



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 5 August 2010

Place

The Council Chamber, South Street, Farnham

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY** on **THURSDAY 5 AUGUST, 2010, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

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

Mr Roland Potter
Town Clerk

Members Apologies

Members are requested to submit their apologies to the Town Clerk by 5 pm on Wednesday 4 August 2010

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only.

Questions by the Public

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

A maximum of 15 minutes will be allowed for the whole session.



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 5 August 2010.

Place

The Council Chamber, South Street, Farnham

1 Apologies

To accept apologies for absence.

2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 24 June 2010 – attached at **Appendix A**.

3 Disclosure of Interests

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

NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to wendy.coulter@farnham.gov.uk by 12 noon on Wednesday 4 August 2010. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

4 Statements by the Public

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

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

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

Part I – Items for Decision

6 Finance – Outline 5 Year Capital Plan and Reallocation of Reserves

- a. To agree an Outline 5 year Capital Plan
- b. To agree the reallocation of Reserves and to consider the financial implications.

Report attached at **Appendix B**.

7 Transfer of Assets

To consider accepting the offer to transfer the Council Offices, South Street, Farnham to the Town Council at nil cost from Waverley Borough Council.

Report attached at **Appendix C**

8 Mosaic and Seat – Boots Courtyard

To consider whether the Council wishes to take on responsibility for the Mosaic and Bench in Boots Courtyard from the Farnham Public Arts Trust.

Report attached at **Appendix D**.

Part 2 – Items to Note

9 Planning Applications

To receive the minutes of the meetings of the Planning Consultative Group held on:

- 1 July 2010 attached at **Appendix E**.
- 8 July 2010 attached at **Appendix F**.
- 15 July 2010 attached at **Appendix G**.

The above actions are taken with delegated authority.

10 Exclusion of the Press and Public

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 11, of the agenda.

Part 3 – Confidential Items

II Staffing Review

To consider the implementation of a staffing review.

Report attached at **Appendix H** under separate cover for Farnham Town Councillors only.

The Town Mayor will close the meeting.

29 July 2010

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

Membership: Councillors John Ward (Town Mayor), Jill Hargreaves (Deputy Town Mayor), David Attfield, Gillian Beel, Carole Cockburn, Victor Duckett, Lucinda Fleming, Pat Frost, Bob Frost, Carlo Genziani, Stephen Hill, Denise Le Gal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp.

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 24 June 2010

Place

The Council Chamber, South Street, Farnham

- * Cllr J Ward (Town Mayor)
- * Cllr G Hargreaves (Deputy Town Mayor)
- * Cllr D Attfield
- * Cllr G Beel
- o Cllr C Cockburn
- * Cllr V Duckett
- * Cllr (Mrs) P Frost
- * Cllr R Frost
- * Cllr L Fleming
- * Cllr C Genziani (arrived at 7.10pm)
- o Cllr S Hill
- o Cllr D Le Gal
- o Cllr A Lovell
- o Cllr J Maines
- * Cllr S O'Grady
- * Cllr R Steel
- * Cllr C Storey
- o Cllr A Thorp

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Members and Committee Services Co-ordinator) (recorded minutes of meeting).

Ginny Gordon (Town Clerk's Secretary)

The proceedings of the meeting of Farnham Town Council held on Thursday 24th June 2010 were digitally recorded for Council purposes only.

QUESTIONS BY THE PUBLIC

Mr Skingle – Farnham Resident

Asked when the list of Councillors published on the notice boards would be updated to show the new Town Mayor.

The Town Mayor replied that they would be updated shortly.

C 026/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Cockburn, S Hill, D Le Gal, A Lovell, J Maines and A Thorp.

C 027/10 MINUTES

The Minutes of the Farnham Town Council Meeting held on Thursday 3 June 2010 were signed by the Town Mayor as a correct record.

C 028/10 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/Minute Number	Subject	Type of Interest	Reason
P Frost	Agenda Item 6	Surrey Transport Plan	Personal	Member of Surrey's Transport Select Committee.

C 029/10 STATEMENTS BY THE PUBLIC

Mr Skingle – Farnham Resident

With reference to the Minutes of the Planning Consultative Group whether anyone was sponsoring the Cobbett Statue in Gostrey Meadow.

The Town Mayor replied that he believed the Farnham Public Art Trust were sponsoring the project and that funding was still being sought.

C 030/10 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor reported that the Civic Service had taken place at St Peter's Church, Wrecclesham.

The Town Mayor also reported that the Band Concerts, organised by the Town Council were being very well received in Gostrey Meadow. The first concert attracted over 500 visitors and the second attracted over 700. The Mayor also asked, that in view of the numbers of the public attending the events, whether there were any more Members who would be available to help out.

The Town Mayor reminded Members that Picnic in the Park was taking place on Sunday 4 July in Gostrey Meadow and he encouraged Members to attend.

Members were also reminded that the judging for Farnham in Bloom would take place on 5 July and that all help would be gratefully received.

Saturday 26 June 2010 was Farnham Carnival day and it was also the 150th Anniversary of the Cadet Core and celebrations were taking place in Godalming.

Part I – Items for Decision

C 031/10 SURREY TRANSPORT PLAN CONSULTATION

Surrey County Council's third local transport plan (LTP3) is to be called the Surrey Transport Plan. The Members noted that the new plan was being developed and that it would commence from April 2011.

Members noted that the Town Council had been invited to comment on the Surrey Transport Plan Consultation.

Members were asked to appoint a Task Group of three to four Members to consider a response on behalf of the Town Council to the Surrey Transport Plan Consultation.

Members were also asked to consider the delegation to the Task Group the authority to respond on behalf of the Town Council to the Consultation.

RESOLVED:

- 1. That Councillors, L Fleming, A Lovell, S O'Grady and R Steel be appointed to a Task Group to consider a response on behalf of the Town Council to the Surrey Transport Plan Consultation.**
- 2. That the Task Group be given delegated authority to respond to the Surrey Transport Plan on behalf of the Town Council.**

C 032/10 YEAR END ACCOUNTS

- a. To receive and approve, for signature, the Annual Return for the Year Ended 31 March 2010.

The Town Clerk presented the Annual Return and Accounts for the Year Ended 31 March 2010.

The Accounts were presented to Members in five sections:

1. The Annual Return and the Summary Profit and Loss Account.
2. A summary of how the detailed annual accounts reconcile to the Annual Return.
3. A review of the detailed annual accounts.
4. A review of the annual accounts compared to the approved budget for 2009/10.
5. A review of the Reserves held by the Council at 31 May 2010.

Annual Return and Summary Profit and Loss Account.

The Town Clerk explained that the Annual Return is the legal account document for a Town Council with a turnover of under £1 Million pounds. The details of the annual return were represented in the Summary Profit and Loss Account (**attached to record minutes**).

The Town Clerk explained that the reduction in income was principally due to:

1. A fall in bank interest received - £41,000
2. A fall in cemetery income - £13,000

He explained to Members that the increase in wages was a result of:

1. In 2008/9 a member of staff was on maternity leave and had returned to part time working. The Council recruited to that post an additional member of staff.
2. The Council did not recruit to empty posts.

