



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 28 April 2016 at 7.00pm

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 28th April 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.

Questions by the Public

Prior to the commencement of the meeting, the Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda, to which an answer will be given or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. A maximum of 15 minutes will be allowed for the whole session.

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

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



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

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

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

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

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

FULL COUNCIL: 28th April 2016

Name of Councillor

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

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 28th April 2016

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting prayers will be said in the Council Chamber by Revd Alan Crawley of the Parish of Badshot Lea and Hale. Councillors and members of the public are welcome to attend.

Unveiling of a portrait of Her Majesty The Queen

The Town Mayor will unveil a new portrait of Her Majesty The Queen in the Council Chamber

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 interests in line with the Town Council's Code of Conduct or of any gifts and hospitality in line with Government legislation.

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Blagden, 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 sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 10th March 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.

6 Questions by Members

To consider any questions from councillors in accordance with Standing Order 9

Part I – Items for Decision

7 Working Group Notes

To receive the notes of:

- i) Community Enhancement held on 16th March 2016 **Appendix B**
- ii) Cemeteries and Appeals held on 14th April **Appendix C**
- iii) Strategy and Finance Working Group held on 19th April 2016 **Appendix D**

8 Planning Applications

To receive the minutes of the Planning & Licensing Consultative Group held on 21st March 2016 and 4th, and 18th April 2016. **Appendix E, F and G**

The actions of the Planning & Licensing Consultative Group are taken under the scheme of delegation.

9 Motion

To consider the Motion proposed by Mr David Beaman and approved by the Annual Town Meeting of Electors on March 24th 2016

The following motion, as amended, was approved by the Annual Town Meeting of Electors by 52 votes in favour, 3 against and with 15 abstentions. It stood referred for consideration by the Town Council at its next meeting.

“Farnham Town Council (FTC) has consistently expressed its desire for an alternative development of the East Street site and has objected to a number of applications to implement and vary the present planning permission granted for this site. Members will also be aware that doubts have been cast on the legality of the existing planning permission and each application to vary the existing planning permission has been subject to close scrutiny by the Farnham Interest Group (FIG).

Following the latest application to vary the planning permission (WA2016/0268) FIG has written to WBC and every individual WBC councillor warning that the proposed variation is illegal and that if pursued legal action could follow.

I therefore wish to propose that should FTC also object to the proposed application on the same grounds as FIG, electors at this meeting resolve that FTC should support financially and generously a public appeal to raise funds to cover the costs of any legal action that may ensue.”

The Motion for debate at Full Council therefore is that **“Should Farnham Town Council object to planning application WA2016/0268 on the same grounds as the Farnham Interest Group, it should support financially and generously a public appeal to raise funds to cover the costs of any legal action that may ensue.”**

10 Code of Corporate Governance

To review and approve the Code of Corporate Governance

Appendix H

11 Appointment of Working Groups 2016/17 **Appendix I**
To agree representatives on Working Groups for 2016/17

12 Representatives on External Bodies 2016/17 **Appendix J**
To agree the Council's representatives on external bodies 2016/17

Part 2 – Items to Note

13 Actions taken under the scheme of delegation

14 Reports from other Councils

To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council

14 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

15 Date of next meeting

To note the date of the Annual Meeting of Full Council on 12th May 2016.

16 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

Part 3 – Confidential Items

- i) Exempt Annex from Cemeteries and Appeals Working Group

Council Membership:

Councillors: Mrs Pat Frost (Mayor), John Ward (Deputy Mayor), David Attfield, Patrick Blagden CBE, Carole Cockburn, Paula Dunsmore, John Scott Fraser, , Jill Hargreaves, Stephen Hill, Mike Hodge, 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 10th March 2016

Place

The Council Chamber, South Street, Farnham

TO FOLLOW



FARNHAM TOWN COUNCIL

B

Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 16th March 2016

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, Stephen Hill, Susan Redfern, Jeremy Ricketts and John Williamson.

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

In attendance: John Ely (Member of Farnham in Bloom Community Group) and Jo Alywin (Member of Bishop's Meadow Trust)

1. Apologies

Apologies were received from Councillors Paula Dunsmore and Iain Lynch (Town Clerk).

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 13th January 2016.

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom

POINTS	ACTION
<p>i. Members noted that the Farnham in Bloom Community Group had a meeting on 15th March and that the group was well underway with its 2016 programme</p> <p>It was noted that the Farnham in Bloom, Bloomin' Big Meet, was a success and allowed more opportunity for networking between the various groups and organisations linked to Farnham in Bloom.</p> <p>Members noted that the new year-round litter picking initiative, 'Bloomin' Litter' was starting to take-off with a number of people signed up to tackle various parts of Farnham on a regular basis.</p>	

Members also noted a new initiative called ‘Incredible Edible’, which is being led by the Priest of St Mark’s Church at Badshot Lea, Lesley Crawley. The idea will be to grow vegetables with help from the local community for them to enjoy. Farnham Town Council to supply three planters and compost to the initiative.

Jo Aylwin (Member of Bishops Meadow Trust) joined the meeting at 9.40am

Jo Aylwin updated members on the Bishop’s Meadow Trust. The Trust is hoping to engage further with local schools’ and will look to launch a project in September 2016.

Members noted that the Bishops Meadow Trust intends to sow wildflower seeds again this year once the land has been ploughed after a couple of unsuccessful years.

John Ely (Member of the Community Group) and Jo Aylwin left the meeting at 10.55am.

- ii. Members agreed the carpet bedding for Gostrey Meadow and decided that the overall image worked best if the word 90th was removed altogether, allowing the crown to be enlarged and more prominent.
- iii. Members noted that the Farnham in Bloom launch date had been changed from Wednesday 6th April to Thursday 7th April to coincide with Forest Lodge’s later opening time on Thursdays. Members noted that Forest Lodge was delighted to have been asked to host this year’s launch event.

**Outside Services Team
Leader to progress**

**Outside Services Team
Leader to progress**

5. Allotments

POINTS	ACTION
<p>Members noted that there were currently 13 vacant allotments plots which would shortly be reallocated to people on the waiting list.</p> <p>Two of these vacancies were as a result of terminated tenancies where the tenant had not made payment.</p>	<p>Outside Services Team Leader to progress</p>

6. Bins by Boots Opticians

POINTS	ACTION
<p>Members noted that the Town Clerk and Outside Services Manager had met with Richard Homewood at Waverley BC to discuss implementing a byelaw but had not had an updated proposal since this time.</p> <p>Cllr Ricketts suggested he would approach Biffa personally to try and make some headway on the situation.</p> <p>Members agreed that a higher stand must be taken as the unsightly bins were impacting on Farnham’s overall environment.</p>	<p>Town Clerk and Outside Services Team Leader to progress further with Waverley</p>

Members noted that all interested businesses would attend a meeting to agree final terms of the pilot scheme in the coming weeks.	
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11. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be in June (date to be confirmed)	

Meeting ended at 10:55am

Notes taken by Lara Prior



FARNHAM TOWN COUNCIL



Notes

Cemeteries and Appeals Working Group

Time and date

9.30am on Thursday 14 April 2016

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Cllrs David Attfield, Carole Cockburn, Susan Redfern and John Ward.

Officers present: Iain Lynch (Town Clerk) and Rachel Aves (Corporate Governance Team Leader).

1. Apologies for Absence

Apologies were received from Cllrs Hollins-Owen and Williamson.

