



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 17th April 2014

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 17th APRIL 2014, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY**. The Agenda for the meeting is attached

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Lynch'.

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

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: Date 17th April 2014
 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 17th April 2014.

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting, at 6.50pm, prayers will be said by the Rev Conrad Hicks of the Farnham Methodist Church in the Council Chamber. Councillors and members of the public are welcome to attend.

Presentation

Prior to the Meeting, a presentation will be given by Rachel Lawson of South East Water

Presentation of the John King Award

Following an introduction by Mr David Coker, Chairman of the Farnham Crime Prevention Panel, The Mayor will present the John King Award.

Questions by the Public

Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda. A maximum of 15 minutes will be allowed for the whole session.

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: Cllrs Blagden, Cockburn, Frost, Hargreaves, Hill, J O'Grady, S O'Grady, Potts, Steel and Ward.*
- (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.*
- (iv) *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 13th March 2014 – **Appendix A**

4 Statements by the Public

The Town Mayor to invite members of the public present to make statements on any item on the agenda.

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

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

Part I – Items for Decision

6 Working Group Notes

To receive the notes of:

- i) Community Enhancement held on 20th March 2014 **Appendix B**
- ii) Strategy and Finance Working Group held on 8th April 2014 **Appendix C**
 - Including a) Code of Corporate Governance (annex I)
 - Christmas Lights Task Group **Appendix D**

7 Planning Applications

To receive the minutes of the Planning & Licensing Consultative Group held on 24th March 2014 and 7th April 2014. **Appendix E and F**

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

8 Election to Working Groups - 2014/15 **Appendix G**

To elect Working Groups in accordance with Standing Order 15.

9 Appointment of Representatives to external bodies - 2014/15 **Appendix H**

To appoint Representatives to External Bodies for 2014/15

10 Motion

To discuss the Motion submitted by Cllr Ricketts in accordance with Standing Order 6.1
Improvements in Public Health

Farnham Town Council has a concern for the health and well-being of its residents and will act to raise awareness and influence where there are concerns.

Farnham Town Council seeks to genuinely involve people in public health decision-making through employing the principles of openness, transparency and honest review. People must be given clear understandable information and offered alternatives so that they can make informed choices.

These principles have been championed by Jeremy Hunt MP who will be speaking on Dementia in Farnham on the 25th April. Farnham Town Council formally requests that Jeremy Hunt MP promotes a review of current practices which are thought to be causing widespread diseases and illnesses (such as dementia). The principles set out by Jeremy Hunt in his role as Secretary of State for Health in championing openness and transparency would allow common sense to be employed to reduce risks and give greater protection for vulnerable residents.

11 Actions taken under the scheme of delegation

Town Clerk to report on any relevant matters

Part 2 – Items to Note

12 Reports from other Councils

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

13 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

Date of next meeting

14 To note that the next meeting of Full Council will be the Annual Meeting (Mayor Making) on Thursday 8th May at 7pm.

15 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 the confidential items under discussion

Part 3 – Confidential Items

The Town Mayor will close the meeting.

Membership:

Councillors Patrick Blagden CBE (Mayor), Jeremy Ricketts (Deputy Mayor), David Attfield, David Beaman, Carole Cockburn, Pat Frost, Carlo Genziani, Jill Hargreaves, Stephen Hill; Sam Hollins-Owen, Graham Parlett, Dr Jessica Parry, Julia Potts, Jennifer O’Grady, Stephen O’Grady, Susan Redfern, Roger Steel, John Ward

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

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 13th March 2014

Place

The Council Chamber, South Street, Farnham

Councillors

- * Patrick Blagden CBE (Mayor of Farnham)
- * Jeremy Ricketts (Deputy Mayor)
- * David Attfield
- * David Beaman
- * Carole Cockburn
- * Pat Frost
- * Carlo Genziani
- * Jill Hargreaves
- * Stephen Hill
- A Jennifer O'Grady
- A Stephen O'Grady
- A Sam Hollins-Owen
- * Graham Parlett
- * Dr Jessica Parry
- * Julia Potts
- * Susan Redfern
- * Roger Steel
- * John Ward

* Present

A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)

Rachel Aves (Team Leader Corporate Governance)

Alan Corcoran (Contracts and Facilities Officer)

18 members of the public were in attendance

Questions by the Public

Mrs Sandars advised that she had recently written to the farnham Herlad on measures to mitigate road traffic pollution in the Town Centre. She asked if Farnham Town Council could press for more action to be taken.

The Mayor responded by referring the matter to the Community Enhancement Working Group for consideration.

CI82/13 **Apologies for Absence**

Apologies were received from Councillors Hollins-Owen, J O'Grady, S O'Grady,

CI83/13 **Minutes**

The Minutes of the Farnham Town Council Meeting held on Thursday 23rd January 2014 were agreed with the correction of the apologies at Minute CI47/13 which should have read: Cllr Genziani, S O'Grady, Hollins-Owen, Potts and Ward.

CI84/13 **Declarations of interests**

Cllr Potts as an Executive Member at Waverley Borough Council
Cllr Steel declared an interest as a representative on the Maltings Board.
Cllr Frost declared a pecuniary interest as Chairman of the Farnham Competitive Music Festival

CI85/13 **Statements by the Public**

There were no Statement by the public

CI86/13 **Town Mayor's Announcements.**

The Mayor advised that farnham Town Council had taken part in the Commonwealth Flag Raising Ceremony on 10th March, one of 500 local authorities and community group to have done so in the UK, and involving the local Reserves Centre, local schools and community groups

Part I – Items for Decision

CI87/13 **Community Enhancement Working Group**

Cllr Ricketts introduced the notes of Community Enhancement Working Group meeting held on 11th February 2014, at Appendix B to the agenda. He outlined the plans for Farnham in Bloom as part of Britain in Bloom and the emphasis on supporting pollinators and that the working group had prepared the first of a series of newsletter on its activities to connect with a wider audience.

Cllr Ricketts encouraged all councillors to pledge to leave part of their gardens as a local haven for wildlife and would be seeking a commitment from the wider Farnham community to do the same and be enthused and energised.

Cllr Ricketts drew attention to the Big Pick week, from 22nd to 30th March, and invited participation of councillors.

CI88/13 Cllr Ricketts referred to the Environmental Policy Statement at Annex I to the agenda which had been recommended for adoption.

**It was RESOLVED *nem con* that:
the Environmental Policy Statement at Annex I be adopted.**

Cemeteries and Appeal Working Group

C189/13 Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working Group meeting held on 27th February 2014, at Appendix C.

Cllr Cockburn drew attention to progress on the cemetery chapels and the Dog Control Order. Cllr Cockburn advised that the Cemeteries and Appeals Working Group would be creating a larger wild flower area in West Street Cemetery to improve biodiversity in the cemeteries.

Strategy and Finance Working Group

C190/13 Cllr Ward introduced the report of the Strategy & Finance Working Group held on 4th March 2014, attached at Appendix D.

He outlined the positive report received from the Internal Auditor on the progress of implementation of the previous year's recommendations. He advised that HMRC had agreed to the request to Opt to Tax the Wrecclesham Community Centre and that a review of the VAT partial exemptions had been carried out.

C191/13 Cllr Ward reported on the income and Expenditure to 31st February, and that the Council was on track for a small underspend such that some of the refurbishment costs would be met from revenue rather than earmarked reserves. It was noted that a P11D dispensation had been obtained from HMRC.

C192/13 It was noted that the Craft Town Project was preparing a bid to the Arts Council and a request had been made that the application be submitted by the Town Council.

**It was RESOLVED *nem con* that:
Farnham Town Council be the Accountable Body for the Craft Town Bid to the Arts Council.**

C193/13 Cllr Ward provided an update on progress on contracts for the Offices refurbishment, the Wrecclesham Community Centre, the retendering of the website and the Residents' Guide 2014.

