications

Farnham Bourne

WA/2016/1137 Farnham Bourne Kate Ingram

Erection of single storey rear extension; construction of dormer window and installation of 3 roof lights following demolition of existing conservatory.

89 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1186 Farnham Bourne Kate Ingram

Erection of extensions.

MOON HILL COTTAGE, 5 HILLSIDE ROAD FRENHAM GU10 3AJ

Farnham Town Council has no objections subject to the extensions being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1182 Farnham Bourne Kayleigh Taylor

Construction of a swimming pool.

STOBO HILL, 2 CLUMPS ROAD, LOWER BOURNE GU10 3HF

Farnham Town Council has no objections.

TM/2016/0097 Farnham Bourne Mr A Clout

APPLICATION FOR WORKS TO HOLLY TREE SUBJECT OF TREE PRESERVATION ORDER 1/00

3 WEDGE WOOD MANOR GARDENS FARNHAM GU10 3QB

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2016/1116 Farnham Bourne Kate Ingram

Erection of boundary fence and gates.

14 LONGDOWN ROAD, LOWER BOURNE GU10 3JS

Farnham Town Council strongly objects as the application is inappropriate to the semi-rural setting of Longdown Road and contrary to saved Policy BE3 which protects green boundaries.

WA/2016/1103 Farnham Bourne David Spring

Installation of roof lights and alterations to loft to provide habitable accommodation.

1 BLACKTHORN CLOSE, LOWER BOURNE GU10 3LG

Farnham Town Council has no objections.

WA/2016/1162 Farnham Bourne Kate Ingram

Alterations to roofspace to provide habitable accommodation.

HIGH PINES, 14 DOUGLAS GROVE, FARNHAM GU10 3HP

Farnham Town Council has no objections.

WA/2016/1177 Farnham Bourne Kate Ingram

Erection of extensions and alterations to provide a two storey dwelling with rooms in the roof.

PINETREES, 28 FRENHAM VALE, LOWER BOURNE GU10 3HT

Farnham Town Council has no objections.

Farnham Castle

WA/2016/1200 Farnham Castle Kayleigh Taylor

Erection of shed and alterations to parking area including driveway turntable (revision of WA/2016/0515).

PIPISTREL COTTAGE, THE GROVE, FARNHAM GU9 7GB

Farnham Town Council has no objections.

TC/2016/0004 Farnham Castle Rachel Kellas

G.P.D.O. Schedule 2, Part 16; replacement of GRP flagpole antenna with a new GRP flagpole antenna together with replacement of an existing equipment cabinet with new equipment cabinet with associated cables and development.

TELEPHONE EXCHANGE, WEST STREET, FARNHAM GU9 7LQ

Farnham Town Council has no objections.

NMA/2016/0110 Farnham Castle Mrs M Knight

Amendment to WA/2015/0641 to provide alterations to elevations.

BRETHRENS MEETING ROOM WEST STREET, FARNHAM GU9 7AP

Farnham Town Council has no objections.

WA/2016/1210 Farnham Castle Amy Radford

Change of use of land to allow the siting of 2 storage containers.

THE FARNHAM MALTINGS, BRIDGE SQUARE, FARNHAM GU9 7QR

Farnham Town Council objects to the application which is out of character with the Conservation Area. Storage should be appropriately painted and screened.

DW/2016/0029 Farnham Castle Kate Ingram

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 8m, for which the height would be 2.5m, and for which the height of the eaves would be 2.5m.

WILLEY COTTAGE, CHAMBER LANE, FARNHAM GU10 5ET

Farnham Town Council has no objections.

WA/2016/1221 Farnham Castle David Spring

Display of illuminated and non-illuminated signs including 2 No. Projecting sign, 2 No. Fascia Signs, 2 No. Menu Box 1 No. Hand-painted logo on brickwork.