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting

POINTS	ACTION
The notes of the meeting held on 19 November 2015 were agreed.	

4. Cemetery Chapels

POINTS	ACTION
<p>It was noted that planning permission had been granted for the proposals at Hale Chapels.</p> <p>Cllr Redfern asked if the gates at West Street were fixed following the damage caused by a vehicle.</p> <p>The Town Clerk confirmed they had been repaired and councillors requested that officers seek quotations for the repainting, blasting and repainting and replacement (subject to any planning permissions required) of the gates.</p>	<p>Officers to seek quotes for the renovation of the gates at West Street Cemetery.</p>

5. Complaint Report

POINTS	ACTION
<p>Councillors received a report in relation to a complaint from a cemetery customer in relation to a mistake made during grave selection.</p> <p>The recommendations were discussed it was agreed that the Town Clerk be delegated to negotiate a resolution with the family, as per the recommendations set out in the confidential report at annex I to the minutes.</p>	<p>The Town Clerk to write to the complainant to seek a resolution to the complaint.</p>

6. New Initiatives

POINTS	ACTION
<p>Members were advised that a representative from Columbaria had visited the Town Council and been to West Street, Hale and Green Lane Cemeteries. It was noted that a variety of schemes were being proposed, the details of which had not been received at the time of the meeting.</p> <p>It was noted that members would like to progress the project at Green Lane and West /Street cemeteries in the first instance. It was agreed that an informal meeting of members be arranged, following receipt of detailed plans and officers' financial proposals, with a view to progressing the project as soon as practicable.</p>	<p>Officer progress the columbaria project and arrange an informal meeting of CAWG to discuss the proposals ahead of the next meeting.</p>

7. Items for future meetings

POINTS	ACTION
<p><u>Dog signs in the cemeteries</u> Cllr Ward advised that, following a visit to West Street Cemetery, he had noted various sign regarding dogs in the cemetery that contradicted the current regulations and each other. It was agreed that the current incorrect signs be removed and new signage erected as soon as possible.</p> <p><u>Financial Position</u> The Town Clerk advised that the outturn for the Cemeteries at the end of financial year was looking positive. It was noted that the year-end position would be discussed at Strategy and Finance on 19th April.</p>	<p>Officers remove existing signage where necessary and replace with new signs that reflect regulations.</p>

8. Date of next meeting

POINTS	ACTION
<p>It was agreed that the date of the next meeting would be Thursday 7th July at 9.30am.</p>	

The meeting closed at 10.30am.

Notes by Rachel Aves

FARNHAM TOWN COUNCIL



D

Notes

Strategy & Finance Working Group

Time and date

9.30am on Tuesday 19 April 2016

To follow



FARNHAM TOWN COUNCIL

E

Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 21 March 2016

Place

Byworth Room, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr P Dunsmore
Cllr J S Fraser
Cllr M Hyman
Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon, Rachel Aves

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

1) Apologies

Cllrs Blagden, Cockburn, Hargreaves, MacLeod, Mirylees, Ricketts and Ward

2) Declarations of Interest

There were no declarations of interest.

3. Applications Considered by the Planning & Licensing Consultative Group on Monday 21 March 2016

Farnham Bourne

WA/2016/0353 Farnham Bourne Gemma Paterson

Erection of a detached double garage/store with associated works following demolition of existing garage/store.

TWO ACRES, MONKS WALK, FARNHAM GU9 8HT

Farnham Town Council has no objections subject to the proposed garage/store remaining ancillary to the main dwelling.

WA/2016/0352 Farnham Bourne David Spring

Erection of extensions and alterations.

MANATOBA, DENE CLOSE, FARNHAM GU10 3PP

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

TM/2016/0040 Farnham Bourne Steve Tester

Application for works to a tree subject of Tree Preservation Order Far105

PINETREES, 28 FRENHAM VALE LOWER BOURNE GU10 3HT

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.

CA/2016/0030 Farnham Bourne Mr A Clout

GREAT AUSTINS FARNHAM CONSERVATION AREA

Removal of tree

10 LITTLE AUSTINS ROAD FARNHAM GU9 8JR

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 Castle

WA/2016/0341 Farnham Castle Kate Ingram

Erection of a front porch.

1 & 2 BISHOPS MEAD, FARNHAM GU9 7DU

Farnham Town Council has no objections.

NMA/2016/0043 Farnham Castle Mrs M Knight

Amendment to WA/2015/1739 to provide alterations to external staircase, entrance and bin store for Flat 2.; alterations to render; alterations to sash window design. **Previous comments on 05.10.2015 were as follows: Farnham Town Council has no objections.**

3 CASTLE STREET, FARNHAM GU9 7HR

Farnham Town Council has no objections.

WA/2016/0419 Farnham Castle Amy Radford

Application under Section 73 to vary Condition 1 of WA/2015/2118 (approved plan numbers) to allow additional windows and roof light. **Previous comments on 26.11.2015 were as follows:**

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

26 WEST STREET, FARNHAM GU9 7DR

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

NMA/2016/0048 Farnham Castle Mrs M Knight

Amendment to WA/2015/0122 for addition of roof light. **Previous comments on 09.02.2015 were as follows: Farnham Town Council has no objections.**

18 MOUNT PLEASANT, FARNHAM GU9 7AA

Farnham Town Council has no objections.

CA/2016/0031 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA

Removal of a tree

19 RED LION LANE FARNHAM GU9 7QN

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/2016/0399 Farnham Castle David Spring

Erection of two-storey rear extension and alterations.

WISTERIA COTTAGE, 65a WEST STREET, FARNHAM GU9 7EH

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/2016/0355 Farnham Castle Amy Radford

Change of use from warehouse (Class B8) to mixed use office and residential; erection of first floor extensions to create habitable roof space; alterations to elevations together with associated works following demolition of associated outbuildings

2A BRIDGE SQUARE, FARNHAM GU9 7QR

Farnham Town Council strongly objects to this proposed application which is overdevelopment of the site with cramped parking, which does not allow a clear exit in forward gear. The Town Council is concerned about the impact on neighbours' amenities; loss of light and privacy. In addition, the flat roof and very large dormer window are not in keeping with the character of the area and would adversely impact on the setting of adjacent listed buildings.

NMA/2016/0050 Farnham Castle Mrs M Knight

Amendment to WA/2013/1325 for relocation of cycle parking & amendment to car parking layout.

Previous comments on 12.09.2013 were as follows: It is difficult to comment further due to inadequate information.

BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR

Farnham Town Council has no objections.

Farnham Firgrove

WA/2016/0393 Farnham Firgrove Rachel Kellas

Erection of an extension following demolition of existing conservatory and garage.

32 UPPER WAY, FARNHAM GU9 8RF

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/2016/0422 Farnham Firgrove Kate Ingram

Application under Section 73 to vary Condition 1 of WA/2015/1530 (approved plans) to allow 2 dormer windows to front elevation in place of 2 roof lights. **Previous comments on 24.08.2015 were as follows: Farnham Town Council strongly objects to this garden grabbing application because of the overdevelopment of the site which will have an adverse effect on the street scene.**

32 ST JOHNS ROAD, FARNHAM GU9 8NU

Farnham Town Council objects to this application because of the overdevelopment of the site which will have an adverse effect on the street scene.

Farnham Hale and Heath End

TM/2016/0032 Farnham Hale and Heath End Steve Tester

Application for works to and removal of trees subject of Tree Preservation Order WA272

5 QUEEN ANNES GATE FARNHAM GU9 9AN

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.