Cllr Frost commented that the refurbished office suite was excellent and ideal for small groups and residents' meetings. She congratulated the Offices Task Group on a fantastic job.

C194/13 Cllr Ward introduced the Grants Annex and the proposals set out and that this would leave a small balance in the Grants budget for future allocation.

**It was RESOLVED *nem con* that:
i) Grants for 2014-15 as set out in Annex I be approved.
ii) A grant of £500 be awarded to the Rowledge Village Hall from the balance of the 2013-14 Small Grants budget for the Centenary Lunch**

C195/13 The Calendar of meeting dates for 2014/15 at Annex 2 to the Minutes was received and noted.

C196/13 Cllr Ward outlined the review of noticeboards in the cemeteries to deal with inconsistency in the quality and range of branding and information available to the public. It was recommended to rationalise the information and signage and replace the existing noticeboards and move them to allotments.

It was RESOLVED *nem con that*:

- 1) Four Cemetery noticeboards be replaced at a cost of £1,200 each with the costs met from existing budgets or earmarked reserves.**
- 2) The existing noticeboards be relocated to the allotments, and new noticeboards are purchased for the remaining allotments at a cost of £1,200 each with the costs met from maintenance budgets or earmarked**

C197/13 Cllr Ward introduced the revised Banners Policy at Appendix J which updated Surrey County Council's requirements.

It was RESOLVED *nem con that*:

- 1) The Banners' Policy at Annex 3 be adopted with effect from 1st April 2014**
- 2) Officers apply to Surrey County Council to approve the two new banner sites.**
- 3) Officers update the policy in due course with details of site or price changes as required.**

C198/13 Cllr Cockburn advised that Tony Fullwood Associates had been appointed to work on the Neighbourhood Plan and that an initial meeting with them had been positive.

C199/13 Members noted the arrangements to build on the friendship agreement/covenant signed with the Princess of Wales's Royal Regiment by raising the Armed Force Day Flag in June.

Planning Consultative Group

C200/13 Cllr Genziani introduced the minutes of the Planning & Licensing Consultative Group meetings held on 10th February, 27th February and 4th March.

In relation to the application for 14 dwellings off Firgrove Hill, new information had come to light following representations from local residents, and Cllr Genziani had withdrawn the comments so the matter could be revisited at the next Planning & Licensing Consultative Group Meeting.

C201/13 Cllr Attfield drew attention to the increasing number of applications for large developments in Badshot Lea and Weybourne. He was concerned about the cumulative effect of these applications which tended to be considered on an individual basis. He felt an holistic view was needed by the Environment Agency, Highways Authority and other agencies and it was agreed to write to encourage this approach.

C202/13 Members noted the problem with the requirement for SANGS (Suitable Alternative Natural Green Space) to be provided for developments. It was noted that there was not enough left in Farnham Park for the developments proposed and felt that Waverley Borough Council should insist that access to the SANGS in Farnham Park should only be used for Brownfield development.

Investment Strategy

C203/13 Cllr Ward introduced the Investment Strategy at Appendix J which had been recommended by Strategy & Finance for adoption. Members welcomed the Strategy and

It was RESOLVED *nem con* that:

The Investment Strategy at Appendix J be adopted.

Part 2 – Items Noted

C204/13 Actions taken under Scheme of Delegation

The Town Clerk advised that no actions had been taken under the scheme of delegation since the last meeting.

C205/13 Reports from Other Councils

- i) Cllr Frost reported that the 2014 Parking review had been published and was out to consultation and particularly intended for the residents on the affected roads. The Mayor advised that issues with roads, parking and parking charges had been a constant matter raised at the 2014 coffee mornings.
- ii) Cllr Beaman reported on changes to local bus services which were causing concern. The changes appeared to be happening because of reductions in funding for free concessionary travel.

C206/13 Reports from Outside Bodies

- i) Cllr Cockburn reported on the feasibility study being undertaken in relation to the possible move of the Brightwells Centre to the Memorial Hall.
- ii) Cllr Beaman reported that he had attended the public meeting with the Police and Crime Commissioner, and that he was concerned about the low morale amongst local police. He felt councillors should express support for what the Police are doing in the area. Cllr Frost agreed saying that the police do an excellent job and we should thank them for what they do on behalf of the local community. The Mayor advised that he had made a point during his Mayoral year of doing this by visiting and supporting the Farnham police at their local surgeries.
- iii) Cllr Attfield reported that he had attended the Farnborough Airport Consultative Committee which had discussed the matters presented to Council.

C207/13 Date of next meeting

Members noted that the next Council Meeting would take place on Thursday 17th 2014.

C208/13 Exclusion of Press and Public.

It was RESOLVED *nem con* 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.

Part 3 – Confidential Items

C209/13 Council received an update on matters relating to the Cemetery Chapels and agreed to take advice from Waverley Borough Council on options.

The Town Mayor closed the meeting at 9.10pm

ENVIRONMENTAL POLICY STATEMENT

Farnham Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. The Council aims to protect and improve the environment through good management and by adopting best practice wherever possible. Farnham Town Council will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

In order to discharge its responsibilities the Council will:

- bring this Environmental Policy Statement to the attention of all stakeholders carry out regular audits of the environmental management system;
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels;
- eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes;
- ensure that emergency procedures are in place at all locations for dealing with environmental issues;
- establish targets to measure the continuous improvement in the Council's environmental performance;
- identify and manage environmental risks and hazards;
- improve the environmental efficiency of the Council's transport and travel;
- involve customers, partners, clients, suppliers and subcontractors in the implementation of these objectives;
- minimise waste and increase recycling within the framework of the Council's waste management procedures;
- only engage contractors who are able to demonstrate due regard to environmental matters;
- prevent pollution to land, air and water;
- promote environmentally responsible purchasing;
- provide adequate resources to control environmental risks arising from work activities;
- provide suitable training to enable employees to deal with their specific areas of environmental control;
- reduce the use of water, energy and any other natural resources;
- source materials from sustainable supply, when practicable; and
- where risks cannot be eliminated, minimise them by substitution, use of physical controls or, as a last resort, through systems of work

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed: Iain Lynch

Dated: 13 March 2014

Position: Town Clerk



FARNHAM TOWN COUNCIL

B

Notes

Community Enhancement Working Group

Time and date

9.30am Thursday 20th March 2014

Place

Council Chamber, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, Susan Redfern and Jeremy Ricketts.

Officers: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader), Amy Dawson (Community Enhancement Assistant)

In attendance: John Ely (Chairman of Farnham in Bloom Community Group)

1. Apologies

Apologies were received from Councillor John Ward and David Attfield.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Tuesday 11th February 2014.