67 – 68 CASTLE STREET, FARNHAM GU9 7LN

Farnham Town Council strongly objects as the application is out of keeping with the Conservation Area, is contrary to the policy on illuminated signs in the Conservation Area and it would be inappropriate to have signage on a wall in the Conservation Area.

WA/2016/1222 Farnham Castle David Spring

Listed Building consent to display illuminated/non illuminated signs including painted logo on brickwork.

67 – 68 CASTLE STREET FARNHAM GU9 7LN

Farnham Town Council strongly objects as the application is out of keeping with the Conservation Area, is contrary to the policy on illuminated signs in the Conservation Area and it would be inappropriate to have signage on a wall in the Conservation Area.

WA/2106/1075 Farnham Castle Julie Paine

Erection of a two-storey dwelling with access of Old Park Lane.

BISHOPS SQUARE, CASTLE HILL, FARNHAM GU9 0AD

Councillor John Williamson left the room and took no part in discussion or decision on this item.

Farnham Town Council objects to this application which represents an intensification of development that will harm the setting of the Castle and surrounds significantly. The Castle is a significant heritage site and its surrounds a sensitive and protected area.

Farnham Firgrove

WA/2016/1211 Farnham Firgrove Amy Radford

Erection of a single storey rear extension following demolition of existing detached garage.
3 MORLEY ROAD, FARNHAM GU9 8LX

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1189 Farnham Firgrove Amy Radford

Application under Section 73A to vary Condition 1 of WA/2014/0933 (plan numbers) to allow changes to landscape scheme and elevations.

LANGHAM COURT, RIDGWAY ROAD, FARNHAM

Farnham Town Council has no objections

Farnham Hale and Heath End

WA/2016/1104 Farnham Hale and Heath End Kate Ingram

Erection of single storey rear extension following demolition of existing conservatory.
3 THE WARREN, FARNHAM GU9 9AS

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1119 Farnham Hale and Heath End Kayleigh Taylor

Erection of a two storey side extension.
ROWHILLS COTTAGE, ROWHILLS, FARNHAM GU9 9AT

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1112 Farnham Hale and Heath End Amy Radford

Listed Building consent for internal and external alterations including enlargement of existing windows in front elevation and replacement of porch.

MULBERRY FARMHOUSE, LOWER HALE, FARNHAM GU9 9RP

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement and the approval of the Listed Buildings Officer and all materials used in keeping with existing.

NMA/2016/0107 Farnham Hale and Heath End Mrs M Knight

Amendment to WA/2014/1013 to alter the footprint of the proposed extension, alter the internal layout and add an external storage cupboard.

ASCANIA 4 BROOKLANDS CLOSE FARNHAM GU9 9BT

Farnham Town Council objects to the application because of impact and adverse effects on the amenity of the neighbour at the rear of the dwelling due to the close proximity to the boundary.

Farnham Moor Park

WA/2016/1167 Farnham Moor Park Kate Ingram

Erection of single-storey rear extension and alterations to roof.

2 WINTON ROAD, FARNHAM GU9 9QW

Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1096 Farnham Moor Park Kate Ingram

Erection of extensions and alterations.

ORCHARD HOUSE, MENIN WAY, FARNHAM GU9 8DY

Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

Councillor MacLeod declared a personal interest

WA/2016/1197 Farnham Moor Park Amy Radford

Erection of extensions and alterations.

BIENVENIDA, 46 COMPTON WAY, MOOR PARK GU10 1QU

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1158 Farnham Moor Park Kayleigh Taylor

Change of use from light industrial and warehousing use (Class B1c) to office use (Class B1a).

UNIT 2 BOURNE MILL BUSINESS PARK, GUILDFORD ROAD, FARNHAM GU9 9PS

Farnham Town Council has no objections.

WA/2016/1213 Farnham Moor Park David Spring

Construction of a dropped kerb and driveway.

12 HALE ROAD, FARNHAM GU9 9QH

Farnham Town Council has no objections.

Farnham Shortheath and Boundstone

WA/2016/1122 Farnham Shortheath and Boundstone Julie Paine

Erection of extensions and alterations following demolition of existing garage.