TM/2016/0038 Farnham Hale and Heath End Steve Tester

Application for works to trees subject of Tree Preservation Order 33/99

6 FAIRVIEW GARDENS FARNHAM GU9 0NL

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/2016/0384 Farnham Hale and Heath End Rachel Kellas

Erection of single-storey rear and side extension.

16 THE CRESCENT, FARNHAM GU9 0LE

Farnham Town Council objects to this application as the use of a flat roof will have an adverse effect on the street scene and is out of keeping with the Farnham Design Statement 2010.

WA/2016/0349 Farnham Hale and Heath End Rachel Kellas

Erection of a building to provide 11 flats, a Class A1 retail unit and a Class A3 restaurant unit together with associated works following demolition of existing building.

THE LOBSTER POT, 40 UPPER HALE ROAD, FARNHAM GU9 0NS

Farnham Town Council strongly objects to this proposal which is a gross overdevelopment of the site, with insufficient parking provision for the proposals. The Town Council is also concerned about the safety of the progress access and egress from the site.

Farnham Moor Park

WA/2016/0376 Farnham Moor Park Kate Ingram

Erection of an extension following the demolition of a conservatory.

2 LYNCH ROAD, FARNHAM GU9 8BZ

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

WA/2016/0391 Farnham Moor Park Rachel Kellas

Erection of roof extension to provide 2 new dwellings

THE BARBICAN, EAST STREET, FARNHAM GU9 7GN

Farnham Town Council objects and is concerned about the adverse effects on the neighbours' amenities with issues of overlooking the neighbours' properties. The council is concerned about the dormer windows and flat roof on the west elevation.

WA/2016/0395 Farnham Moor Park Rachel Kellas

Erection of single storey rear extension.

18 HALE ROAD, FARNHAM GU9 9QH

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

Farnham Shortheath and Boundstone

WA/2016/0361 Farnham Shortheath and Boundstone Kate Ingram

Erection of single storey side extension.

41 GREEN LANE, FARNHAM GU9 8QD

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

WA/2016/0362 Farnham Shortheath and Boundstone Kayleigh Taylor

Erection of first-floor extension including alterations to roof.

36 BOUNDSTONE ROAD, WRECCLESHAM GU10 4TQ

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

WA/2016/0398 Farnham Shortheath and Boundstone Amy Radford

Erection of 3 dwellings and associated works following demolition of existing dwelling and outbuilding.

31A SHORTHEATH ROAD, FARNHAM GU9 8SN

Farnham Town Council strongly objects this 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/2016/0427 Farnham Shortheath and Boundstone David Spring

Erection of garage and annexe building following demolition of existing garage.

10 GREEN LANE, FARNHAM GU9 8PU

Farnham Town Council objects to the proposed garage and annexe which are out of keeping with the sylvan nature of the area.

WA/2016/0407 Farnham Shortheath and Boundstone David Spring

Construction of 2 dormer windows and conversion of a garage to provide habitable accommodation.

MOYENNE, VINE LANE, WRECCLESHAM GU10 4TD

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement and all materials in keeping with the existing. The conversion of the garage should be conditioned to remain ancillary to the main dwelling.

Farnham Upper Hale

WA/2016/0381 Farnham Upper Hale Kayleigh Taylor

Alterations to elevations consisting of new rendering to all external walls.

5 UPPER OLD PARK LANE, FARNHAM GU9 0AT

Farnham Town Council has no objections.

WA/2016/0396 Farnham Upper Hale Rachel Kellas

Construction of dormer windows to provide additional habitable floor space.

40 FOLLY LANE NORTH, FARNHAM GU9 0HX

Farnham Town Council has no objections.

WA/2016/0420 Farnham Upper Hale David Spring

Erection of extensions and alterations following demolition of existing garage.

53 NORWOOD, ALMA LANE, FARNHAM GU9 0LT

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

WA/2016/0418 Farnham Upper Hale Gemma Paterson

Erection of a detached dwelling.

LAND ADJOINING DELLSIDE, WINGS ROAD, FARNHAM GU9 0HN

Farnham Town council has no objections.

Farnham Weybourne and Badshot Lea

WA/2016/0354 Farnham Weybourne and Badshot Lea David Spring

Erection of a detached garage with store above following demolition of existing garage.

MEADOW COTTAGE, MONKTON LANE, FARNHAM GU9 9AA

Farnham Town Council has no objections subject to the proposed garage/store remaining ancillary to the main dwelling.

WA/2016/0368 Farnham Weybourne and Badshot Lea Kayleigh Taylor

Listed Building Consent for the erection of extension and alterations following demolition of existing extensions.

GREEN LANE FARMHOUSE, GREEN LANE, BADSHOT LEA GU9 9JL

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

WA/2016/0367 Farnham Weybourne and Badshot Lea Kayleigh Taylor

Erection of a two-storey rear extension following demolition of existing extensions (revision of WA/2015/1875). **Previous comments on 19.10.2015 were as follows: Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement.**

GREEN LANE FARMHOUSE, GREEN LANE, BADSHOT LEA GU9 9JL

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

WA/2016/0428 Farnham Weybourne and Badshot Lea David Spring

Construction of a dormer window and alterations to elevation.

30 OAKLAND AVENUE, FARNHAM GU9 9DX

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/2016/0406 Farnham Weybourne and Badshot Lea Rachel Kellas

Outline application for the erection of 3 dwellings with access and layout to be determined.

LAND AT SUMMERFIELD COTTAGE, RUNFOLD ST GEORGE, BADSHOT LEA GU10 1PP

Farnham Town Council strongly objects to this proposal.

Farnham Wrecclesham and Rowledge

CA/2016/0034 Farnham Wrecclesham and Rowledge Mr A Clout

WRECCLESHAM FARNHAM CONSERVATION AREA

Works to and removal of trees

2 QUENNELLS HILL FARNHAM GU10 4ND

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/2016/0385 Farnham Wrecclesham and Rowledge Kate Ingram

Erection of extensions and alterations following demolition of existing conservatory.

25 THE STREET, WRECCLESHAM GU10 4PP

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 the existing.

WA/2016/0357 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Consultation under Regulation 3 for reserved matters application for approval of details of appearance, landscaping, layout and scale of buildings to be erected as permitted under reference WA/2014/1889 without compliance with conditions 2 and 4 relating. **Previous comments on 27.10.2014 were as follows: Farnham Town Council has no objections.**

LAND AT WEYDON COUNTY SECONDARY SCHOOL, WEYDON LANE, FARNHAM GU9 8UG

Farnham Town Council would hope to ensure that the landscaping ensures privacy on both sides, for the school and neighbours.

WA/2016/0375 Farnham Wrecclesham and Rowledge Amy Radford

Erection of single storey extensions and alterations to fenestration following demolition of existing garage (follows invalid application WA/2016/0009).

74 RIVERDALE, WRECCESHAM GU10 4PJ

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

Licensing Applications

An application has been received for a new premises licence. The application is for On and off sales of alcohol and Opening hours 07:00-19:00 Monday to Wednesday, 07:00-22:00 Thursday to Saturday and 10:00-16:00 Sunday (New Year's Eve until 00:30 the next day). If you would like to make comment or representation on this application, the last date for representations is **7th April 2016**.