Summary of the reconciliation of detailed annual accounts to the Annual Return.

To demonstrate that the Annual Return was an accurate interpretation of the of the detailed annual accounts (**attached to record minutes**) the Members noted:

- The balances brought forward in box 3 of the Annual Return totalling £1,134,809 correlate with opening balances in Column A (page 15) of the Reserves reconciliation.
- The Annual Precept of £866,976 in box 2 of the Annual Return correlates with the precept in Column B on page 14 of the consolidated accounts.
- The total other receipts of £122,994 in box 3 of the Annual Return correlates with the total of Income for 2009/10 in Column B on page 14 of the consolidated accounts.
- The sum of boxes 4, 5 & 6 totals £1,179,207 of the Annual return and as per the summary P & L account on page 4 correlates with the total on column A of page 14 of the consolidated accounts
- The balances carried forward of £945,571 in box 7 of the Annual Return correlates with the total of column E & F of the Reconciliation of Reserves on page 15

A review of the detailed annual accounts

The Town Clerk explained that the annual accounts on pages 6 to 12 (**attached to record minutes**) provided a more in-depth analysis of expenditure of the year ended 31 March 2010. The figures were transferred into the consolidated account on pages 3 & 4.

The main objective was to compare the Actual Net figures for the 2009/2010 with the figures for Actual Net 2008/2009.

The Town Clerk then explained to Members the main variances to the Consolidated Accounts as follows:

Administration Rechargeable (variation £73,400) (page 7)

- Salaries (variation of £49,247): in 2008/09 a member of staff was on maternity leave and had returned to part time working. The Council recruited to this post an additional member of staff.
- Salaries: The Council did not recruit to empty posts.
- Rent (variation £11,563): the additional cost or renting additional accommodation.
- Telephone Charges (variation £1,986): Additional one of costs for new telephone system of £1,073.
- Postage and Stationery (variation £3082) The additional cost of posting out guides and the Councils projects during 2009/10 (Farnham Design Statement)
- Photocopying Charges (variation of £4,398): The Council previously owned its own photocopiers, however these had to be replaced and the Council now leases a machine. In addition the Council has produced many in house colour documents to support projects.

Other Services to the Public (Variation £8,946)

- Other services to the public (variation £8,946) these are normally adjusted within reserves, however this year they are be shown as paid out of the current budget. In addition the Council has had circulated its summary annual report to every household through the Round and About magazine.

Grant Aid (Variation – fall of £26,916)

- Grants variation (fall of £26,916): the Council has had a policy of reducing its grants by 20% year on year. In addition there were not as for the Community Grants budget in 2009/10.

Community Centre (Variation – fall £8,693)

- Wrecclesham Community centre (variation fall (£8,693): The 2008/09 expenditure included capital costs on the takeover of the community centre.

Tourism (Variation £15,959)

- Events (variation (£15,959): the Council delivered more and higher quality events in 2009/10 compared to the previous year.

Cemeteries

- Miscellaneous Administration (Variance £4,282). There was an additional cost for back data entry of records on to computer system
- Garden of Reflection (Variance £15,201). There was an additional cost for a Capital Project for the Garden of Reflection.
- Cemetery Income (Variance £13,161). Income from Cemeteries exceeded predicted income.

Community Safety

- Community Safety (variance is £10,894). The Council provided a Community Safety Day in Gostrey Meadow which was funded solely by the Town Council (£2,916).
- There was also a grant to the Community Task Force of £1,000.

Town Development

- The Variation between 2008/2009 and 2009/2010 is £39,058 which was the cost of extra Christmas Lights and the provision of the Christmas Lights infrastructure.

Rural Development

- The variation in Rural Development was as a result of not having a Member of Staff to develop the work in 2008/2009.

Investment Income

- The variation of £41,192 is a result of dramatic fall in interest rates compared to the previous year.

A review of the annual accounts compared to the approved budget for 2009/10.

Members noted that the variations between the Budget and Actual figures were often as a result of lack of demand from Residents of Farnham for the Services the Council wished to provide and that particularly in the last year Council staffing resources were diverted to delivering other projects rather than focussing on how the allocated budget would be delivered. However Members noted some further explanations of variances.

Administration Rechargeable (Overspend)

The Town Clerk explained that there were a number of combinations of overspends and savings in this budget. The principle contributing factors to the overspend were:

- Provision of maternity leave and sickness cover (£7,265)
- Additional telephone costs (£2,599) part of which was as a result of a £1,073 start up charge for new line rentals.
- Photocopying charges - £3,206 this was a result of providing high quality documents for Council projects.

Grant Aid (Underspend)

- The Council provided additional funds in the financial year for other community grants; however there was no demand for these grants during the year.

Cemeteries

- Income from Cemeteries was £13,579 more than budgeted for.
- In addition the Council underspent by £6,846 on its cost of burials and cemetery upkeep.
- However, there was an additional cost of back end data entry of £4,282.

Town Development

- The Town Development budget was underspent in 2009/2010 as the principle focus was to review the Christmas Lights contract and implement and Infrastructure to support the Christmas Lights.

Investment Income

- The Council anticipated an income of £22,000 however, due to the fall in interest rates there was a shortfall of £19,000.

A review of the Reserves held by the Council at 31 May 2010

The Council has both earmarked reserves and a general fund. The report identified that £116,353 was approved by Council for transfer from the General Fund to the Earmarked Reserves for specific projects.

In 2009/2010 the Council used £183,263 to deliver various projects. Some of the funding at 31 March 2010 was earmarked for spending in 2010/2011.

The Town Clerk suggested that a further report be brought to the Corporate Development and Audit Working Group and Council to review the status of the Reserves and the possibility of reallocation.

RESOLVED: That the Annual Return for the Year Ended 31 March 2010 be received and approved for signature by the Town Mayor.

- b. To receive the Internal Auditors Report for the Year Ended 31 March 2010

Members received and noted the Internal Auditors report for the Year Ended 31 March 2010.

RESOLVED: That the Internal Auditors report for the Year Ended 31 March 2010 be received and noted – attached to record minutes.

- c. To receive and approve the Actions to address any issues raised in the Internal Auditors Report.

Members received a report on the Actions to address the issues raised in the Internal Auditors Report. The Town Clerk explained that a notice had already been placed on Agendas and Minutes to inform the public that meetings were digitally recorded for the Council use only.

RESOLVED: That the Action Plan to address the points raised by the Internal Auditor be received and adopted – attached to record minutes.

C 033/10 DELEGATION OF AUTHORITY

Members were asked to consider delegating to the Corporate Development and Audit Working Group specific finance and Audit responsibilities on behalf of the Town Council.

The Lead Member of the Corporate Development and Audit Working Group, Cllr L Fleming presented a report which explained that the Town Council's external auditors had identified a need for a Committee or Working Group to agree any amendments to annual accounts on the basis of their audit, without the extended process of referring the matter to a Full Council.