23 LITTLE GREEN LANE, FARNHAM GU9 8TF

Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1135 Farnham Shortheath and Boundstone Kayleigh Taylor

Erection of extensions and balcony following demolition of existing bay window.

TREMARGA COTTAGE, BROWNS WALK, ROWLEDGE GU10 4BE

Farnham Town Council has no objections subject to the extensions being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1154 Farnham Shortheath and Boundstone Kate Ingram

Erection of extensions.

SHORTHEATH COTTAGE, 63 SHORTHEATH ROAD, FARNHAM GU9 8SH

Farnham Town Council has no objections subject to the extensions being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

TM/2016/0095 Farnham Shortheath and Boundstone Steve Tester
APPLICATION FOR WORKS TO TREES SUBJECT TO TREE PRESERVATION ORDERS 17/99
AND 18/99

BROAD HA'PENNY FARNHAM GU10 4TF

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2016/1191 Farnham Shortheath and Boundstone Kate Ingram

Certificate of Lawfulness under Section 192 for erection of single storey rear extension.

BERRINGAMA, 19A BURNT HILL WAY, FARNHAM GU10 4RN

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1139 Farnham Shortheath and Boundstone Amy Radford

Erection of 2 dwellings and associated works following demolition of the existing dwelling and outbuilding (revision of WA/2016/0398).

31A, SHORTHEATH ROAD, FARNHAM GU9 8SN

Farnham Town Council strongly objects to this proposal which would represent gross overdevelopment on this site and is not in line with the Design Statement 2010, which dictates that development in this area should respect the pattern of existing development, in terms of scale and materials.

WA/2016/1204 Farnham Shortheath and Boundstone David Spring

Alterations to existing roof including a new dormer window; alterations and recladding of the dwelling; landscaping including formation of new parking area.

7 BAT AND BALL LANE, WRECCLESHAM GU10 4RA

Farnham Town Council has no objections.

Farnham Upper Hale

WA/2016/1178 Farnham Upper Hale Kayleigh Taylor

Application under Section 73A to vary Condition 11 of WA/2014/1085 (approved plan numbers) to allow increase in size of basement and alteration to position of part of front wall. **Previous comments on 30.06.2014 were as follows: No objections.**

SITE OF TANGLEWOOD, 17, UPPER OLD PARK LANE, FARNHAM

Farnham Town Council has no objections.

NMA/2016/0108 Farnham Upper Hale Mrs M Knight

Amendment to WA/2014/1085 to provide alterations to roof and elevations. **Previous comments on 30.06.2014 were as follows; No objections.**

TANGLEWOOD, 17 UPPER OLD PARK LANE, FARNHAM GU9 0AR

Farnham Town Council has no objections.

WA/2016/1220 Farnham Upper Hale David Spring

Erection of a dwelling and associated works following demolition of outbuildings; Erection of extensions and alterations to 2 existing dwellings.

LAND AT 17 & 19 HOPE LANE, FARNHAM GU9 0HZ

Farnham Town Council objects to the application which is out of keeping with the local area; the local vernacular being cottage style. Furthermore the application is not in keeping with the Farnham Design Statement.

WA/2016/1224 Farnham Upper Hale Rebecca Clarke

Erection of 102 dwellings, including 41 affordable, with areas of open space, Suitable Alternative Natural Green Space (SANGS); children's play area; SuDA attenuation; highway works and new access from Folly Hill.