Premises	Application Type	Address	Applicant
Barista Lounge	New	11 Downing Street	Barista Lounge Ltd

Farnham Town Council has no objections.

Other matters

It was noted that a **Statement of case** had been submitted to the inspector in relation to the proposed development at **Waverley Lane (Compton Fields)** specifically in relation to the **Farnham Neighbourhood Plan**. It was agreed that a copy of the **Statement** would be circulated to members.

Date of next meeting 4 April 2016

The meeting closed at 10.30am

Notes by Ginny Gordon



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 4 April 2016

Place

Byworth Room, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr C Cockburn
Cllr P Dunsmore
Cllr J S Fraser
Cllr M Hyman
Cllr A MacLeod
Cllr K Mirylees
Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon, Rachel Aves

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

1) Apologies

Cllrs Blagden, Hargreaves, Ricketts and Ward

2) Declarations of Interest

There were no declarations of interest.

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

Farnham Bourne

NMA/2016/0054 Farnham Bourne Mrs M Knight

Amendment to WA/2015/0091 to provide alterations to type of roof tiles. **Previous comments on 09/02/2015 were as follows: Farnham Town Council has no objections.**

SILVER HILLS, 53 DENE LANE, FARNHAM GU10 3RJ

Farnham Town Council has no objections.

WA/2016/0452 Farnham Bourne Rebecca Clarke

Relocation of existing access, construction of pillars and gates and associated work.

BANK HOUSE, 2A MAVINS ROAD, FARNHAM GU9 8JS

Farnham Town Council has no objections.

Farnham Castle

WA/2016/0481 Farnham Castle David Spring

Erection of garden shed.

MISTLETOE HOUSE, 33A WEST STREET, FARNHAM GU9 7DR

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

WA/2016/0482 Farnham Castle David Spring

Listed Building Consent for the erection of garden shed.

MISTLETOE HOUSE, 33A WEST STREET, FARNHAM GU9 7DR

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

NMA/2016/0059 Farnham Castle Mrs M Knight

20 MARSTON ROAD, FARNHAM GU9 7BN

Amendment to WA/2015/1623 to provide alterations to elevations and dormer window. **Previous comments on 07.09.2015 were as follows: Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement and the materials in keeping with existing.**

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

WA/2016/0435 Farnham Castle Kayleigh Taylor

Display of non illuminated signs.

33 THE BOROUGH, FARNHAM GU9 7NJ

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

WA/2016/0436 Farnham Castle Kayleigh Taylor

Listed Building consent to display non illuminated signs.

33 THE BOROUGH, FARNHAM GU9 7NJ

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

Farnham Firgrove

DW/2016/0012 Farnham Firgrove Kayleigh Taylor

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5m, for which the height would be 4m, and for which the height of the eaves would be 2.3m.

31 BRAMBLETON AVENUE, FARNHAM GU9 8RA

Farnham Town Council has no objections.

Farnham Moor Park

WA/2016/0463 Farnham Moor Park Kate Ingram

Erection of extensions and alterations following demolition of existing conservatory; alterations to roof and construction of dormer windows to create habitable accommodation.

LOWESATER, 8 OLD COMPTON LANE, FARNHAM GU9 8BS

Farnham Town Council has no objections.

WA/2016/0467 Farnham Moor Park Kate Ingram

Application under Section 73A to vary Conditions 5 (amendments to windows/openings) and Condition 7 (approved plans) of WA/2015/0541 to allow the addition of 3 windows to south west elevation. **Previous comments on 13.04.2015 were as follows: Farnham Town Council has no objections as the resultant plots would be in keeping with the character of the area.**

HIGH PLACE, 11 MONKSHANGER, FARNHAM GU9 8BU

Farnham Town Council has no objections as the resultant plots would be in keeping with the character of the area.

WA/2016/0487 Farnham Moor Park Kate Ingram

Erection of detached garden room together with pool and decking.

52 LYNCH ROAD, FARNHAM GU9 8BY

Farnham Town Council has no objections subject to the garden room and pool being in keeping with the Farnham Design Statement.

WA/2016/0456 Farnham Moor Park Louise Yandell

Application under Section 19 (Listed Building Consent) to vary Condition 6 of WA/2014/1926 (approved plan numbers) to allow a variation to the extensions and alterations permitted.

BRIGHTWELLS HOUSE, BRIGHTWELLS ROAD, FARNHAM GU9 7SB

Farnham Town Council strongly objects – a separate letter of objection will follow.

Farnham Shortheath and Boundstone

WA/2016/0483 Farnham Shortheath and Boundstone Kate Ingram

Erection of porch and canopy; alterations to front elevation.

LITTLE ORCHARDS, 86B BOUNDSTONE ROAD, FARNHAM GU10 4AU

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

WA/2016/0485 Farnham Shortheath and Boundstone Gemma Paterson

Erection of 9 dwellings with associated garaging, landscaping and access (revision of WA/2015/2361).

Previous comments on 11.01.2016 were as follows: Farnham Town Council strongly objects to this proposed application which is in a very narrow lane. The proposed application is out of keeping with this green site area and the Neighbourhood Plan and is totally out of character.

LAND TO THE WEST OF LAVENDER LANE, LAVENDER LANE, ROWLEDGE GU10 4AX

Farnham Town Council strongly objects to this proposed application which is in a very narrow lane, the access is wholly unsuitable for this type of development. The proposal is out of keeping with character of the area and would represent an intrusion in to the countryside. Development of this scale on this site would harm the distinctive landscape characteristics of this area. The site is not allocated in the draft Regulation 14 Neighbourhood Plan (See FNDP Regulation 14 Draft Plan Housing Land Availability Assessment 2014 – site not included) for these reasons and this application should be refused.

Farnham Upper Hale

WA/2016/0445 Farnham Upper Hale David Spring

Erection of extension and alterations.

8 UPPER OLD PARK LANE, FARNHAM GU9 0AS

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 the existing.

WA/2016/0469 Farnham Upper Hale Amy Radford

Application under Regulation 3 for the erection of replacement fencing, gates and piers.

HALE RECREATION GROUND, WINGS ROAD, FARNHAM GU9 0HJ

Farnham Town Council has no objections.

Farnham Weybourne and Badshot Lea

WA/2016/0470 Farnham Weybourne and Badshot Lea

Kate Ingram

Erection of a two storey extension.

7 PINE VIEW CLOSE, BADSHOT LEA GU9 9JS

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 the existing.

NMA/2016/0057 Farnham Weybourne and Badshot Lea

Mrs M Knight

Amendment to WA/2015/1512 for addition of window. **Previous comments on 24.08.2015**

were as follows: Farnham Town Council objects based on the size, bulk and the adverse effect on the neighbours' amenities.

17 GLORNEY MEAD, BADSHOT LEA GU9 9NL

No further action.

NMA/2016/0058 Farnham Weybourne and Badshot Lea

Mrs M Knight

Amendment to WA/2015/1512 to provide alterations to size of proposed garage. **Previous comments on 24.08.2015 were as follows: Farnham Town Council objects based on the size, bulk and the adverse effect on the neighbours' amenities.**

17 GLORNEY MEAD, BADSHOT LEA GU9 9NL

Farnham Town Council has no objections to the amendments.

WA/2016/0488 Farnham Weybourne and Badshot Lea

Kayleigh Taylor

Alterations to the existing lay-by; formation of additional parking and drop-off lane.