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom Community Group Report

POINTS	ACTION
<p>i. Members noted that the Farnham in Bloom Community Group had been tidying up the area in Saxon Croft and that they had also finished planting native trees by the Lidl supermarket.</p> <p>Cllr Ricketts proposed that more signs be displayed by the Lidl supermarket that the public know that it has been left wild for wildlife and is not just un-kept and that wild</p>	<p>Team Leader Outside Services</p>

<p>flower turfs be planted.</p> <p>ii. Members noted that the Farnham in Bloom Community Group had arranged two litter picks during the Big Pick Week. These would take place on Saturday 22nd March at the Six Bells roundabout and on Wednesday 26th March at the Shepherd and Flock roundabout. Members also noted that the Heath End Gardeners Group would also be doing a litter pick in the Heath End area.</p> <p>iii. Members noted that the Farnham in Bloom Community Group Chairman is working with the Hale History Project Group to find old orchards in the Farnham area. A juicing project is going to be set up with the Post 19 Group.</p> <p>Outside Services Team Leader informed members of a community orchard that was being planted by 5 different local schools in Bishops Meadow. Town Clerk suggested that a promotion of the orchards could be linked with National Apple Day.</p> <p>iv. Members noted that the Farnham in Bloom Community Group had been working with the Post 19 Group to plant over 200 wild flowers and that these would be used in the Lidl supermarket garden.</p> <p>v. Town Clerk suggested that the Farnham in Bloom Community Group consider a project at Farnham Train Station. The Chairman of the Farnham in Bloom Community Group agreed to have a look at the area and see what the group can do.</p>	
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5. Britain in Bloom 2014/South and South East in Bloom 2014

POINTS	ACTION
<p>i. Members received an update on the South and South East in Bloom Entrants' Seminar which was held on Wednesday 19th March and attended by Cllr Cockburn, Outside Services Team Leader and Community Enhancement Assistant.</p> <p>Members noted that Farnham in Bloom would also enter the "In the Spot Light" Award which will look at all the media aspects of the project. Members noted that South and South East in Bloom judges want to see lots of press releases and up-to-date websites. It was suggested that Farnham in Bloom could ask to have a weekly column in the Farnham Herald and Cllr Ricketts proposed that articles may be better than a weekly column.</p> <p>Cllr Cockburn informed members that many other In Bloom groups at the seminar had badges or matching t-shirts. Members were shown the final design of the</p>	<p>Community Enhancement Assistant</p>

<p>Farnham in Bloom pin badge and all agreed to go forward with the order.</p> <p>ii. Members received an update on Farnham in Bloom sponsorship so far and noted that the pledged income total was £8,750.</p> <p>Cllr Cockburn suggested that more be done to get residents involved and enthusiastic about helping us win Gold in Britain in Bloom. Members noted that Britain in Bloom and South and South East in Bloom judges would want to see evidence that Farnham Town Council had tried to contact residents about Farnham in Bloom.</p> <p>iii. Members received an update on Farnham in Bloom projects.</p> <p>a) Members noted that forms had been made for residents to fill in a pledge that they would keep an area in their garden “wild” for the wildlife. Members considered an idea to put the pledge forms into the Farnham Herald or the Farnham in Bloom newsletter.</p> <p>b) Cllr Cockburn informed members that the new Wrecclesham Community Centre would soon be opening and there are areas around the centre where wild flower mats could be put. Cllr Ricketts informed members that there was two acres of land at the Old Park which can be used for wild flower planting.</p> <p>c) Cllr Ricketts suggested to members that after the Councillors’ litter pick during the Big Pick Week, they should visit Boots to clear the cigarette butts.</p> <p>d) Members noted that the town centre was not looking too good at the moment and that it seemed that Veolia Environmental Services were not cleaning the town every day.</p> <p>e) Cllr Ricketts suggested that the Outside Services Team Leader should meet with Cllr Attfield regarding improvements at Low Lane.</p> <p>f) Members noted that Town Clerk had met with Surrey County Council and Network Rail regarding the bus stops at Farnham Train Station being replaced.</p> <p>Members noted that it was agreed by Network Rail that Farnham Town Council could undertake some tidying up the area by Farnham Train Station, near the Mulberry pub.</p>	<p>Community Enhancement Assistant</p> <p>Outside Services Team Leader to discuss with Waverley</p>
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John Ely (Chairman of the Farnham in Bloom Community Group) left the meeting at 10.05am.

6. Allotments

POINTS	ACTION
<p>i. Members noted that seven allotment holders had failed to pay their rent and that the Outside Services Team Leader had to terminate four contracts.</p> <p>Members noted that there were seven vacant allotments that are going to be filled.</p>	

7. Surrey County Council Highways Localism Project

POINTS	ACTION
<p>i. Members noted the current position on the Highways Localism Project, and that because the project had started in the second half of the year the funding would not be used but that Surrey CC had been kept informed of progress.</p> <p>Members noted that the Outside Services Team had received reports of three sites which had hedges that need flailing and two sites that needed posts put in to stop parking.</p>	

8. Street Furniture Update

POINTS	ACTION
<p>i. The Town Clerk informed members that Surrey County Council has agreed to replace the damaged bus shelter at Hale Road with Real Time information screens as well as another one on the opposite side of the road.</p> <p>ii. Cllr Cockburn informed members that the Bourne is still waiting for three bins and a notice board.</p> <p>iii. Members noted that a Councillor working party would be arranged to paint the railings at the entrance to green lane cemetery.</p>	<p>Community Enhancement Assistant to progress</p>

9. Big Pick Week - 22nd to 30th March 2014

POINTS	ACTION
<p>Members received an update of the Big Pick week and were asked support the Councillors litter pick on Tuesday 25th March.</p>	

10. Community Clean Up Gangs

POINTS	ACTION
<p>Members suggested that areas near Sainsbury's at Water Lane and the A31 were may benefit the attention of the Waverley Clean Up Gang.</p>	<p>Team Leader Outside Services</p>

11. Items for Future Meetings

POINTS	ACTION
i. Members were shown an initial plan for the proposed public conveniences in Gostrey Meadow. It was noted that prices were yet to be obtained.	Team Leader Outside Services to progress
ii. Members were advised of suggestions for an air pollution campaign from a member of the public, Mrs Sandars. It was noted that Surrey County Council were progressing air quality improvement measures and agreed that an officer from Surrey County Council be invited to make a presentation at the beginning of a future Council meeting to inform Council.	Team Leader Outside Services to progress

12. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting will be Wednesday 14 th May 2014.	

Meeting ended at 11:50am

Minutes taken by Amy Dawson



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 8th April 2014

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Beaman, Carole Cockburn, Jill Hargreaves, Jeremy Ricketts, and John Ward.

Officers present:

Iain Lynch (Town Clerk) Rachel Aves (Team Leader Corporate Governance), Alan Corcoran (part)

1. Apologies

Apologies were received from Cllrs Frost and Steel.

2. Declarations of Interest:

Members of Waverley Borough Council declared personal interests as Councillors of that authority.

3. Notes of Meeting held on 4th March 2014

POINTS	ACTION
The notes were agreed.	

4. Finance

POINTS	ACTION
Members noted that the expected Outturn for 2013/14 was not yet available as there were some final transactions to be made in the finance system, such as journaling of receipts in advance. It was noted that the service areas were likely to have some surplus expenditure, largely to due savings on staffing throughout the year which would offset some of the expenditure on the refurbishment projects. Cllr Beaman asked if about progress made on the procurement of environmentally friendly van for the Outside Workforce. The Town	Team Leader Outside Services

Clerk advised that the initial trials had not been as successful as hoped such this could not be finalised within the 2013/14 financial year. It was noted that further research was continuing.

Members reviewed the list of Direct Debits and Standing Orders attached at annex 1 to these minutes. It was noted that the direct debit to Wisetiger would be cancelled once the new website was launched and active to be replaced by a new Direct debit at a lower level for Plug and Play, the new website contractor.

Recommendation to Council: That the list of direct debits and standing orders be approved.

5. Governance Statement

POINTS	ACTION
Members reviewed and welcomed the Governance Statement attached at annex 2 to these minutes. Members were pleased to note that the key objectives for the current Council term had either been met, or were in progress. Members felt that this was a significant success.	Recommendation to Council: That the Governance Statement be approved.