The Town Clerk explained that the reason for the request was that there had been an introduction of shorter deadlines for the production and audit of accounts. The Town Clerk explained that with the introduction of the new accounting standards, it would be beneficial for the Town Clerk to produce financial reports direct to the Working Group for approval to avoid the delay in waiting for Full Council. This would allow the Town Clerk to report back on both monthly budget figures and quarterly accounts.

Cllr Fleming reiterated that all Financial reports would be reported to Full Council.

RESOLVED:

- 1. That the responsibility for the Financial Monitoring of the Town Council be delegated to the Corporate Development and Audit Working group.**
- 2. That the responsibility to formally receive on behalf of the Town Council, the financial reports and to undertake appropriate action as required by the auditors subject to ratification by Full Council, be delegated to the Corporate Development and Audit Working Group.**

C 034/10 NEW ACCOUNTING STANDARDS

Members received a report which explained that Town and Parish Council with income or expenditure of less than £1 million are required to complete an Annual Return, which would be supported by additional information and sent to an External Auditor.

Members noted that when a Council exceeded the £1 Million threshold over a two year period, the Council is required to produce its accounts in a more detailed format.

In the financial year 2009/2010 the Council exceeded the thresholds and therefore for the Financial Year 2010/2011, would be subject to new accounting standards.

Members noted that the new standards will require the Council to complete a financial statement consisting of:

- An Annual Report
- An annual governance statement
- A statement of responsibilities for the statement of accounts
- A statement of accounting policies
- An income and expenditure account
- A statement of movement of reserves
- A statement of total recognised gains and losses
- A balance sheet
- Notes to the accounts including disclosures required by statute
- The external auditors report.

Members noted that the external auditors were appointed by the audit commission and there was no free market to choose auditors for town and parish councils.

Under the new standard of accounting which the Council would have to comply with, the auditors would undertake the external audit on the Council's premises. Members noted that the estimated additional cost of the audit would be between £5,000-£6,000 per annum in addition to the current £2,500 for the service.

The Town Clerk brought to Members attention that in addition, to comply with the new accounting standards, the Council were required to have all their assets re-valued for the purpose of the accounting standard. It was estimated that the process would cost an additional £5,000-£10,000 to be repeated every five years.

RESOLVED:

1. **That the new accounting standards be noted.**
2. **That an additional £15,000 be released from General Reserves to implement the legal requirement.**

Part 2 – Items Noted

C 035/10 **BUDGET REPORTS**

Members received the current budget report for April/May 2010 – **attached to record minutes.**

Members received the Bank Reconciliation for 31 May 2010 – **attached to record minutes.**

C 036/10 **WORKING GROUP NOTES**

Members received the notes of the Corporate Development and Audit Working Group meeting held on 14 June 2010 – **attached to record minutes.**

Members received the notes of the Cemeteries Appeals and Working Group meeting held on 1 June 2010 – **attached to record minutes.**

Members received the notes of the Tourism and Events Working Group meeting held on 14 June 2010 – **attached to record minutes.**

Members received the noted of the Farnham in Bloom Working Group meeting held on 27 May 2010 – **attached to record minutes.**

C 037/10 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on 27 May 2010 and 10 June 2010.

RESOLVED: That the observations made by the Planning Consultative Group held on, 27 May 2010 and 10 June 2010 and dealt with in accordance with delegated authority, be noted.

The Town Mayor closed the meeting at 7.55pm.

Date

Chairman

FARNHAM TOWN COUNCIL

Disclosure by a Member¹ of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the adopted Farnham Town Council Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest² [a prejudicial interest]³ in⁴ the following matter:-

COMMITTEE: COUNCIL

DATE: 5 AUGUST 2010

NAME OF COUNCILLOR: _____

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

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

Signed

Dated

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

² A personal interest includes:

Any matter registered in the register of interests

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

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

⁴ State item under consideration.



FARNHAM TOWN COUNCIL

B

Public Report

Report to: Full Council

Title: Finance – Outline 5 Year Capital Plan and Reallocation of Reserves

1 Purpose of the Report

To agree an Outline 5 year Capital Plan

To agree the reallocation of Reserves and to consider the financial implications.

2. Background

To assist the Council in planning its future expenditure it would be beneficial for the Council to identify known future Capital expenditure and the impact of this on Council Reserves or Capital Reserves and Funding.

At the Council meeting on 24 June 2010 Full Council agreed to review the allocation of Earmarked Reserves.

3. Current Situation

Attached at **Annex A** is a summary of the 5 Year Capital Programme with anticipated costs. All true expenditure would be subject to quotes and tendering where required by the Council's Financial Regulations. This original report was considered by the Corporate Development and Audit Working Group, since this consideration the Capital Programme has been amended the take account of items 9 and 10 regarding the re-roofing of Hale Cemetery Chapels and repairs to footpaths in cemeteries.

Attached at **Annex B** to this report are the projected reserves and movements within reserves for the financial year ended 31 March 2010.

Notes to Annex B

1. Highways and Traffic Fund: At the Council meeting on 24 June it was proposed by Cllr P Frost that there was no need for Traffic and Highways Fund as this is not a function provided by the Town Council. These funds have been returned to General Reserves.
2. Cemetery Building Enhancements: The Town Clerk would suggest that £90K has been transferred to General Reserves from cemetery buildings and that the future development of the chapels should be funded by the sale of Green Lane Chapel. This would produce a capital receipt which could then be invested in future cemeteries capital expenditure. A small sum has been kept within this fund for any emergency works which may be required pending a sale of

the asset.

3. Christmas Lights Infrastructure: £24,394 has been returned to General Reserves leaving a balance for any further inspections or remedial works to the infrastructure.
4. Office enhancements & maintenance: The project plan for the takeover of the South Street Offices identified initial cost in years 1 & 2 of £98,200. This has been transferred from General Reserves to this maintenance fund.
5. Mayors Charity: the funds accumulated from Mayors Charity have been removed from the reserves calculation and are due to be distributed in the current financial year.
6. All other expenditure is identified within the capital programme.

Attached at **Annex C** is a forecast of the impact of movement on the reserves over the following 4 years to 31/03/15

Notes to Annex C

1. Elections Fund; The movements identified within the fund represent the cost of funding the elections in 2011 and then the rebuilding of that fund for future elections.
2. Office Enhancements: £4K per year has been identified to be transferred from the General Reserves to this fund to ensure that a regular programme of internal and external redecoration can be maintained.
3. All other expenditure is identified within the capital programme.

Issues for members attention:

1. The attached projection does not take into account any savings which may be made on the annual operational budget of the Council.
2. Members attention is drawn to the level at which reserves may fall over the period.
3. Based on the principal that the Council should hold a General Reserve equivalent to 50% of the annual precept. The Council should consider not allowing its General Reserves to fall any lower than the balance at the end of year 5.
4. Members are reminded that any constraint on precepts or a failure to set an adequate precept will result in further pressures on Reserves. Despite any central government restraints the Council is still subject to market forces in the services it purchases and these are increasing at the current rate of inflation which is in excess of 3%.
5. Members are asked to note that there may be additional costs incurred in reviewing or taking on any additional services.

4. Legal and Policy Implications

These are all identified within the report

5. Financial Implications

The main financial implications are identified within the report.