ALL HALLOWS ROMAN CATHOLIC SECONDARY SCHOOL, WEYBOURNE ROAD,
FARNHAM

GU9 9HF

Farnham Town Council has no objections.

WA/2016/0501 Farnham Weybourne and Badshot Lea

Gemma Paterson

Change of use from A1 Retail to D2 Leisure (Indoor Trampoline Park).

LYNWOOD HOUSE, 8B FARNHAM TRADING ESTATE, WATER LANE, FARNHAM
GU9 9NN

Farnham Town Council has no objections.

Farnham Wrecclesham and Rowledge

WA/2016/0451 Farnham Wrecclesham and Rowledge David Spring

Erection of a single storey front extension (revision of WA/2015/1025). **Previous comments on 29.06.2015 were as follows: Farnham Town Council objects to the proposed extension**

which is out of keeping with the street scene and the building line at the front of the property. The Council is also concerned about the adverse effects on the neighbours' amenities.

23 MEADOW WAY, ROWLEDGE GU10 4DY

Farnham Town Council has no objections to the revised plans.

WA/2016/0493 Farnham Wrecclesham and Rowledge Amy Radford

Erection of a dwelling and associated works (revision of WA/2015/1738). **Previous comments on 05.10.2015 were as follows: Farnham Town Council strongly objects to the application, which is on a flood risk area on pasture land where there is a history of flooding.**

Important green spaces outside the settlement boundary should not be inappropriately developed. This is an important site on the edge of the village and the proposals are unsuitable for this site.

LAND AT ROSEMEAD COTTAGE, RIVER LANE, WRECCLESHAM GU9 8UD

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Ryan Snow

Change of use of existing annexe to provide an independent dwelling.

THE ANNEXE, 2A SCHOOL ROAD, ROWLEDGE GU10 4BW

Farnham Town Council has no objections.

The meeting closed at 9.55am

Notes taken by Ginny Gordon



FARNHAM TOWN COUNCIL

G

Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 4 April 2016

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Other Councillors in attendance: None

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No further action.

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23 MEADOW WAY, ROWLEDGE GU10 4DY

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WA/2016/0493 Farnham Wrecclesham and Rowledge Amy Radford

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LAND AT ROSEMEAD COTTAGE, RIVER LANE, WRECCLESHAM GU9 8UD

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WA/2016/0466 Farnham Wrecclesham and Rowledge Ryan Snow

Change of use of existing annexe to provide an independent dwelling.

THE ANNEXE, 2A SCHOOL ROAD, ROWLEDGE GU10 4BW

Farnham Town Council has no objections.

The meeting closed at 9.55am

Notes taken by Ginny Gordon



Code of Corporate Governance 2016/17

1 Introduction

- 1.1 Farnham Town Council is committed to the principles of good corporate governance and wishes to confirm its ongoing commitment and intentions through the development, adoption and continued maintenance of a Code of Corporate Governance.
- 1.2 Farnham Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards; ensuring that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.
- 1.3 This document therefore sets out and describes the Council's commitment to corporate governance. It identifies the arrangements that have been made, and will continue to be made, to ensure its effective implementation and application in all aspects of the Council's work.

2 What is Corporate Governance?

- 2.1 For the purpose of this Code, Farnham Town Council has accepted the definition of Corporate Governance as follows:- "Corporate governance is the system by which local authorities direct and control their functions and relate to their communities" .
- 2.2 In so far as it is appropriate for the Town and Parish tier of local government, Farnham Town Council follows the CIPFA/SOLACE Governance Framework Core Principles. The six core principles referred to in the Framework are:
 - Focussing on the purpose of the Authority and on outcomes for the Community and creating and implementing a vision for the local area – the Council's Vision and Key Objectives were agreed at Council in December 2015 and can be found at www.farnham.gov.uk;
 - Members and Officers working together to achieve a common purpose with clearly defined functions and roles;
 - Promoting values for the Council and demonstrating the values of good governance through upholding high standard of conduct and behaviour;
 - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;

- Developing the capacity and capability of Members and Officers to be effective – the Council has a proactive attitude to training, promoting training for Councillor and Officers to ensure that its business is conducted in the most efficient and effective manner; and
- Engaging with local people and other stakeholders and professionals where appropriate, to ensure robust accountability.

2.3 Farnham Town Council recognises that effective local government relies upon establishing and maintaining the confidence of the public in both the elected Members and Officers of the Council. It further recognises that the setting of high standards of self-governance provides a clear and demonstrable lead to both our existing and potential partners and therefore provides the basis of effective community governance.

3 The Principles

3.1 Farnham Town Council positively recognises and accepts the following underlying principles of good governance:

- Transparency, openness and inclusivity
- Integrity
- Accountability
- Risk management
- Continuous improvement by developing the capacity of officers and members

3.2 In order to comply with these principles, the Council undertakes to ensure that systems and processes are continually monitored and reviewed.

3.3 The need for effective leadership is acknowledged as providing the keystone to corporate governance and as such, the principles can only be achieved if effective leadership is demonstrated through:

- Providing a vision for the community and leading by example in decision making and other processes and actions; and
- Members and Officers conducting themselves in accordance with high standards of conduct.

4 The Vision of the Council

4.1 Farnham Town Council is determined to continuously improve the services it delivers and to meet the wider needs and aspirations of the community.

4.2 Farnham Town Council's vision for 2015-19, agreed in December 2015, reaffirmed that "The Council should be seen as being the influential and effective voice for Farnham, bringing together the views of all organisations working for the good of the Town and helping address the key service needs of all its communities and people". The Council aims to be an effective organisation providing high quality, sustainable services and facilities for the residents and businesses of Farnham, with a strong and respected voice representing Farnham's best interests. The following three characteristics for doing this were agreed: Service delivery, Influencing roles; and Partnership projects

4.3 Key objectives agreed for the Council term 2015-19 were reaffirmed including to:

- Fight for better infrastructure for the town including roads, transport, education, improved air quality and better access for pedestrians;
- Deliver improvements which make visible difference in the town, including a greener environment with more trees in the town centre and at other key locations;

- Progress the production of a Neighbourhood Plan which will meet the needs of Farnham residents now and in the future;
- Bring the Cemetery Chapels back into use, explore terms for bringing back assets bought by the people of Farnham into local management and ownership (eg Gostrey Meadow);
- Strive to seek out funding from other sources, particularly by increasing fees and charges and through securing funds from other bodies such as Surrey CC eg by acting as an agent for local service delivery; and
- Ensure the Town Council continues to achieve value for money in all services being provided locally, spending every pound as if it were our own.
- Identify possible new services to make the town safer and cleaner and investigate/identify what others are doing and taking on services and working in partnership with other groups.
- Retain and maintain community assets

4.4 In delivering the vision and objectives, Farnham Town Council will:

- Identify gaps in town activity and be prepared to take on new services from other authorities
- Review services and provide services and events which local people need and support;
- Promote the interests of all the members of our local community and ensure that the community in Farnham is better prepared to face the future;
- Ensure that the qualities that make Farnham a special place are protected and enhanced
- Aim for excellence and seek to provide the highest quality of service; and
- Work towards being an efficient and well managed organisation that continuously improves.