6. Contracts update

POINTS	ACTION
<p>i. Website Members were updated on the progress of the new website design. It was noted that the front page design had now been completed and the internal pages were being designed. Members noted the revised schedule would mean a launch around the end of May.</p> <p>ii. Wrecclesham Community Centre Members noted that the opening of the renovated community centre was scheduled for 10th May at 11.30am. The Town Clerk advised that the community centre Trustees had invited The Rt Hon Jeremy Hunt MP for the opening and that the CEO of the Sita Trust would also be in attendance. Members welcomed the news that the Farnham Institute had also agreed to contribute to the renovation of the flooring in the centre.</p> <p>It was noted that a plaque was being designed to celebrate the renovation of the community centre, which would include details of main contributors to the project.</p> <p>Members discussed the lease for of the building to the community centre trust. It was agreed that a review of the lease would be discussed at a future meeting.</p> <p>iii. Cemetery Chapels It was noted that the Town Clerk had written to the Head of Planning at Waverley Borough Council in respect of the position of the Hale Cemetery Chapel within the 400m SPA Zone and that further options were being considered</p>	<p>Contracts & Facilities Officer</p>

<p>Members noted that some initial work on West Street Chapel had commenced, and that the focus was on preparing it for as a first phase. It was noted there were issues to do with finding a suitable sewerage outlet, which would need agreement from the Environment Agency.</p> <p>iv. Council Offices Members noted that the official opening of the Tindle suite was being held on Monday 28th April and that the time was to be confirmed.</p>	
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7. TAG Farnborough Airport Consultation

POINTS	ACTION
<p>Members were keen to ensure that the Council's response honed in on the effect on Farnham residents, specifically raising concerns for the residents of Hale who were concerned about potential noise levels and the heights of aircraft.</p> <p>It was agreed that the response should incorporate the following:</p> <ul style="list-style-type: none"> • appreciation of the need for controlled airspace, • concerns over the lack of air quality monitoring in and around Farnham and seeking reassurance that the residents of Farnham would not suffer detrimentally as a result of the changes; • seeking a commitment that if noise pollution was to exceed the maximums as set out in the consultation report, adjustments would be made. 	<p>Recommendation to Council: that the points raised by the working group be endorsed for inclusion in the response to the TAG Farnborough Airport Consultation along with any additional points from Council.</p>

8. Task Groups

POINTS	ACTION
<p>Members agreed that the current task groups of the Strategy & Finance Working Group; the Infrastructure Planning and Offices Task Groups, be reappointed for the 2014/15 municipal year.</p>	+

9. Annual Town Meeting

POINTS	ACTION
<p>Members discussed matters arising from the Annual Town Meeting and agreed that the format should be reviewed for next year. It was noted that no immediate matters for debate at council came out of the meeting and that working groups should discuss any outcomes for review.</p> <p>It was agreed that following various questions about the East Street/Brightwells development, Farnham Town Council should write to Waverley BC asking for an update on the construction, funding and expected start date. It was also agreed that an update should be sought from F & C Reit, concerning the redevelopment of the Woolmead.</p>	<p>Town Clerk to write to Waverley BC and F & C Reit asking for an update on their respective developments plans in East Street.</p>

10. Infrastructure Planning Group Update

POINTS	ACTION
<p>Cllr Cockburn advised that the most recent questionnaire had now closed and that results were being reviewed and would be available for members in due course, once they had been collated in a full report. Members also heard that the new consultant had highlighted some additional points in relation to the town centre and “local neighbourhood centres” which were being incorporated.</p>	

11. Town Clerk Update

POINTS	ACTION
<p>i. The Town Clerk advised members that the Bishops Meadow Trust had contacted the Council seeking some assistance with funding for a wildflower meadow project which would incorporate a wildflower meadow. It was noted that phase one of the wildflower meadow would cost £600 and it was agreed that the Town Clerk would provide a small grant from the 2014/15 small grant fund with additional support from the Community Enhancement budget, as the project would support the pollinator project being run by Farnham in Bloom for the Britain in Bloom competition.</p> <p>ii. The Town Clerk advised members that he had been in further contact with the Mayor of Woodland Park (formerly West Paterson) in New Jersey, USA about their centennial celebrations and the historic connection between the two towns. Charles Bone had donated two paintings of Farnham in 1976 years ago, to commemorate the exchange between the towns'. The Mayor of Woodland Park had asked if Farnham Town Council would like to connect by skype at a council meeting and remotely present Farnham with a painting of their town for display at the Council Offices. Members agreed.</p> <p>iii. Members were advised that the Town Clerk had written to Paul Wenham at Waverley BC about the transfer of assets and in particular Gostrey Meadow.</p>	<p>Town Clerk to confirm date and time with Woodland Park.</p>

12. Date and Time of Next Meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Tuesday 20th May 2014 at 9.30am.</p>	

Meeting ended at 11.55am

Notes written by Rachel Aves

Annex I

Strategy and Finance Notes 8th April 2014

Direct Debit Payments 2014/15

Company	Description	Date of DD	Frequency	Approx Amount (net)	Comments
BT	BT Internet lines	26th of month	Quarterly	£180.00	two internet lines
BT	Fax	10th of month	Quarterly	£80.00	
BT	Depot phone	10th of Month	Quarterly	£80.00	
BT	Switchboard Lines	26th of month	Quarterly	£1,200.00	
Calor	Depot, bulk gas delivery	variable	infrequently as necessary, (two transactions in 2012/13)	£1,000.00	
Calor	Standing charge for gas	28th of month	Quarterly	£95.00	
Direct Fuels	Fuel for all OWF vehicles, paid on Fuel cards	variable, as card is used	variable	£400 average	
HSBC	Charge cards for designated staff	last day of month	monthly	variable	Supporting documentation reviewed by RFO and Members
HSBC	Charges for HSBCNet services and facilities, eg BACS payments, online statements	second week of month	monthly	Approx £120	
Kent County Council	Photocopier lease	second week of month	quarterly	£450.00	Contract from Aug 2012 to Aug 2015
Moorepay	Payroll processing	21st of month	Monthly	Around £60, depending on number of staff	
Neopost Credifon	Franking of post	whenever we re-credit	variable, on average two or three times a month	£150 each re-credit	
PWLB	Loan repayment	May and Oct	twice per year	£5,113.00	Fixed payment until October 2022
Royal Mail	Prepaid envelopes	as used	on average once a year	£100.00	Will increase if more surveys undertaken

Company	Description	Date of DD	Frequency	Approx Amount (net)	Comments
South East Water	multiple accounts	1st of month	Monthly	Total in region of £500 pcm	
Southern Electric	multiple accounts	variable	each account quarterly, but dates differ	unknown	
Vodafone	Mobile telephones	Last day of month	Monthly	£220.00	Lone workers & Outside Workforce
WBC	Cemetery rates	1st	monthly, 1st 10 months	£397.00	
WBC	Depot rates	1st	monthly, 1st 10 months	£356.00	
WBC	Public toilets rates	1st	monthly, 1st 10 months	£306.00	
WBC	Town Hall rates	1st	monthly, 1st 10 months	£1,837.00	
Wisetiger	Website maintenance and development	25th of Month	Standing order	£684.00	Tendered and new supplier contracted to commence May 2014



Code of Corporate Governance

I 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 on 1st December 2011 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 2011-15, agreed in December 2011, is 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". 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.

4.3 Key objectives agreed for the Council term 2011-15 were 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.

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

- 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; 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 BDO, 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 Health & Safety Risk Management and 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 Disclosable 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
 - Offices Task Group

- HR Panel
- 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 adopted new Standing Orders in March 2012 and reviewed its Financial Regulations in March 2013 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 17 April 2014.

Signed:

Councillor Patrick Blagden CBE
Mayor

Iain Lynch
Clerk to the Council



FARNHAM TOWN COUNCIL

D

Notes

Christmas Lights Group

Time and date

4pm Wednesday 9th April 2014

Christmas Lights 2014 onwards

Following the expiry of the current contract for the provision, installation and storing of Christmas lights Councillors Hargreaves and Hill, as tasked by the Tourism and Events Working Group, met on 9 April to consider the designs for Christmas lights for 2014 onwards.