Members are reminded that the use of Council reserves will have an impact on the investment income generated by the Council investments on the Money Market. Although the investment returns are low at this moment in time and no major improvements may be anticipated in the short term this may well change over the 5 year period.

All Expenditure will be subject to the Council's Financial Regulations with regard to quotes or tendering and the approval of any expenditure.

6. Recommendations

To consider the recommendations of the Corporate Development and Audit Working Group which are as follows:

- 1. To consider the adoption of the 5 year plan as per the report.**
- 2. To approve the reallocation of Reserves as identified within the report.**
- 3. To note the financial implications of the report**

29 July 2010

Note: The person to contact about this report is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667 Distribution: To all Councillors (by email)

5 year Capital Programme (Anticipated Costs)				
Ref	Details of Capital Expenditure	Cost (£)	Area of Work	Reason for expenditure
Financial Year 2010/11 (Yr 1)				
1	4 Wheel drive vehicle	15,000	Outside Work Force	To replace a current vehicle to allow the towing of heavy loads and to allow the Council to respond to adverse weather conditions
2	Replacement of Windows in South Street Council Offices	48,000	Buildings	To improve the Energy efficiency of the building by replacing all the windows in the building
3	Internal Decorations to South Street Offices	16,250	Buildings	To redecorate the main public areas of the building after the completion of the window installation. To provide new floor coverings where appropriate
4	Re roof Wrecclesham Community Centre	26,000	Buildings	To complete the final stages of capital improvements to the Community Centre by removing a poor condition flat roof and replacing it a pitch roof
5	CCTV Camera Gostrey meadow	15,000	CCTV	Install new camera in Gostrey meadow
6	Additional CCTV Memory	20,000	CCTV	Approved contribution to additional digital memory inn partnership with Guildford Borough Council
7	Additional Street Lighting	15,000	Street lighting	Additional lighting in Gostrey Meadow and around war memorial
8	Town Design Statement	745	Project	Final cost of preparing Design Statement
9	Re-roofing of Hale Cemetery Chapels	12,000	Cemeteries	To undertake urgent repairs of the roofs of the cemetery chapels to prevent further damage
10	Repairs to footpaths in Cemeteries	15,000	Cemeteries	To undertake reinstatement of cemetery paths as a result of risk identified in Health and Safety Inspections.
11	New IT Server	6,000	IT	The current Server has reached its capacity and the warranty has now expired for the ongoing maintenance of this equipment
Total Capital Cost in Year 1		188,995		

5 year Capital Programme (Anticipated Costs)				
Ref	Details of Capital Expenditure	Cost (£)	Area of Work	Reason for expenditure
Financial Year 2011/12 (Yr 2)				
12	Scagg Mowing Machine	7,000	Outside Work Force	To replace the current mowing machine which is now nearing the end of it's working life
13	Refurbishment of Council Chamber	20,000	Buildings	To refurbish the furniture in the Council Chamber to make its use more versatile and practical.
14	Internal Decorations to South Street Offices	16,250	Buildings	To redecorate the remaining areas of the building after the completion of the window installation. To provide new floor coverings where appropriate
Total Capital Cost in Year 2		43,250		
Financial Year 2012/13 (Yr 3)				
15	Replacement vehicle	6,000	Outside Work Force	To replace small van used by Outside service team
16	Decorations to South Street Offices	4,000		Set aside funds for future programme of building redecoration
Total Capital Cost in Year 3		10,000		
Financial Year 2013/14 (Yr 4)				
17	Replacement vehicle	15,000	Outside Work Force	To replace a second current vehicle to allow the towing of heavy loads and to allow the Council to respond to adverse weather conditions
18	Decorations to South Street Offices	4,000		Set aside funds for future programme of building redecoration
Total Capital Cost in Year 4		19,000		
Financial Year 2014/15 (Yr 5)				
19	Kubota Mowing Machine	7,000	Outside Work Force	To replace the current mowing machine which is now nearing the end of it's working life
20	Decorations to South Street Offices	4,000		Set aside funds for future programme of building redecoration
Total Capital Cost in Year 5		11,000		

Farnham Town Council - Projected Reserves at 31/03/10					
Description	Balance @ 01/04/10	Transfer from General Fund	Transfer to General Fund	Expenditure ye 31/03/11	balance @ 31/03/11
Election Fund	26,962				26,962
Legal Expense Fund	10,000				10,000
New Equipment	74,596			-21,000	53,596
Wreclesham Community Centre Funds	26,000			-26,000	0
Traffic & Highways Fund	50,000		-50,000		0
Bus shelters	31,816				31,816
CCTV provision	71,324			-35,000	36,324
Cemetery Building enhancements	107,868		-90,000	-12,000	5,868
Cemetery enhancements	17,807			-15,000	2,807
Cemeteries Memorial Health and Safety Project	10,500				10,500
Christmas Lights infra structure	34,394		-24,394		10,000
Farmers' Market	2,000				2,000
Gostrey Meadow lighting	15,000			-15,000	0
Public Conveniences	10,000				10,000
Farnham Design Statement	745			-745	0
Tourism development	14,676				14,676
Office enhancements maintenance	5,409	98,200		-64,250	39,359
Mayors Charity	13,991			-13,991	0
Project Sky Walker	16,065				16,065
Total Ear Marked Reserves	539,153	98,200	-164,394	-202,986	269,973
General Reserve	406,418	-98,200	174,394	-15,000	467,612
Total Reserves	945,571	-98,200	174,394	-175,986	737,585

Farnham Town Council						
Projected Reserves over the next 5 years						
Description	Balance @ Yr1	Movements Yr2	Movements Yr 3	Movements Yr 4	Movements Yr 5	balance @ 31/03/15
Election Fund	26,962	-22,962	5,000	5,000	5000	19,000
Legal Expense Fund	10,000					10,000
New Equipment	53,596	-7,000	-6000	-15000	-7,000	18,596
Bus shelters	31,816					31,816
CCTV provision	36,324					36,324
Cemetery Building enhancements	5,868					5,868
Cemetery enhancements	2,807					2,807
Cemeteries Memorial Health and Safety Project	10,500					10,500
Christmas Lights infra structure	10,000					10,000
Farmers' Market	2,000					2,000
Public Conveniences	10,000					10,000
Tourism development	14,676					14,676
Office enhancements maintenance	39,359	-36,250	4,000	4,000	4,000	15,109
Project Sky Walker	16,065					16,065
Total Movement		-66,212	3,000	-6,000	2,000	
Total Ear Marked Reserves	269,973	203,761	206,761	200,761	202,761	202,761
General Reserve	467,612	467,612	458,612	449,612	440,612	440,612
Total Reserves	737,585	671,373	665,373	650,373	643,373	643,373



Report to: Full Council

Title: Mosaic and Seat in Boots Courtyard, Farnham

1 Purpose of the Report

To consider the transfer of the Council Offices, South Street, Farnham from Waverley Borough Council to Farnham Town Council at nil cost.

2. Background

The Town Council had instructed the Officers and Members of a Task Group to enter negotiations with Waverley Borough Council to transfer the Council Offices to the Town Council.