5 Farnham Town Council's Values

Farnham Town Council will seek to work in the following ways:

- Be open, honest and transparent;
- Improve efficiency by valuing the contributions of all staff and councillors and volunteers;
- Work with partners and other local organisations to create added value and synergy;
- Ensure the views of the Council are not put across in a confrontational way and
- Promote effective communication both internally and externally

6 Engaging with the Community

Farnham Town Council will measure its effectiveness by:

- Reviewing services, contracts and risk on a regular basis;
- Undertaking regular resident and customer consultation through coffee mornings, the Annual Town Meeting, information stalls at events and through satisfaction surveys;
- Members of the public are encouraged to attend Full Council and to ask questions or make statements about services provided by the Council;
- Reviewing performance and management of progress against targets and achievements; and
- Monitoring compliments and complaints as a measure of user satisfaction.

7 Functions and Activities:

Farnham Town Council recognises that:

- The success and integrity of the Council's activities is derived from understanding the needs of the Farnham, including social, economic and environmental considerations, as well as the needs, requirements and aspirations of its citizens, customers and service users;
- The importance of having defined roles and responsibilities of Members and Officers and appropriate structures which make effective use of scarce resources, allows challenge and change, including organisational and political collaboration, and promotes a strong and sustainable partnership between Members and Officers; and
- The principles of strong and effective governance and community leadership will deliver the measurable benefits for Farnham and its citizens.

8 Corporate Governance at Farnham:

8.1 In order to comply with the principles of governance set out above, it is vital that these are reflected in each aspect of the Council's undertakings. For the purposes of corporate governance the following areas of focus will be pursued;

- Community Focus;
- Service delivery arrangements focussed on value for money and effectiveness;
- Structures and Processes;
- Risk Management and Internal Control; and
- Standards of Conduct.

8.2 This Code of Corporate Governance specifically seeks to identify the action to be taken for each of these areas

8.2.1 **Community Focus** – Farnham Town Council will:

- Work for and with the community of Farnham;
- Exercise leadership in the community, where appropriate;
- Undertake an ambassadorial role to promote the well-being of Farnham where appropriate;
- Communicate with all sections of the community;
- Publish an Annual Report on activities and performance; and
- Publish an Annual Statement of Accounts.

8.2.2 **Service Delivery Arrangements** - Farnham Town Council will:

- Ensure that continuous improvement is sought;
- Ensure that agreed policies are implemented; and
- Foster effective relationships and partnerships with the public and private sectors.

8.2.3 **Structures and Processes** Farnham Town Council will:

- Maintain effective political and managerial structures and processes to govern decision making; and
- Maintain clearly documented protocols governing relationships between Members and Officers.

8.2.4 **Risk Management and Internal Control** – Farnham Town Council will:

- Establish and maintain a systematic approach and process for managing risk. The Council is committed to ensure that effective risk management is an integral part of all of the Council's activities. This contributes to the successful management and delivery of the Council's corporate objectives and supports its strategic direction through informed decision-making. The Council reviews risks annually at officer, working group and Council levels to ensure risk is effectively managed. The Council has sought to embed effective risk management into its culture, processes and

structure to ensure that opportunities are maximised. The Council encourages managers to identify, assess and manage risks, and learn to accept the right risks;

- Appoint independent Internal Auditors to ensure the internal control processes operating throughout the authority are effectively reviewed and tested on a systematic basis;
- Work with the appointed External Auditors, who will provide the authority and the public with an independent external opinion annually as to the accuracy and integrity of the financial statements and the effectiveness of Farnham Town Council's internal control systems;
- As part of its ongoing commitment to ensure it mitigates risk and has effective and up to date risk management in place, Farnham Town Council has engaged Ellis Whittam to provide Employment advice and Health & Safety Risk Management advice. As part of this contract a new Health and Safety Policy has been developed and implemented. Ellis Whittam also advises on any areas of best practice and changes that may be necessary; and
- The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost-effective.

8.2.5 **Standards of Conduct** – Farnham Town Council's Members and Management Team will:

- Exercise leadership by conducting themselves as role models for others within the authority to follow;
- Define the standards of personal behaviour that are expected from Members and staff and all those involved in service delivery;
- Maintain a Member Officer protocol for effective working arrangements; and
- Put in place and maintain arrangements to deal with conduct which falls below expected standards.

8.2.6 **Code of Conduct for Councillors**

Farnham Town Council has adopted a new Model Code of Conduct following the implementation of the Localism Act 2011. Members of Council have made declarations in accordance with Code or the previous code and completed Notifications of Pecuniary Interests. Copies of Members' declarations are available on the Farnham website. The Farnham Code is in line with the Waverley Borough Council Code, and any breaches of the Code would be investigated by the Waverley Standards Committee.

8.2.7 **Openness and Reporting on Corporate Governance at Farnham**

Farnham Town Council will:

- Ensure that the Code of Corporate Governance is made available to all Members and Officers, and is made publicly available through the use of the Council's website, local Council information points etc.;
- Review the Code of Corporate Governance annually;
- Carry out budget monitoring on a regular basis, with reports being submitted to the Strategy and Finance Working Group by the Responsible Financial Officer and Clerk to the Council; and
- Consider and review internal and external audit reports at least annually.

9 The facilitation of policy and decision-making.

9.1 The Council meets nine times a year, defining corporate policy and making decisions in relation to all recommendations from the Working Groups. The Council has five Working Groups to ensure the effective management of its business which are:

- Strategy and Finance
 - Infrastructure Planning Task Group

- Assets Task Group
- HR Panel
- Wellbeing Task Group
- Cemeteries and Appeals
- Community Enhancement
- Tourism and Events
- Planning and Licensing Consultative Group

9.2 The Working Groups manage agreed areas of responsibility and each has its own Terms of Reference which are reviewed regularly. All Working Group decisions are reported as recommendations to Full Council for adoption. The Planning and Licensing Consultative Group is delegated, in tandem with the Town Clerk, to pass comments to the Planning and Licensing authority, on behalf of the Council.

9.3 The Council operates within a framework of Standing Orders and Financial Regulations to ensure that decision making is efficient, transparent and accountable. The Council reviewed Standing Orders in March 2015 and its Financial Regulations in December 2015 to ensure that they meet the requirements of new legislation and current best practice. Copies of these documents can be viewed on the Council's website.

9.4 In order to ensure compliance with established policies, procedures, laws and regulations, Councillor training is undertaken as appropriate to ensure that Members are informed on matters relating to the sector. Qualified officers including the Clerk to the Council, who is also the Responsible Finance Officer (and acts as the Council's Section 151 Officer), ensure that proper arrangements are in place to make certain that the Council complies with relevant procedures, laws and regulations. The Clerk to the Council, Team Leaders and other staff actively participate in programmes of continuing professional development.

Date of Code

This Code of Governance was reviewed and approved by the Full Council on Thursday 28 April 2016.