Three sets of proposals from three different contractors were presented and considered alongside the option of extending the existing contract for a further year. Members felt that the age of the existing lights was beginning to cause problems and that replacing the lights was the preferred solution. Consideration was also given to options to increase the impact of the scheme where there were no suitable buildings for cross-street lights, and it was agreed that making more use of lamppost lights could be beneficial.

It was therefore agreed to recommend that:

- 1) two of the three potential contractors be asked to present detailed quotations for an essentially new scheme (the third contractor was eliminated on the basis of provisional costings), based on a composite of the submissions made;
- 2) subject to budget, extensions of the scheme would be sought to: a) bring in more of West Street, and South Street; b) introduce lights nearer to the railway station; and c) have additional lamp post features and tree lights;
- 3) discussions would be held with the current contractor about the possible retention of the existing lights for Castle Street; and
- 4) the Task Group meet again to make recommendations to Council on the preferred scheme once the re-submissions by the contractors had been made.

Council is therefore asked to agree that:

1. a new scheme of lights be commissioned from within the existing budgetary provision; and
2. Surrey County Council be approached to use more of its lamp posts for feature lights if required.



FARNHAM TOWN COUNCIL

E

Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 24 March 2014

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr D Beaman

Cllr C Cockburn

Cllr C Genziani

Cllr J Ricketts

Cllr R Steel

Other Councillors in attendance: Cllr P Blagden

Officers in attendance: Ginny Gordon

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 for absence

None received

2. Declarations of Interest

There were no declarations of interest

3. Applications considered by the Planning & Licensing Consultative Group on Monday 24 March 2014

4. Additional comments - Application WA/2014/0341- Erection of 14 dwellings together with associated garaging, car parking and landscaping following removal of tennis courts and demolition of storage building; formation of new vehicular access off Firgrove Hill.

Ref	Ward	Proposal	Site Address	Officer Name
WA/2014/037 3	Farnham Bourne	Erection of a detached car port and alterations to driveway.	HILLCOTE, BOURNE GROVE DRIVE, FARNHAM GU10 3QX	Gemma Page
		Farnham Town Council has no objections.		
WA/2014/038 5	Farnham Bourne	Certificate of Lawfulness under Section 192 for the erection of extensions and alterations.	THE COACH HOUSE, LEIGH COTTAGE, TILFORD ROAD FARNHAM GU9 8HR	Tim Bryson
		Farnham Town Council has no comment to make but objects to the increasing number of 192 applications		
CA/2014/0035	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to one Oak tree.	6 MAVINS ROAD, FARNHAM GU9 8JT	Mr A Clout
		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/037 6	Farnham Hale and Heath End	Erection of first floor extension and alterations.	11A NORTH AVENUE, FARNHAM GU9 0RE	Mark Baker
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		

WA/2014/038 8	Farnham Moor Park	Erection of single-storey extension following demolition of existing conservatory.	12 THOROLD ROAD, FARNHAM GU9 7JY	Rachel Kellas
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2014/038 2	Farnham Shortheath and Boundstone	Certificate of Lawfulness under Section 192 for erection of single-storey rear extension following demolition of conservatory.	13 GREENHILL WAY, FARNHAM GU9 8SZ	Gemma Page
		Farnham Town Council has no comment to make but objects to the increasing number of 192 applications		
TM/2014/0032	Farnham Weybourne and Badshot Lea	Application for works to a tree subject of Tree Preservation Order 19/01.	18 OAKLAND AVENUE, FARNHAM GU9 9DY	Mr A Clout
		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/038 9	Farnham Weybourne and Badshot Lea	Erection of single-storey extension.	11 WOODSIDE ROAD, FARNHAM GU9 9DS	Rachel Kellas
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		
WA/2014/036 5	Farnham Weybourne and Badshot Lea	Application under Section 73A to vary Condition 4 of WA/2011/0039 (plan numbers) to allow for changes to elevations. Previous comments on 10.02.2011 were as follows; No comment	44 BADSHOT PARK, BADSHOT LEA GU9 9JZ	Rachel Kellas
		Farnham Town Council has no comment to make.		

TM/2014/0033	Farnham Wrecclesham and Rowledge	Application for works to and removal of trees subject of Tree Preservation Order 08/07.	22A LICKFOLDS ROAD, FARNHAM GUI0 4AE	Mr A Clout
		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/042 0	Farnham Bourne	Erection of extensions and alterations.	4 SWINGATE ROAD, FARNHAM GU9 8JJ	Rachel Kellas
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
CA/2014/0036	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	5 GREENHILL ROAD, FARNHAM GU9 8JN	Mr A Clout
		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
CA/2014/0037	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	STOCKTON HOUSE, GREENHILL ROAD, FARNHAM GU9 8JF	Mr A Clout

		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/039 7	Farnham Castle	Listed Building Consent for erection of extensions and alterations following demolition of existing extensions.	THE STABLES, CASTLE HILL, FARNHAM GU9 7JG	Rachel Kellas
		Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer		
CA/2014/0038	Farnham Castle	FARNHAM CONSERVATION AREA. 1x Eucalyptus - fell.	LONGACRE, LONG GARDEN WALK EAST, FARNHAM GU9 7HX	Mr A Clout
		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/039 6	Farnham Castle	Erection of extensions and alterations following demolition of existing extensions.	THE STABLES, CASTLE HILL, FARNHAM GU9 7JG	Rachel Kellas
		Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer		
WA/2014/041 4	Farnham Firgrove	Erection of single storey rear extension.	4 WEYDON HILL ROAD, FARNHAM GU9 8NX	Mark Baker
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		

TM/2014/0040	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 03/11.	56 ECHO BARN LANE, FARNHAM GU10 4NF	Mr A Clout
		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/0421	Farnham Wrecclesham and Rowledge	Erection of extension and alterations following demolition of existing garage.	16 THE CHINE, FARNHAM GU10 4NN	Gemma Page
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2014/0429	Farnham Wrecclesham and Rowledge	Alterations to elevations to replace all existing windows.	CROWHOLT, ECHO BARN LANE, FARNHAM GU10 4NL	Mark Baker
		Farnham Town Council has no objections on condition that the alterations and new elevations are in line with the particulars of the Farnham Design Statement.		
WA/2014/0379	Farnham Castle	Listed Building consent for internal alterations.	CENTRE FOR INTERNATIONAL BRIEFING, FARNHAM CASTLE, CASTLE HILL, FARNHAM GU9 0AG	Gemma Page
		No objections subject to the approval of the Listed Buildings Officer and provided the alterations are in keeping with the existing building		

DW/2014/0009	Farnham Hale and Heath End	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.3m, for which the height would be 3.9m, and for which the height of the eaves would be 2.4m.	9 WEST AVENUE, FARNHAM GU9 0RH	Kathryn Pearson
		Farnham Town Council is extremely concerned about the size of the extension and the adverse effect it will have on neighbouring properties.		
WA/2014/0374	Farnham Moor Park	Erection of single storey extensions and alterations.	7 CROOKSBURY ROAD, FARNHAM GU10 1QE	Gemma Page
		Farnham Town Council has no objections to the proposed extensions and alterations, provided they are in keeping with the existing and in line with the Farnham Design statement.		
WA/2014/0364	Farnham Moor Park	Erection of extensions and alterations.	11 WYKEHAM ROAD, FARNHAM GU9 7JR	Gemma Page
		Farnham Town Council has no objections to the proposed extensions and alterations, provided they are in keeping with the existing and in line with the Farnham Design statement.		
WA/2014/0391	Farnham Weybourne and Badshot Lea	Erection of 140 dwellings together with new vehicular access, car parking and landscaping.	LAND AT LOWER WEYBOURNE LANE, FARNHAM GU9 8LQ	Kathryn Pearson
		FTC strongly objects to this application. It is completely at odds with the aim of the Farnham Design Statement, which seeks to ensure that all new development reflects and enhances the local character of individual areas. Badshot Lea is a strong community and residents work hard to protect its distinctive characteristics.		