3. Current Situation

The Town Council have received a formal offer from Waverley Borough Council for the Transfer of the Council Offices, South Street, Farnham – attached at **Annex A**).

The terms of the negotiation are:

1. That the Building be transferred to Farnham Town Council at nil cost
2. That Farnham Town Council will provide, rent free for five years, a shared reception facility and one interview room together with some associated storage to Waverley Borough Council.
3. That there would be a mutually acceptable overage arrangement for fifteen years whereby if the Town Council sold the property Waverley Borough Council would be entitled to a claw back from any profits as a result of the sale.

4. Legal and Policy Implications

1. The Town Council is accepting a liability for the ongoing capital and routine maintenance of the building.
2. The Town Council will have new responsibilities and liabilities with Facilities Management e.g. Health and Safety, Fire, Security etc.
3. The Transfer will not be completed without an agreement for the Overage Clause (**Annex A**).

5. Financial Implications

1. There are remedial works to be undertaken on the building in the first year as per the Capital Programme (Appendix ... Annex....) which is £64,250.
2. The Town Council will have to identify additional funds for the day to day operation of the building which have not been budgeted for, to date.
3. The cost of Legal Fees are already identified in Earmarked Reserves.

6 Recommendations

1. **To agree the Transfer of the Council Offices, South Street, Farnham at nil cost.**
2. **To agree the enter negotiations for an Overage Clause for a maximum of 15 Years.**
3. **To delegate to the Town Clerk and the Lead Member of Corporate Development and Audit Working Group the responsibility to negotiate and authorise the Transfer of the Asset.**

28 July 2010

Note: The person to contact about this report is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667 Distribution: To all Councillors (by email)



Mary Orton – Chief Executive
Waverley Borough Council, Council Offices,
The Burys, Godalming, Surrey, GU7 1HR
Tel 01483 523333 www.waverley.gov.uk

Mr R Potter
Town Clerk
Farnham Town Council
South Street
Farnham
Surrey
GU9 7RN

FARNHAM
TOWN COUNCIL
23 JUL 2010

Roger Standing
Head of Customer, IT and Office Services

When calling please ask for:

Direct line: 01483 523

Calls may be recorded for training or monitoring

E-mail: roger.standing@waverley.gov.uk

Date: 22nd July 2010

Your ref:

Dear Roland

Re: Transfer of Farnham Council Offices

I am pleased to report that the Council, at its meeting on Tuesday 20th July 2010, confirmed the transfer of the Council Offices, South Street to Farnham Town Council at nil value, subject to agreeing a mutually acceptable clawback (overage) arrangement.

We feel that the likelihood of an overage actually arising is a remote one and therefore ought not to be a contentious issue. We would probably be seeking to include a provision which would end after 15 years to reflect the Council's business case for the nil value transfer. The authority to agree a mutually acceptable overage has been delegated to the Deputy Chief Executive in consultation with the Portfolio Holder for Property. I will contact you separately, by the middle of next week at the latest with a suggested clause for your consideration.

I believe the Town Council has a meeting in early August when the transfer of the property will be considered. I look forward to hearing from you after this meeting and we will be ready to instruct our solicitors to start the legal process for the transfer of the property as soon as we have confirmation from you on the Town Council's decision.

Yours sincerely

Roger Standing
Head of Customer, IT and Office Services





FARNHAM TOWN COUNCIL

D

Public Report

Report to: Full Council

Title: Mosaic and Seat in Boots Courtyard, Farnham

1 Purpose of the Report

To consider the transfer and liability of the Mosaic and Seat in Boots Courtyard, Farnham.

2. Background

The Town Council has been approached by the Farnham Public Art Trust to consider taking over the asset of the Mosaic and Seat in the Boots Courtyard, just off the Central Car Park.

3. Current Situation

In November 2002 a mosaic and seat were placed in the Courtyard behind Boots the Chemist to commemorate the Queens Jubilee in that year.

Part of the funding received for the project was conditional on the Farnham Public Art Trust retaining the mosaic and seat for a minimum of five years.

It is not the Farnham Public Art Trust's policy to retain works of art which it commissions, partly due to the burden of cost of insurance placed on the Trust.

The Trustees wish to dispose of the mosaic and seat by means of a Deed of Gift to Farnham Town Council.

The Farnham Public Arts Trust believe that they have an agreement in principle for the Town Council to take on this asset and they require the Town Council to make a decision at this meeting in order to reduce their liability to pay insurance on the mosaic and seat which is due for payment in August 2010.

Alternatively if the Town Council does not make a decision the Trust require the Town Council to compensate them for the cost of any premium they have to pay pending the formal transfer.

4. Legal and Policy Implications

The Deed of Gift that has been drawn up would donate the mosaic and seat to the Town Council in perpetuity and the Town Council would be required to insure and maintain the mosaic and seat.

However, the mosaic and seat are situated in a courtyard which is Leased by Boots the Chemist from a Landowner, Boroughfarn Properties (One) Limited and Boroughfarn Properties (Two) Limited. For the Town Council to undertake the cost of insuring and maintaining the seat and mosaic it would require 'right of access' in perpetuity and a Licence with the Landowners to maintain the said items.

There is currently a Licence to Carry Out and Retain Works for the Seat and Mosaic between the Farnham Public Arts Trust, the Landowners (Boroughfarn Properties (One) Limited and Boroughfarn Properties (Two) Limited) and the tenants (Boots the Chemist).

The Council has taken advice from its solicitors who have advised the Council that the original agreements should be fully reviewed and where appropriate new agreements entered into with the Landowner before any transfer should be agreed for this asset and liability.

5. Financial Implications

The Seat and Mosaic have been valued at £15,806. The cost to insure the items would be approximately £400 per annum, plus one off costs for legal charges for the transfer.

6. Options for consideration

1. To agree the transfer of the Mosaic and Seat without a formal agreement with the Landowner and Tenant.
2. To agree in principle the transfer of the Mosaic and Seat subject to entering a formal agreement with the Landowner and Tenant and to agree to pay the insurance for the asset.
3. To agree in principle to transfer the mosaic and seat subject to obtaining a new agreement with the Landowner and Tenant and that the cost of insurance should still be the responsibility of the Farnham Public Arts Trust until the legal transfer has been completed.
4. To refuse the transfer of the asset.

7 Recommendations

- 1. To consider the above options and recommend a way forward.**
- 2. To delegate to the Town Clerk the authority to enter formal negotiations with all relevant parties and to instruct solicitors to act on behalf of the Council for the transfer of the Mosaic and Seat.**

28 July 2010

Note: The person to contact about this report is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667 Distribution: To all Councillors (by email)



FARNHAM TOWN COUNCIL

E

Minutes

Planning Consultative Group

Time and date

5.30pm on Thursday 1 July 2010

Place

Town Clerks Office, South Street, Farnham

Members Present

- o Cllr C G Genziani (Lead Member)
- * Cllr D J Attfield (Deputy Lead Member)
- Cllr V Duckett
- o Cllr L Fleming
- o Cllr R D Frost
- * Cllr G Hargreaves
- o Cllr J E Maines
- Cllr O'Grady
- * Cllr C Storey

* Present

o Apologies for absence.