Signed:

Iain Lynch

Clerk to the Council



FARNHAM TOWN COUNCIL

Report Full Council

14th April 2016

Election of Working Groups 2016/17

- 1 Councillors have identified preferences for the Working Groups for 2016/17 in accordance with Standing Order 15. These are attached at Annex 1, in order of preference for each Working Group as indicated by each councillor. Some councillors expressed a preference for only the Working Groups for which they were interested whilst others have given a priority listing for all the Working Groups. Standing Order 15 (e) states that the overall membership of the Working Groups will reflect as closely as possible the political make-up of the Council with the intention that as broad a range of councillors as possible is represented. By convention the Mayor is not appointed to Working Groups, and can attend any Group ex-officio.
- 2 There are four Working Groups plus two Standing Task Group (HR Panel) and the Planning and Licensing Consultative Group. Standing Order 15 f suggests (not mandatory) how places are to be allocated to ensure that those who are not members of the majority group are fairly represented. As such, with 6 out of 18 councillors, the 'minority' representatives should have two places on Strategy and Finance out of a total allocation of 8 places overall between the Working Groups. With six places available on each Working Group two of these places would be available to councillors who were not part of the majority group, if they wished to be part of the Working Group.
- 3 As a result of the preference exercise, 8 councillors expressed an interest in the Strategy & Finance Working Group. 4 majority Group Councillors expressed a first preference along with 3 first preferences from other councillors for the two places earmarked for them. As a result the 4 councillors would be deemed to be elected (assuming Council follows Farnham's previous practice of appointments to Working Groups) with a vote to be taken on the remaining two place from among the four councillors who are not part of the majority Group.
- 4 In relation to the remaining Working Groups the following expressions of interest were received.
 - Community Enhancement Working Group – Five preferences for six places: Four from the majority group and one other. As such, the five councillors including a first to third preference would be deemed appointed with one additional priority place available to the minority councillors
 - Planning & Licensing Consultative Group – Seven councillors have expressed a preference for the nine places available. The aim is, if possible, to have one councillor from each ward. Council may wish to appoint the seven councillors who have expressed a preference to be on the Working Group or elect one councillor per ward. The two wards not currently represented are Firgrove and Shortheath and Boundstone.
 - Cemeteries and Appeals Working Group – five preferences for six places including two preferences from the 'minority' councillors. As such five councillors would be deemed to be elected, with one priority place available to a majority group councillor.

- Tourism and Events Working Group – preferences for four places, including one minority councillor. As such four councillors are deemed to be elected with one remaining place for a majority group councillor and one for a minority councillor.
- HR Panel – Six preferences for six places. All would be deemed to be elected
- Services to Farnham Awards Panel. The Panel meets to agree awards and (from 2016) to review nominations to external Trusts (such as the Dempster Trust, the Isabella Schroder Trust, the Hale Chapels Trust and the Farnham Parochial Charity) as and when vacancies occur for which the Council is to make appointments. The Mayor and Deputy Mayor are ex-officio members and there are places for two other councillors. One preference has been received and would be deemed appointed leaving one other place for a councillor.

The Candidates for each of the above Working Groups are deemed to be elected as set out above. Councillors are invited to opt or nominate for the remaining places. If there are more candidates than places available an election will take place for the vacant places only.

- 5 As in previous years, it is proposed that Council is adjourned briefly so that each Working Group can elect its Lead Member to confirm the composition of the Strategy & Finance Working Group. In view of the need to consider the appointment of a Leader or Spokesperson of the Council at the Annual Meeting in May, the appointment of the Lead Member of the Strategy & Finance Working Group will not take place at this Council meeting but at the first meeting of the Strategy & Finance Working Group in the new Council year.
- 6 Council needs to confirm whether its Task Groups are to be reconvened. The HR Panel (technically a Task Group of Strategy and Finance) is expected to continue whilst the remaining Task Groups need formal agreement to be re-established.
- 7 Subject to Council's decision on Task Groups, the appointment to Task Groups will need to be agreed. In accordance with Standing Order 15 (f) membership of task groups does not need to conform to the political make-up of the council.
- 8 Subject to the decision on paragraph 7, the Wellbeing Task Group has four preferences with one spaces available; the Infrastructure Planning Group has three councillors offering to fill five places, and the Offices Task Group has three members for the three places. Council could amend the size of Task Groups if it wished to.

Recommendation

It is recommended that

- 1) **a ballot takes place for the remaining the Strategy and Finance Working Group place as set out at paragraph 3;**
- 2) **the candidates for the Cemeteries and Appeals, Community Enhancement and Tourism and Events working groups be appointed as set out in Annex 1 along with any additional councillors to fill the remaining vacancies as set out in paragraph 4 above;**
- 3) **the councillors wishing to be on the Planning and Licensing Consultative Group be appointed with nominations sought for the remaining places;**
- 4) **the Working Groups elect their Lead Members (in order to do which the meeting be adjourned briefly) in order to confirm the complement of Strategy and Finance Working Group Members**
- 5) **Council determines which Task Groups be reappointed and the membership of each Task Group.**

WORKING GROUP PREFERENCES 2016/17

I Working Groups	2015/16 Members	Preferences for 2016/17
<p>Strategy & Finance Working Group</p> <p>(6 members plus Lead Members (LM) from working groups not already appointed to this Working Group)</p> <p><i>Meeting dates in 2015/16. Tuesday mornings at 9.30am. 9-10 meetings a year.</i></p>	<p>Cllr David Attfield Cllr Carole Cockburn Cllr Jill Hargreaves Cllr Jeremy Ricketts Cllr John Ward ** Cllr John Williamson</p> <p>Plus Cllr Stephen Hill (Lead Member Community Enhancement)</p>	<p>Cllr David Attfield (1) Cllr Carole Cockburn (1) Cllr Pat Frost (1) Cllr Jill Hargreaves (1) Cllr Andy MacLeod (1) Cllr Jeremy Ricketts (1) Cllr John Williamson (1) Cllr Stephen Hill(2)</p>
<p>Community Enhancement Working Group (6 members)</p> <p><i>Meeting dates in 2015/16. Wednesday mornings 9.30am. 4-5 meetings a year</i></p>	<p>Cllr Carole Cockburn Cllr Paula Dunsmore Cllr Stephen Hill ** Cllr Susan Redfern Cllr Jeremy Ricketts Cllr John Williamson</p>	<p>Cllr Stephen Hill (1) Cllr Sue Redfern (1) Cllr Jeremy Ricketts (2) Cllr John Williamson (2) Cllr Carole Cockburn (3)</p>
<p>Tourism & Events Working Group (6 members)</p> <p><i>Meeting dates in 2015/16. Tuesday mornings at 9.30am. 4-5 meetings a year.</i></p>	<p>Cllr Kika Mirylees Cllr Paula Dunsmore Cllr Jill Hargreaves ** Cllr Stephen Hill Cllr John Williamson Cllr John Ward</p>	<p>Cllr Mike Hodge (1) Cllr Jill Hargreaves (2) Cllr Stephen Hill (3) Cllr John Williamson (3)</p>
<p>Cemeteries & Appeals Working Group (6 members)</p> <p><i>Meeting dates in 2015/16. Thursday morning at 9.30 4-5 meetings a year.</i></p>	<p>Cllr David Attfield Cllr Carole Cockburn** Cllr Sam Hollins-Owen Cllr Susan Redfern Cllr John Ward Cllr John Williamson</p>	<p>Cllr David Attfield (1) Cllr Sam Hollins-Owen (1) Cllr Carole Cockburn (2) Cllr Sue Redfern (2) Cllr John Williamson (4)</p>