		<p>Several similar applications have been refused. This is part of the important strategic gap, which local residents wish to preserve and which is highlighted for protection in the emerging Neighbourhood Plan for Farnham.</p> <p>Granting permission for such a development on this site would be contrary to the guidance in saved policy NRM6 of the South East Plan. The Habitats Regulations state that development should be guided away from the five kilometre buffer zone, if sites are available elsewhere in the borough.</p> <p>This is a greenfield site, which would require the provision of SANGS, if permitted. The current SANGS provision in Farnham Park would be seriously diminished were this to be granted using the existing SANGS and no further brownfield development would be allowed in the town as a result. This would be catastrophic for the town's economic development.</p> <p>The Badshot Lea community Group has carried out a thorough survey of residents' wishes as part of the Neighbourhood Planning process. There is a site, which residents are prepared to see developed but it is not in this location and successfully links several amenities in the village. The Localism Act seeks to give greater powers to the local community and local opinion must be taken into account. This site does not lead to the further cohesiveness of the village and should be resisted. It is not socially or environmentally sustainable.</p> <p>There is a history of flooding in the local area and the road system struggles to cope with the existing amount of traffic. This application will exacerbate the current situation and the cumulative effects of similar applications must be taken into account.</p> <p>It is clear that Badshot Lea is under great threat from unfettered development and it is essential that each application is seen in conjunction with others and that the residents of Badshot Lea get a fair hearing every</p>		
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		<p>time.</p> <p>It is also essential that, before any development can take place in the village, priority is given to the provision of a controlled crossing at the Badshot Lea crossroads. This provision is long overdue and any increase in traffic will add to the current danger for pedestrians, especially the elderly and the very young.</p>		
CR/2014/0008	Farnham Weybourne and Badshot Lea	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	RUNFOLD HOUSE, RUNFOLD ST GEORGE, FARNHAM GU10 1PL	Mark Baker
		Farnham Town Council has no objections on the change of use from office to residential.		
WA/2014/0430	Farnham Bourne	Erection of extensions and alterations following demolition of garage.	CORRIEMOUNT, TILFORD ROAD, FARNHAM GU9 8HX	Gemma Page
		Farnham Town Council is concerned about the size of the proposed extension and would suggest that the windows should be obscured and fixed to maintain the privacy of the neighbouring property. The extensions and alterations should also be in line with the Farnham Design Statement.		
WA/2014/0394	Farnham Castle	Erection of a building to provide 50 sheltered flats with communal facilities including formation of a new vehicular access together with car parking, landscaping and associated works following demolition of unlisted buildings in a conservation area.	FORMER POLICE STATION, LONG BRIDGE, FARNHAM GU9 7PZ	Mark Baker
		The Town Council looks forward to the development of a site providing much needed sheltered accommodation in the town.		

WA/2014/041 3	Farnham Castle	Erection of a single storey extension.	10 KINGHAM PLACE, WEST STREET, FARNHAM GU9 7AR	Tim Bryson
		Farnham Town Council has no objections on condition the extension is line with the particulars of the Farnham Design Statement.		
CR/2014/0011	Farnham Firgrove	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	THE OLD MISSION HALL, HOOKSTILE LANE, FARNHAM GU9 8LG	Rachel Kellas
		Farnham Town Council has no objections.		
WA/2014/040 2	Farnham Moor Park	Formation of new vehicular access and driveway.	9 HALE ROAD, FARNHAM GU9 9QQ	Gemma Page
		The Town Council has no objections, but hopes that some greenery to will be planted to replace the hedge that is to be removed.		
WA/2014/042 4	Farnham Moor Park	Display of 2 illuminated and 1 non illuminated signs.	CONTEC HOUSE, EAST STREET, FARNHAM GU9 7SX	Gemma Page
		Farnham Town Council strongly objects and is very concerned about illuminated signs, which are out of keeping with the local environment and against the principles of the Farnham Design Statement		
WA/2014/040 4	Farnham Moor Park	Change of Use from light industrial (Class B1c) to fitness centre (Class D2).	UNIT 16, RIVERSIDE PARK INDUSTRIAL ESTATE, DOGFLUD WAY, FARNHAM GU9 7UG	Tim Bryson

		Strongly object, the Town Council thinks this is out of keeping with the area and wants to keep light industry in the town.		
WA/2014/0405	Farnham Wrecclesham and Rowledge	Change of use from office (Class B1a) to single dwelling (Class C3); erection of extensions and alterations following partial demolition of existing buildings.	WILLEY MILL HOUSE, ALTON ROAD, FARNHAM GU10 5EL	Gemma Page
		Farnham Town Council welcomes the change to residential use.		
WA/2014/0407	Farnham Wrecclesham and Rowledge	Consultation under Regulation 3 for approval of reserved matters (appearance, landscaping, layout, scale) following the outline approval of WA/2013/0829, 1) demolition of single storey structure and construction of single and two storey extensions;	WEYDON SCHOOL COUNTY SECONDARY SCHOOL, WEYDON LANE, FARNHAM GU9 8UG	Kathryn Pearson
		The Town Council has no objections and is very happy with the proposed improvements for this excellent school.		
WA/2014/0408	Farnham Wrecclesham and Rowledge	Consultation under Regulation 3 for details pursuant to Conditions 35 (Surface water drainage), 39 (Method of construction statement) and 40 (Washing facilities) of planning permission WA/2013/0829 for development of a performing Arts centre at Weydon School	WEYDON SCHOOL COUNTY SECONDARY SCHOOL, WEYDON LANE, FARNHAM GU9 8UG	Kathryn Pearson
		The Town Council has no objections and is very happy with the proposed improvements for this excellent school		
WA/2014/0406	Farnham Wrecclesham and Rowledge	Listed Building consent for erection of extensions and alterations following partial demolition of existing buildings.	WILLEY MILL HOUSE, ALTON ROAD, FARNHAM GU10 5EL	Gemma Page
		No objections subject to the approval of the Listed Buildings Officer		

TM/2014/0035	Farnham Bourne	Application to fell trees subject of Tree Preservation Order 17/05.	LAND AT TATTINGSTONE CLOSE, FARNHAM GUI0 3QY	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer. Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough and the Town Council does not want the character of the area destroyed.		

Additional comments - Application WA/2014/0341- Erection of 14 dwellings together with associated garaging, car parking and landscaping following removal of tennis courts and demolition of storage building; formation of new vehicular access off Firgrove Hill.

Comments made on 10.03.2014 - Farnham Town Council would expect there to be provision for at least 2 parking spaces for each proposed property in keeping with the proposed size and quality of the properties.

The Town Council would like to further comment about their concern at the loss of a sporting and recreational facility and also for the neighbours amenities. Although the proposed development is welcome the Council has concerns about the loss of the open spaces.

Notes taken by Ginny Gordon

The meeting closed at 10.20am



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 7 April 2014

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr D Beaman

Cllr C Genziani

Cllr J Ricketts (arrived at 9.43am)

Cllr R Steel

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

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.