LAND SOUTH OF JUNCTION WITH UPPER OLD PARK LANE, FOLLY HILL, FARNHAM

Councillor Ricketts declared a personal interest

Members felt the application was inappropriate for a range of reasons. It would impact on the visual amenity and landscape of the area which was designated as an Area of Great Landscape Value and adjacent to the historically important Farnham Park. The development would be clearly visible from the south-east, south-west and Castle Keep. The site had not been identified as suitable for development during drafting of the Neighbourhood Plan; neither is it identified in the existing Local Plan or the emerging new Local Plan. It represented an urban intrusion and would impact on the amenity of housing in Upper Park lane. Local services to the site were poor and it was not well connected to the local community. Local schools were already full. The nearest shop and Public House was 1km east. The nearest shopping centre with a Post Office was 2km south. Traffic access would be via Folly Hill and the access and design was insufficient to cope with the additional vehicle movements that could be expected. The local soil was London clay which would require a building style that would add significant lorry movements during development. Water from the attenuation pond would ultimately feed into the Farnham aquifer. Sewage would ultimately end up at Water Lane where the system was already surcharging.

Farnham Town Council strongly objects to the application on the grounds that the application is out of character and inappropriate in an area of great landscape value and would impact significantly on local amenity. The Town Council also objects for the detailed reasons set out in the preamble above.

Farnham Weybourne and Badshot Lea

TM/2016/0093 Farnham Weybourne and Badshot Lea Steve Tester

APPLICATION FOR WORKS TO ALDER TREE SUBJECT OF TREE PRESERVATION ORDER 1/02
31 WOODBOURNE FARNHAM GU9 9EE

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

Farnham Wrecclesham and Rowledge

WA/2016/1170 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Erection of extensions and alterations.

UPPER LODGE, SWITCHBACK LANE, ROWLEDGE GU10 4DS

Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

NMA/2016/0102 Farnham Wrecclesham and Rowledge Mrs M Knight

Amendment to WA/2014/0405 to provide alteration to elevations and rooflights.

WILLEY MILL HOUSE, ALTON ROAD, FARNHAM GU10 5EL

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

NMA/2016/0101 Farnham Wrecclesham and Rowledge Mrs M Knight

Amendment to WA/2015/1419 to provide alterations to roof tiles.

1A MILLERSDALE, BROADWELL ROAD, WRECCLESHAM GU10 4QH

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1169 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Erection of garden shed.

28 THE STREET, WRECCLESHAM GU10 4PR

Farnham Town Council has no objections.

WA/2016/1127 Farnham Wrecclesham and Rowledge Julie Paine

Erection of 2 dwellings and associated garages together with formation of new access from Gardeners Hill Road.

LAND BETWEEN 26 AND 28 ON WEST SIDE OF GARDENERS HILL ROAD, LOWER BOURNE GU10 3HZ

Farnham Town Council strongly objects to the intensification of development. The application is contrary to Policy BE3. It also does not adhere to the Farnham Design Statement. Farnham Town Council is also concerned about the intensification of traffic and consequent road safety.

WA/2016/1109 Farnham Wrecclesham and Rowledge Kate Ingram

Erection of extensions to provide a chalet bungalow.

15 BROADWELL ROAD, WRECCLESHAM GU10 4QH

Farnham Town Council has no objections.

WA/2016/1227 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Alterations to existing annex roof; erection of a car port and porch and alterations following demolition of existing conservatory.

CREST HOUSE, 8 SHORTEATH CREST, FARNHAM GU9 8SA

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2016/1214 Farnham Wrecclesham and Rowledge David Spring

Construction of replacement roof together with internal alterations and provision of additional parking area.

88 RIVERDALE, WRECCLESHAM GU10 4PJ

Farnham Town Council has no objections.

Licensing applications

Application for temporary on-street trading licence 29 – 31 July 2016, 09.00 – 18.00 parking bays in Castle Street, Farnham. The application is from Oasis Fashions for a pink bus to launch the new store. The operator proposes to trade and promote from the bus during the advertised hours. This will require a generator to run, but that will only be during hours of use. Surrey County Council has agreed to the suspension of two bays to facilitate this on the left-hand side of the street.
Farnham Town Council has no objections.

Date of next meeting Monday 18 July 2016

The meeting closed at 9:52 am

Notes by Ian Kershaw



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Group

Time and date

9.00 am on Monday 18th July 2016

Place

Council Chamber, South Street, Farnham

Report to follow