** Lead Member of Working Group

2 Consultative Group	2015/16 Members	Preferences for 2016/17
<p>Planning & Licensing Consultative Group (9 members – including one from each ward)</p> <p><i>Meetings in 2015/16 Monday mornings at 9.30am Approximately 20 meetings a year.</i></p>	<p>Cllr Paddy Blagden (Castle) Cllr Carole Cockburn (Bourne) Cllr Paula Dunsmore (Wrecclesham & Rowledge) Cllr J Scotty Fraser (Upper Hale) Cllr Mike Hyman (Hale & Heath End) Cllr Andy Macleod (Moor Park) Cllr Kika Mirylees (Shortheath & Boundstone) Cllr Jeremy Ricketts (Weybourne & Badshot Lea) John Ward** (Shortheath & Boundstone) ** Cllr John Williamson (Castle)</p>	<p>Please discuss with fellow Ward Members</p> <p>Cllr Carole Cockburn (Bourne) Cllr Paula Dunsmore (Wrecclesham & Rowledge) Cllr J Scotty Fraser (Upper Hale) Cllr Mike Hyman (Hale & Heath End) Cllr Andy Macleod (Moor Park) Cllr Jeremy Ricketts (Weybourne & Badshot Lea) Cllr John Williamson (Castle)</p>

3 Standing Panels	2015/16 Members	Preferences for 2016/17
<p>HR Panel (Task Group of Strategy and Finance)</p> <p>(6 Members)</p> <p><i>Meets twice a year or as required for specific purposes</i></p>	<p>Cllr Sam Hollins-Owen Cllr David Attfield** Cllr Jill Hargreaves Cllr Stephen Hill Cllr Mike Hyman Cllr Andy Macleod</p>	<p>Cllr David Attfield (1) Cllr Jill Hargreaves (1) Cllr Stephen Hill (1) Cllr Sam Hollins-Owen (1) Cllr Mike Hyman (1) Cllr Andy MacLeod (1)</p>

<p>Services to Farnham Awards Panel (Task Group of Council)</p> <p><i>Meets twice a year or as required</i></p>	<p>The Mayor, Deputy Mayor Representative of Tindle News Representative of the Community Two other Councillors</p>	<p>Mayor Deputy Mayor Cllr David Attfield (2) Mrs Wendy Craig</p>
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4 Task Groups (Reappointed on an annual basis as required)	2015/16 Members	Preferences for 2016/17
<p>Infrastructure Planning Group (Task Group of Strategy and Finance) (5 Members)</p> <p><i>Normally meets on a Friday morning at 10am</i></p> <p><i>(5 Members)</i></p>	<p>Cllr Paddy Blagden Cllr Carole Cockburn** Cllr Jill Hargreaves Cllr Andy Macleod Cllr John Ward</p>	<p>Cllr Andy MacLeod (1) Cllr Carole Cockburn (1) Cllr John Williamson (1)</p>
<p>Assets Task Group (Task Group of Strategy and Finance) (3 members)</p>	<p>Cllr David Attfield ** Cllr Sam Hollins-Owen Cllr Jill Hargreaves</p>	<p>Cllr Sam Hollins-Owen (1) Cllr Jill Hargreaves (1) Cllr David Attfield (1)</p>
<p>Wellbeing Task Group (Task Group of Strategy and Finance)</p> <p>Normally meets at 6pm on a Wednesday</p>	<p>Cllr Jeremy Ricketts Cllr Paula Dunsmore Cllr Scotty Fraser Cllr Andy Macleod</p>	<p>Cllr Paula Dunsmore (1) Cllr Scotty Fraser (1) Cllr Jeremy Ricketts (1) Cllr Andy MacLeod (2)</p>



FARNHAM TOWN COUNCIL



Report
Full Council

14th April 2016

Appointment of Representatives to external bodies 2016/17

- 1 Councillors have identified preferences for being the Council's representative on External Bodies for 2016/17 in accordance with Standing Order 15. These are attached at Annex 1. In some cases councillors have expressed preferences for being the main representative or a reserve representative, and these are noted against each organisation where applicable.
- 2 Councillors were asked to comment on whether it was appropriate to continue sending representatives to each organisation or whether there were new organisations to which the Council should appoint representatives.
- 3 No suggestions were made for withdrawing membership from any group but one additional group is suggested for a Council representative – the Bishop's Meadow Trust.

Recommendation

It is recommended that:

- 1) **the councillors at Part 1 be appointed as listed;**
- 2) **councillors appoint a representative from the list at Part 2 by show of hands and whether a reserve is also appointed;**
- 3) **nominations be agreed for the Outside bodies listed at Part 3**

REPRESENTATIVES ON OUTSIDE BODIES 2016/17

PART 1

Outside Body	FTC Appointments 2015/2016	Councillors offering to represent the Council in 2016/17
40 Degreez	Cllr Carole Cockburn Cllr Stephen Hill (Reserve)	Cllr Stephen Hill
Badshot Lea Recreation Ground	Cllr David Attfield	Cllr David Attfield
Blackwater Valley Recreation and Countryside Management Committee	Cllr Mike Hodge	Cllr Mike Hodge
Bourne Recreation Ground	Cllr Sam Hollins-Owen	Cllr Sam Hollins-Owen
Farnham Maltings Association Council of Management	Cllr Julia Potts	Cllr Pat Frost
Farnham/Andernach Friendship Association	Cllr Pat Frost	Cllr Pat Frost
Farnham Rivers Management Committee	Cllr Mike Hodge	Cllr Mike Hodge
Farnham River Watch	Cllr Mike Hodge	Cllr Mike Hodge
Farnham Quarry Liaison Group	Cllr David Attfield	Cllr David Attfield
Farnham Sports Council	Cllr Carole Cockburn	Cllr Carole Cockburn
Farnham Visitors Forum	Cllr Jill Hargreaves	Cllr Jill Hargreaves
Hale Recreation Ground	Cllr John Scotty Fraser Cllr Mike Hyman (Reserve)	Cllr Scotty Fraser
New Ashgate Gallery	Cllr Sam Hollins-Owen Cllr Carole Cockburn (Reserve)	Cllr Sam Hollins-Owen
Runfold Quarry Community Liaison Group (Suez/Sita)	Cllr Andy Macleod	Cllr Andy MacLeod
Surrey Association of Local Councils (2 representatives)	Mayor and Leader	Mayor and Leader
Surrey CC Farnham Local Group (2 places)	Cllr Carole Cockburn Cllr Andy Macleod	Cllr Andy MacLeod Carole Cockburn
Waverley Towns and Parishes Meetings	Mayor plus Deputy Mayor	Mayor plus Deputy Mayor
Wrecclesham Community Centre	Cllr Pat Frost	Cllr Pat Frost
Wrecclesham Recreation Ground Committee	Cllr Paula Dunsmore	Cllr Paula Dunsmore

PART 2

Outside Body	FTC Appointments 2015/2016	Councillors offering to represent the Council in 2016/17
Allotments Liaison Group	Cllr John Williamson	

Brightwells Gostrey Centre	Cllr Carole Cockburn Cllr John Williamson (Reserve)	
Farnborough Aerodrome Consultative Committee	Cllr David Attfield Cllr John Scotty Fraser (Reserve)	Cllr David Attfield Cllr John Scotty Fraser (Reserve) Cllr John Williamson
Farnham Crime Prevention Panel	Cllr Jeremy Ricketts	
Farnham Public Art Trust	Cllr John Ward	Cllr John Ward Cllr Carole Cockburn
North East Hants & Farnham Clinical Commissioning Group	Cllr Ricketts	

PART 3

Consideration for additional outside bodies

Organisation	A) Already represent; or B) Representation would be beneficial	I would like to represent FTC 2016/2017
Bishop's Meadow Trust	B	Cllr J Ricketts

In addition, Mayor, Leader and Clerk plus relevant Lead Members to attend Liaison meetings with the University of the Creative Arts

Please note Representatives for Farnham Town Council on an Outside Body are expected to attend its meetings and report back to Council.