5. Apologies for absence

Apologies received from Councillor C Cockburn

6. Declarations of Interest

Councillor	Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
		I am a Waverley Borough Councillor	Other	
Roger Steel	WA/2014/0465	✓		Relative lives in Bat & Ball Lane

7. Applications considered by the Planning & Licensing Consultative Group on Monday 7 April 2014

Ref	Ward	Proposal	Site Address	Officer Name
TM/2014/0044	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 27/03.	3 PANNELLS, FARNHAM GUI0 3PB	Mr A Clout
		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
TM/2014/0043	Farnham Bourne	Application for works to trees subject of Tree Preservation Order Far129.	THE STUDIO HOUSE, 6A BLACK POND LANE, FARNHAM GUI0 3NW	Mr A Clout
		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough and the Town Council does not want the character of the area destroyed.		
WA/2014/0456	Farnham Bourne	Erection of extensions and alterations.	LODGE HILL WOOD, 106 LODGE HILL ROAD, FARNHAM GUI0 3RD	Kathryn Pearson
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		

TM/2014/0042	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 28/03.	9 ANNANDALE DRIVE, FARNHAM GU10 3JD	Mr A Clout
		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough and the Town Council does not want the character of the area destroyed.		
WA/2014/0462	Farnham Firgrove	Certificate of Lawfulness under Section 192 for the erection of a single-storey rear extension following demolition of existing garage.	31A GROVE END ROAD, FARNHAM GU9 8RD	Tim Bryson
		Farnham Town Council has no comment to make but objects to the increasing number of 192 applications		
WA/2014/0464	Farnham Firgrove	Application under Section 73 to vary Condition 4 of WA/2013/2051 (plan numbers) to allow for increased ridge height and alterations to elevations. Previous comments on 09.01.2014 were as follows: Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement	9A TREBOR AVENUE, FARNHAM GU9 8JH	Tim Bryson
		Farnham Town Council has no objections on condition that the alterations are in line with the Farnham Design Statement		
WA/2014/0461	Farnham Moor Park	Erection of extensions and alterations.	66 CROOKSBURY ROAD, FARNHAM GU10 1QD	Gemma Page
		Farnham Town Council has no objections on condition that the extensions and alterations are in line with the Farnham Design Statement		

WA/2014/0444	Farnham Moor Park	Erection of extensions and alterations following demolition of existing extensions.	I MONKS HANGER, FARNHAM GU9 8BU	Gemma Page
		Farnham Town Council has no objections on condition that the variations and alterations are in line with the Farnham Design Statement		
WA/2014/0463	Farnham Moor Park	Erection of extensions and alterations following demolition of detached garage; erection of entrance gates/piers.	11 OLD COMPTON LANE, FARNHAM GU9 8BS	Mark Baker
		Farnham Town Council has no objections on condition that the extensions and alterations are in line with the Farnham Design Statement		
NMA/2014/0022	Farnham Shortheath and Boundstone	Amendment to WA/2013/0171 to remove PV Panels; alterations to internal layout and ground floor doors/windows and alterations to external materials. Previous comments on 07.03.2013 were as follows: Approved - on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.	33 SHORTHEATH ROAD, FARNHAM GU9 8SH	Mrs M Knight
		Farnham Town Council has no objections on condition that the alterations are in line with the Farnham Design Statement		
WA/2014/0468	Farnham Wrecclesham and Rowledge	Consultation under Regulation 3 for a Non-material Amendment to planning permission WA/2013/0829 for new school buildings, sports pitches and access road, comprising changes to access road, parking layout, orientation and marking of synthetic surface and Previous comments were as follows: Approved after consideration on 20.06.2013	WEYDON COUNTY SECONDARY SCHOOL, WEYDON LANE, FARNHAM GU9 8UG 482,922.00 145,463.00	Kathryn Pearson
		Farnham Town Council has no objections		
CA/2014/0045	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	MAYBOURNE, MAVINS ROAD, FARNHAM GU9 8JS	Mr A Clout

		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/0481	Farnham Moor Park	Change of Use of premises from part storage and distribution (Class B8) and part retail warehouse (Class A1) today nursery (Class D1) (revision of WA/2014/0075). Previous comments on 10.02.2014 were as follows: Strongly object – this is inappropriate use in an industrial area. The Town Council objects to the change of use in a location only suitable for storage purposes. A day nursery would be totally inappropriate for this site.	UNITS 11/12 GUILDFORD ROAD TRADING ESTATE, FARNHAM GU9 9PZ	Mark Baker
		Farnham Town Council's previous concerns and strong objections still remain. This is inappropriate use in an industrial area. The Town Council objects to the change of use in a location only suitable for storage purposes. A day nursery would be totally inappropriate for this site.		
WA/2014/0479	Farnham Moor Park	Construction of new mansard roof to form new office above existing offices (revision of WA/2013/1706). Previous comments on 31.10.2013 were as follows: No objections	ORTUS DESIGN LTD, ST JAMES HOUSE, EAST STREET, FARNHAM GU9 7TJ	Gemma Page
		The Town Council has no objections		
CA/2014/0044	Farnham Wrecclesham and Rowledge	WRECCLESHAM CONSERVATION AREA. Removal of trees.	6 THE STREET, FARNHAM GU10 4PR	Mr A Clout

		Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/0478	Farnham Moor Park	Change of use from Class A2 (Financial and Professional services) to Class A3 (Cafe) together with extensions and alterations, including extraction system.	THE ROYAL DEER, SOUTH STREET, FARNHAM GU9 7QU	Gemma Page
		Farnham Town Council has no objections and welcomes the redevelopment of this site.		
WA/2014/0465	Farnham Shortheath and Boundstone	Erection of new roof and alterations to existing detached garage.	4A BAT AND BALL LANE, WRECCLESHAM GU10 4RA	Kathryn Pearson
		Farnham Town Council has no objections, but would like the alterations to be restricted to office use only and not for habitable accommodation.		
WA/2014/0475	Farnham Upper Hale	Erection of single-storey extension and alterations.	LANSDOWNE, THE GREEN, FARNHAM GU9 0HJ	Gemma Page
		The Town Council has no objections to this extension and alterations on condition that they are in line with the Farnham Design statement.		
WA/2014/0471	Farnham Wrecclesham and Rowledge	Consultation under Regulation 3 for installation of floodlighting on two artificial surface sports pitches.	WEYDON COUNTY SECONDARY SCHOOL, WEYDON LANE, FARNHAM GU9 8UG	Kathryn Pearson
		Farnham Town Council would request that the lighting be directed and not too high so that it minimises the impact on local residents' properties.		

WA/2014/0517	Farnham Bourne	Erection of dwelling and car port following demolition of existing dwelling.	10 LEIGH LANE, FARNHAM GU9 8HP	Gemma Page
		No objections on condition the new dwelling is in line with Farnham Design statement		
WA/2014/0513	Farnham Bourne	Variation of Condition 6 (plan numbers) of WA/2013/1814 (extensions and alterations to form chalet-style dwelling) to allow alterations to elevations. Previous comments on 14.11.2013 were as follows: Object the design and style are out of keeping with the rural area and do not comply with Policy RD2.	TWO ACRES, MONKS WALK, FARNHAM GU9 8HT	Gemma Page
		The Town Council has the same comments to make, object to the design and style which are out of keeping with the rural area and do not comply with Policy RD2.		
WA/2014/0491	Farnham Castle	Insertion of roof lights and sun tunnel.	10 CROWNWOOD GATE, FARNHAM GU9 7GE	Rachel Kellas
		Farnham Town Council has no objections		
NMA/2014/0026	Farnham Castle	Amendment to WA/2007/2580 to provide roof light to north elevation of plot 2. Previous comments on 03.01.2008 were as follows: Concerned about the increase of traffic and access along this unmade road. Concerned about the adverse impact on the residential amenities of neighbouring properties, particularly number 13.	LAND TO REAR OF 7 - 12 MEAD LANE, FARNHAM GU9 7DY	Mrs M Knight
		The Town Council has no comment to make as this application was granted on 18 March 2014.		
WA/2014/0514	Farnham Hale and Heath End	Erection of extensions & alterations following demolition of existing garage.	12 EAST AVENUE, FARNHAM GU9 0RA	Kathryn Pearson
		No objections on condition that the alterations are in line with the Farnham Design Statement		

WA/2014/0509	Farnham Shortheath and Boundstone	Construction of dormer windows and alterations.	11 VINE LANE, WRECCLESHAM GUI0 4TD	Gemma Page
		No objections on condition that the alterations are in line with the Farnham Design Statement		
WA/2014/0512	Farnham Shortheath and Boundstone	Erection of two storey extension and alterations following demolition of existing conservatory.	108 GREENFIELD ROAD, FARNHAM GU9 8TQ	Gemma Page
		No objections on condition that the alterations are in line with the Farnham Design Statement		
WA/2014/0506	Farnham Wrecclesham and Rowledge	Application under Regulation 3 of the Town & Country Planning General Regulations 1992 for erection of store extension following demolition of existing store.	SPORTS & SOCIAL CLUB, WRECCLESHAM RECREATION GROUND, RIVERDALE, FARNHAM GUI0 4QR	Gemma Page
		Farnham Town Council has no objections.		