PCG 025/10

PLANNING APPLICATIONS - CONSIDERATIONS

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

1. **Apologies for Absence**

Apologies for absence were received from Councillors J Maines, B Frost, L Fleming.

2. **Planning Applications Considered**

NMA 10/0082– Amendment to WA 2007/0623 to retain part of existing garage to provide cycle/garden storage.

52 Lynch Road, Farnham.

No objections.

NMA 10/0084 – Amendment to WA 08/0830 to alter fenestration.
Little Park, 2 Packway, Farnham.

No objections.

NMA 10/0091 – Amendment to WA 07/2706 to provide revised roof design and position of front door.
175 Upper Hale Road, Farnham

No objections.

NMA 10/0093 – Amendment to WA 08/1543 to remove chimneys from the proposed dwellings.
Lowlands Bungalow, Folly Lane South, Farnham.

No objections.

WA 10/0800 – Erection of two storey side extension (revision of WA/2009/1885)
3 Elm Crescent, Farnham (Previous comments on 28.1.2010 were: No objections)

No objections.

WA 10/0837 – Erection of single storey extensions and balcony to rear.
Moonvale, 11 Gardeners hill Road, Farnham

No objections.

WA 10/0896
Erection of two storey extensions and alterations
53 Waverley Lane, Farnham.

No objections.

WA 10/0920
Installation of windows
Plots 10a, 11, 12 & 13 Farnham Trading Estate, Water Lane, Farnham
No objections.

WA 10/0957
Replacement of pitched roof to bay window with balcony
23 Dene Lane, Farnham.

No objections.

WA 10/0965

Erection of conservatory
14 Longhope Drive, Wrecclesham, Farnham

No objections.

WA 10/0967

Relocation of garden building.
64 Shortheath Road, Farnham.

No objections.

WA 10/0971

Erection of a conservatory
Garlyn, Queens Lane, Farnham.

No objections.

WA 10/0985

Erection of extensions and alterations
4 Crown Lane, Badshot Lea, Farnham.

No objections.

WA 10/0986

Erection of single storey extension
4 Terra Cotta Court, Quennells Hill, Wrecclesham, Farnham.

No objections.

NMA 10/0086

Amendment to WA/2007/1002 to extend length of the extension by 2m.
39 St George's Road, Farnham.

No comment.

WA 10/0865

Erection of a two storey and first floor extension
41 Penfold Croft, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties.

WA 10/0872

Erection of first floor extension (revision of WA/2010/0174)
29 Brambleton Avenue, Farnham.

Previous comments on 25.02.2010 were: Concerned about the impact on the residential

amenities of the neighbouring properties.

Same comment still stand; Concerned about the impact on the residential amenities of the neighbouring properties.

WA 10/0879

Erection of single storey rear extension
113 Farnborough Road, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties.

TM 10/0064

Application for works to tree subject to Tree Preservation Order 26/01
24 Copse Avenue, Farnham.

No objections subject to approval by Waverley Borough Council's Arboricultural Officer.

WA 10/0904

Erection of first floor extension, roof over bay window and alterations to dormer windows.
15 Vale Close, Lower Bourne, Farnham.

No objections.

WA 10/0741

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of a two storey front extension.
20 Gong Hill Drive, Farnham.

No comment.

WA 10/0907

Erection of extensions to front and rear and new first floor.
8 Abbots Ride, Farnham.

Concerned about the possible adverse impact on residential amenities of the neighbouring properties.

WA 10/0901

Refurbishment and alterations to outhouse and storage buildings to provide gym and leisure annex.
Middle Old Park, Farnham.

No objections provided conditioned for use as gym and leisure annex only.

WA 10/0915

Construction of dormer windows to provide loft conversion
20 Chestnut Avenue, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties.

WA 10/0923

Front extension to form porch
2 Crooksbury Road, Farnham.

No objection subject to the materials being in keeping with the existing building.

WA 10/0952

Erection of two storey extension to rear and single storey extension to side following demolition of single storey buildings (revision of WA 09/1699)
4 Echo Barn Lane

Concerned about the possible adverse impact on residential amenities of the neighbouring properties.

WA 10/0954

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of a single storey side extension.
23 Oakland Avenue, Farnham.

Concerned about the possible adverse impact on residential amenities of the neighbouring properties.

WA 10/00955

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of a replacement conservatory
, Farnham.

No comment.

WA 10/0956

Erection of a replacement double garage with first floor storage following demolition of existing garage.
Fairwinds, 3 Mavins Road, Farnham.

No objections subject to being conditioned for garage and storage use only.

WA 10/0969

Application for new planning permission to replace extant permission WA 07/1029 (erection of new dwelling).

Previous comments of 31 May 2007 were as follows: Farnham Town council has no objections in principle however, we would request that the proposed planning and landscaping should be strictly enforced as part of this planning approval.

Previous comments still stand namely, no objections in principle however, we would request that the proposed planting and landscaping should be strictly enforced as part of this planning approval.

WA 10/0788

Erection of first floor to existing bungalow to provide new bedrooms, relocation of front door, fenestration changes and alterations (revision of WA/2009/0997)
40 Shortheath Crest, Farnham.

Previous comments of 30.07.2010 were as follows: Objections, would suggest the Arboricultural Officer looks at the proposed removal of trees.

Objections proposed extension should be in keeping with original dwelling and roofs should not be dominated by unsuitable dormer windows. Lawned gardens with mature trees should be protected along distinctive roads such as Shortheath Road and Boundstone Road and not be replaced with large areas of hard-standing for parking – see FDS.

WA 10/0798

Construction of new roofs to porch and rear extension and loft conversion with dormer windows.
91 Lower Weybourne Lane, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties. The dormer windows are out of proportion with the building and the street scene.

WA 10/0799

Erection of detached garage and formation of access (revision of WA/2010/0115)
35 Alfred Road, Farnham.

Previous comments on 11.02.201 were: No objections provided conditioned for private garage use only.

Same comments, proposed development should be conditioned for private garage use only.

WA 10/0823

Erection of ground floor and first floor extensions and alterations
5 Cherry Tree Road, Rowledge, Farnham.

Any new development should maintain the character of the village and respect the local architecture in terms of scale, form and materials as stated in FDS. Concerned about the size of the proposed extension and the impact on the street scene and the amenities of the neighbouring properties.

WA 10/0829

Installation of drainage system and resurfacing with bituminous macadam
Land at Latchwood Lane, Lower Bourne, Farnham.

No objections.

WA 10/0836

Erection of two storey rear extension
94 Upper Hale Road, Farnham

No objections.

WA 10/0838

Provision of disabled access
1 – 3 East Street, Farnham

No objections

WA 10/0839

Erection of a two storey non-illuminated screen and advertisement
1 – 3 East Street, Farnham

Object, out of keeping with the street scene and out of character with the market town of Farnham.

WA 10/0841

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for a proposed two storey rear extension and single storey side extension.
Brocas Dene, Tilford Road, Farnham

No objections

WA 10/0842

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for a proposed two storey extension.
Brocas Dene, Tilford Road, Farnham

No objections

WA 10/0845

Erection of two storey extensions and alterations
Pennys, 88b West Street, Farnham

No objections subject to the approval of the Conservation Officer and proposed extension is in keeping with the properties in the vicinity.

WA 10/0853

Demolition of garage and erection of two storey extension, construction of roof extensions to form first floor accommodation including provision of dormer windows and alterations provision of hard standing to the front.
10 Hillary Road, Farnham

Concerned about the impact of the dormer windows and overall size of the development and impact on the residential amenities of the neighbours.

WA 10/0856

Erection of single storey rear and side extensions, front porch, new roof and creation of first

floor accommodation incorporating dormer windows.
9 Hazell Road, Farnham

No objections

WA 10/0869

Provision of 4 external air conditioning condenser units on rear wall
25 Lion and Lamb Yard, Farnham

No objections, subject to the approval of the Conservation Officer.

WA 10/0871

Application for advertisement consent for the display of externally illuminated signs and an internally illuminated menu box.
25 Lion and Lamb Yard, Farnham

No objections subject to the approval of the Conservation Officer, but concerned about the proposed awning in the photograph – out of character with the street scene.

WA 10/0873

Erection of ground floor extensions and first floor extension incorporating new roof and dormer windows and demolition of garage.
12 Abbots Ride, Farnham

Concerned about the size of the proposed development and the impact on the street scene.

WA 10/0877

Erection of single storey rear extension, new roof with habitable accommodation in roof space, garage extension with storage facility over, parking area and crossover.
36 St Johns Road, Farnham

No objections

WA 10/0881

Erection of gable extensions, alterations and disabled access
Daniel Hall, Long Garden Walk, Farnham

No objections, subject to the approval of the Conservation Officer.

WA 10/0882

Erection of extensions and alterations to coach house/garage/studio and conversion to dwelling
22 Longdown Road, Farnham

Objections, proposed development is out of keeping with The Bourne.

Meeting became inquorate at 7.15pm.

The meeting closed at 7.15pm.

Date

Chairman



FARNHAM TOWN COUNCIL

F

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 8 July 2010

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Lead Member)
- o Cllr D J Attfield (Deputy Lead Member)
- Cllr V Duckett
- o Cllr L Fleming
- Cllr R D Frost
- * Cllr G Hargreaves
- o Cllr J E Maines
- * Cllr O'Grady
- * Cllr C Storey

- * Present
- o Apologies for absence.

PCG 026/10

PLANNING APPLICATIONS - CONSIDERATIONS

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

1. **Apologies for Absence**
Apologies for absence were received from Councillors J Maines, D Attfield, L Fleming.

2. **Planning Applications Considered**

WA 10/0883– Erection of 15 affordable housing units following demolition of existing building. Marshalls, Weydon Lane, Farnham.

Where new development is proposed, more imaginative solutions must be found, to achieve higher density without undermining the character of the existing area. Small terraced houses should be retained. Higher density is possible in the area but careful consideration must be given to the effect of poorly located ancillary development. Bicycle stores and bin stores must be integrated sensitively into all new development and not allowed to result in harm to the character of the area. Similarly, careful consideration should be given to the position and form of car-parking in flatted development.

WA 10/0890 – Erection of extensions to second floor, change to roof profile and an extension to provide separate access to second floor flat.
Cedar Court, Castle Hill, Farnham.

Where new development is proposed, more imaginative solutions must be found, to achieve higher density without undermining the character of the existing area. Would suggest seeking the approval of the Conservation Officer.

NMA 10/0088 – Amendment to WA 09/0158 to provide additional roof space, with a net reduction in height and visible volume.
The Lodge, 44 Frensham Vale, Farnham

No objections.

WA 10/0893 – Replacement of four mobile classrooms with new classroom extension, new entrance and administration accommodation.
St Polycarp's RC Primary School, Waverley Lane, Farnham.

No objections.

WA 10/0897 – Erection of single storey and first floor extensions, conversion of garage to habitable accommodation, conversion of loft space to bedroom and bathroom and alterations.
Pine Ridge West, 16 Longdown Road, Lower Bourne, Farnham

Objections, the rear elevation does not follow period detail of the existing building and the materials and style should be in keeping with existing building.

WA 10/0908 – Application for advertisement consent for the display of a non-illuminated fascia sign and non-illuminated projecting sign.
6 East Street, Farnham

No objections, subject to the approval of the Conservation Officer.

WA 10/0919

Conversion of garage to utility room, new porch roof and alterations.
18 New Acre, Great Austins, Farnham.

No objections, subject to the approval of the Conservation Officer.

WA 10/0921

Erection of two storey orangery.
2 Broomleaf Corner, Farnham

Strongly object, out of keeping with the street scene.

WA 10/0922

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of single and two storey extensions.
2 Broomleaf Corner, Farnham.

No objections.

WA 10/0924

Erection of extensions and alterations
Quadrels, 6 Temples Close, Farnham

No objections.

WA 10/0925

Erection of first floor and new roof and erection of two storey extensions, new porch and revised access.
Endeavour, Bourne Grove, Lower Bourne, Farnham.

New development should reflect the special character of the Bourne. Designs should respect and be sympathetic to the immediate architectural surroundings in terms of pattern, scale, materials and form.

WA 10/0926

Erection of garden wall, gates and railings
5 Little Austins Road, Farnham.

Strongly object, out of keeping with the Conservation Area and would not want to see the loss of trees and hedges. Trees and hedges are an essential feature of The Bourne and residents should work with planners to maintain their number and variety.

WA 10/0927

Application for Conservation Area Consent for the erection of garden wall, gates and railings.
5 Little Austins Road, Farnham.

Strongly object, out of keeping with the Conservation Area and would not want to see the loss of trees and hedges. Trees and hedges are an essential feature of The Bourne and residents should work with planners to maintain their number and variety.

WA 10/0959

Consultation under Regulation 3 for the construction of new path to provide access to proposed all weather games area.
Land at South Farnham School, Menin Way, Farnham.

No objections.

WA 10/0966

Erection of a single storey extension, roof extension, construction of dormer window, provision of new roof lights and alterations following demolition of conservatory.
4 Copse Way, Farnham.

No objections.

WA 10/0970

Erection of two storey side extensions and single storey rear extension.
31 Lower Weybourne Lane, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties.

WA 10/0974

Erection of two storey/front side extension and first floor rear extension (revision of WA 10/0036)
Red Roof, 4 Wings Road, Farnham.

Previous comments were: No objections

No objections

WA 10/0976

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning act 1990 for the erection of single storey extensions.
The Bungalow, Monks Walk, Farnham.

No objections

WA 10/0977

Erection of two storey extension, new porch, internal alterations, new windows and dormer windows and conversion of part of loft space.
Clumps End. Clumps Road, Lower Bourne, Farnham.

The topography of the area should be carefully studied, before permission for new development is granted. Hills and consequent issues of drainage and over-looking must be viewed from all angles, to avoid inappropriate development on sensitive sites.

The meeting closed at 7.30pm.