Notes taken by Ginny Gordon

The meeting closed at 10.00am



FARNHAM TOWN COUNCIL

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Report
Full Council

17th April 2014

Election of Working Groups 2014/15

- 1 Councillors have identified preferences for the Working Groups for 2014/15 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.
- 2 There are four Working Groups plus one Task Group (HR Panel) and the Planning and Licensing Consultative Group. Standing Order 15 f suggests (not mandatory) how places are to be allocated in relation to the political make up of the Council to ensure that those who are not members of the majority group are not unfairly represented. As such, with 2 out of 18 councillors, the 'minority' representatives should have one place on Strategy and Finance out of a total allocation of 3 places overall between the Working Groups.
- 3 As a result of the preference exercise, there needs to be a vote for places on the following:
 - Strategy and Finance Working Group. Cllr Attfield is elected in accordance with Standing Order 15.1.f. This leaves five places available from the seven councillors interested who have all expressed a first preference for this Working Group.
- 4 In relation to the remaining Working Groups the following expressions of interest were received.
 - Community Enhancement Working Group –Six preferences for six places.
 - Planning Consultative Group – Five preferences
 - Cemeteries and Appeals Working Group – Six preferences for six places.
 - Tourism and Events Working Group – Four preferences for six places
 - HR Panel – Five preferences for six places

The Candidates for each of the above Working Groups are deemed to be elected. 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 2013, it is proposed that Council is adjourned briefly

Recommendation

It is recommended that

- 1) a ballot takes place for the **Strategy and Finance Working Group** as set out at paragraph 3;
- 2) the candidates for the other 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 **Working Groups** elect their **Lead Members** (in order to do which the meeting be adjourned briefly).

Annex I to Appendix F

FARNHAM TOWN COUNCIL

WORKING GROUPS 2014/15
Member Preferences

Working Group	Working Group appointments 2014/2015
Strategy & Finance Working Group (6 members plus Lead Members (LM) from working groups not already appointed to this Working Group)	Cllr D Attfield (1) Cllr J Hargreaves (1) Cllr P Blagden (1) Cllr C Cockburn (1) Cllr P Frost (1) Cllr J Ward (1) Cllr R Steel (1)
Community Enhancement Working Group (6 members)	Cllr J Parry (1) Cllr J Ricketts (1) Cllr S Hill (1) Cllr S Redfern (2) Cllr C Cockburn (4) Cllr D Beaman (4)
Planning & Licensing Consultative Group 9 members – one from each ward)	Cllr P Blagden Cllr D Beaman Cllr C Genziani Cllr J Ricketts Cllr R Steel
Tourism & Events Working Group (6 members)	Cllr D Beaman(2) Cllr J Hargreaves (2) Cllr S Hill (2) Cllr C Cockburn (5)
HR Panel (Task Group of Strategy and Finance) (6 Members)	Cllr S Hollins-Owen (1) Cllr D Attfield (2) Cllr P Frost (2) Cllr J Hargreaves (3) Cllr R Steel (3)
Cemeteries & Appeals Working Group (6 members)	Cllr C Genziani (1) Cllr G Parlett (1) Cllr S Redfern (1) Cllr J Ward (2) Cllr C Cockburn (3) Cllr S Hill (3)
Infrastructure Planning Group	Cllr R Steel (2) Cllr P Blagden (2) Cllr C Cockburn (2)
Offices Task Group	Cllr C Genziani (2) Cllr D Attfield (3) Cllr J Hargreaves (3)



FARNHAM TOWN COUNCIL



Report
Full Council

17th April 2014

Appointment of Representatives to external bodies 2014/15

- 1 Councillors have identified preferences for being the Council's representative on External Bodies for 2014/15 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 Following Councillor advice, the Green farnham Group has been removed from the list as it no longer exists.

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;**
- 3) **that nominations be sought for the Outside bodies listed at Part 3.**

FARNHAM TOWN COUNCIL –

REPRESENTATIVES ON OUTSIDE BODIES 2014/15

Outside Body	Representative 2013/2014	Proposed Representatives 2014/2015
OUTSIDE BODY	REPRESENTATIVE	OUTSIDE BODY
Allotments Liaison Group	Cllr David Attfield	Cllr D Attfield
Badshot Lea Recreation Ground	Cllr David Attfield	Cllr D Attfield
Blackwater Valley Recreation and Countryside Management Committee	Cllr David Beaman Cllr David Attfield (Reserve)	Cllr D Beaman Cllr D Attfield (reserve)
Bourne Recreation Ground	Cllr Sam Hollins-Owen Reserve: Cllr Carole Cockburn	Cllr C Cockburn
Brightwells Gostrey Centre	Cllr Carole Cockburn	Cllr C Cockburn
Farnborough Aerodrome Consultative Committee	Cllr David Attfield Cllr David Beaman (reserve)	Cllr D Attfield Cllr D Beaman (reserve)
Farnham Crime Prevention Panel	Cllr Carole Cockburn	Cllr C Cockburn
Farnham/Andernach Friendship Association	Cllr Pat Frost	Cllr Pat Frost
Farnham Public Art Trust	Cllr John Ward	Cllr John Ward
Farnham Rivers Group	Cllr Jessica Parry	Cllr Jessica Parry
Farnham River Watch	Cllr Jessica Parry	Cllr Jessica Parry
Farnham Quarry Liaison Group	Cllr D Attfield	Cllr D Attfield
Farnham Sports Council	Cllr John Ward	Cllr John Ward
Farnham Visitors Forum	Cllr Jill Hargreaves	Cllr Jill Hargreaves
Recreation Ground – Hale	Cllr David Beaman	Cllr D Beaman
Recreation Ground – Weybourne	Cllr Jeremy Ricketts	Cllr Jeremy Ricketts
Surrey Association of Local Councils	Mayor Reserve: Deputy Mayor	Mayor Reserve: Deputy Mayor
Surrey CC Farnham Traffic Task Group on Roads (Two places)	Cllr Jeremy Ricketts Cllr Roger Steel	Cllr Jeremy Ricketts Cllr Roger Steel
Waverley Towns and Parishes Meetings	Mayor plus Deputy Mayor	Mayor plus Deputy Mayor
Wrecclesham Recreation Ground	Cllr Pat Frost	Cllr Pat Frost

Part 2

Outside Body	Representative 2013/2014	Preference to be Representatives 2014/2015
Farnham Maltings Association Council of Management	Cllr Pat Frost	Cllr Roger Steel Cllr Pat Frost

Part 3

Outside Body	Representative 2013/2014	Proposed Representatives 2014/2015
New Ashgate Gallery	Cllr John Ward	
Wrecclesham Community Centre		