Date

Chairman

FARNHAM TOWN COUNCIL



G

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 15 July 2010

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Lead Member)
- * Cllr D J Attfield (Deputy Lead Member)
- * Cllr V Duckett
- * Cllr L Fleming
- 0 Cllr R D Frost
- * Cllr G Hargreaves
- * Cllr J E Maines
- 0 Cllr O'Grady
- * Cllr C Storey

Mr Brian Titmus and Mr Matthew Evans from Waverley Borough Council's Planning Department attended the meeting to observe the meeting in preparation for the planning portal.

- * Present
- o Apologies for absence.

PCG 027/10

PLANNING APPLICATIONS - CONSIDERATIONS

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

I. **Apologies for Absence**

Apologies for absence were received from Councillors R D Frost and S O'Grady

2.

Planning Applications Considered

NMA 10/0095 – Amendment to WA/2008/0626 to alter window arrangements.
11 Fullers Road, Rowledge

No objections

NMA 10/0098 – Amendment to WA/20070749 to revert to the original approved building line.
38 Wrecclesham Hill, Farnham

No objections

WA 10/1032 – Erection of new roof incorporating first floor accommodation (revision of WA/2010/0378)

Tall Pines, Burnt Hill Road, Farnham

No objections

TM 10/0072 – Application for works to trees subject of Tree Preservation Order Far 21 Woodlands, Gold Hill, Lower Bourne, Farnham

No objections subject to the approval of the Arboricultural Officer.

TM 10/0073 – Application for works to trees subject of Tree Preservation Order Far 61. Keelers, 89 Boundstone Road, Rowledge, Farnham

No objections subject to the approval of the Arboricultural Officer.

WA 10/1079 – Erection of single storey extension and alterations
Robin Hey, Tilford Road, Farnham

No objections

NMA 10/0100 – Amendment to WA/2007/0623 to remove window in rear elevation and increase width of window in side elevation
52 Lynch Road, Farnham

Concerned about the effect on the neighbouring properties with side window elevation

WA 10/0995 – Erection of two storey extension
Woodland Glade, Copse Avenue, Farnham

Concerned about the impact on the residential amenities on neighbouring properties due to the proximity to the boundary and overlooking the front of number 58.

WA 10/0999 – Erection of single storey extension
57 Stoke Hills

Concerned about the impact on the residential amenities of neighbouring properties due to the scale and size of the development.

WA 10/01002 – Erection of extensions and alterations
24 School Lane, Lower Bourne, Farnham

No objections provided the materials are in keeping with existing

WA 10/1004 – Construction of dormer windows and gable extension. Replacement of garage and store with a new workshop and store.
Langdale, Bourne Grove Drive, Farnham

We would ask that the development of the workshop be conditioned for use as workshop only and non-commercial.

WA 10/1013 – Change of use of premises from Class A1 retail to Class A2 licensed betting office.
5 East Street, Farnham

No objections subject to the approval of the Conservation Officer.

WA 10/1020 – Erection of ground floor extension with first floor balcony and internal refurbishment.
19 Hillary Road, Farnham

No objections but would wish for materials to be in keeping.

WA 10/1035
Application for Advertisement Consent to display non-illuminated sign
Victoria House, South Street, Farnham

No objections subject to the approval of the Conservation Officer

WA 10/1036
Erection of single storey orangery extension
15 Waverley Lane, Farnham

Concerned about the impact on the residential amenities of the neighbouring properties.

WA 10/11043
Erection of a replacement garage
11 Lickfolds Road, Rowledge

Would request that this be conditioned for domestic garage use only

WA 10/1056

Erection of part two storey/part single storey extensions and alterations
1 Parkside Cottages, The Green, Farnham

Concerned about the neighbours amenities at number 2 and 'Conifers'

WA 10/1085

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of a dormer window
17 Oakland Avenue, Farnham

Concerned about the impact on the residential amenities of the neighbouring properties.

WA 10/0998

Erection of extensions, alterations to roof to include hip to gable extensions and dormer window, provision of first floor accommodation and alterations
7 Three Stiles Road, Farnham

Concerned about the impact on the residential amenities of the neighbouring properties and the size of the extensions.

WA 10/1006

Erection of extensions to front and rear
5 Old Farnham Lane, Farnham

No objections

WA 10/1007

Erection of single storey and two storey extensions
10 Osborn Road, Farnham

Concerned about the proximity of the extension to the boundary on the northern elevation of the property.

WA 10/1022

Variation of Condition 2 of WA/2008/0662 (obscure glazing)
5 Oak Trees, Wings Road, Farnham

Object to the removal of the condition, obscure glazing must be retained.

WA 10/1023

Erection of ground and first floor extensions, loft conversion, conversion of garage into living room, erection of front porch (revision of WA/2010/0365)
Lyndon, Brooklands Way, Farnham

Previous comments were: Concerned about access to proposed garage and lack of access to the rear of the property.

Still concerned about the access to the new garage. There is not enough information provided to consider the revisions.

WA 10/1026

Application for Advertisement Consent for illuminated and non-illuminated advertisements
21 The Borough

This is out of keeping with the Conservation Area. Signs should be constructed from natural materials.

WA 10/1031

Erection of a two storey side extension and single storey rear extension
Rivendell House, Monks Well, Farnham

No objections.

WA 10/1039

Change of use of public house car park and erection of three dwellings with associated amenity areas and parking spaces (revision of WVA/2009/1896)
King Alfred Public House, 9 Bishops Road, Farnham

Previous comments on 28.01.2010 were: concerned about loss of parking

Object, this is overdevelopment of the site and concerned about the loss of parking. (see Design Statement page 23 Guidelines Bullet Point 1)

WA 10/1040

Erection of a detached dwelling
Land Rear of 11 Wings Road, Farnham

With reference to the Design Statement Page 23 Guidelines Point 1, no objections as it is considered that this development will not affect the character of the area. character of the area.

WA 10/1060

Change of use of farm building to office, general storage, workshop and stabling, change of use of silage clamp to horse exercise area and part of yard to car park and car storage area.
Coxbridge Farm, West Street, Farnham

Concerned about potential increased traffic movements to and from the site on an already busy road.

WA 10/1065

Erection of detached dwelling with alternative designs shown on Scheme 1 and Scheme 2
36 Upper Hale Road, Farnham

Object to both schemes as there would be a detrimental affect on highways safety,

reference to **Design Statement page 23, Guidelines bullet point 5.**

WA 10/1070

Conversion of garage to habitable room
2 Kimbers Lane, Farnham

Concerned about loss of parking

WA 10/1077

Display of two non-illuminated fascia signs
28 East Street, Farnham

No objections.

WA 10/1090

Erection of single storey side and rear extension
35 Woodside Road, Farnham

No objections.

WA 10/1091

Change of use from hairdressing salon to one-bedroom flat and alterations
55 Badshot Lea Road, Farnham

No objections, however concerned about the lack of parking.

WA 10/1095

Erection of single storey rear extensions, roof extensions and loft conversion to habitable accommodation
76 Upper Weybourne Lane, Farnham

No objection.

The meeting closed at 7.35 pm.

Date

Chairman