



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 20 January 2011.

### Place

The Council Chamber, South Street, Farnham

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#### 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 09 December 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 [ginny.gordon@farnham.gov.uk](mailto:ginny.gordon@farnham.gov.uk) by 12 noon on Wednesday 19 January 2011. 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 1 – Items for Decision**

### **6 Transfer of Council Offices**

To consider the report attached at **Appendix B.**

### **7 Public Works Loan Board**

To consider the report attached at **Appendix C.**

### **8 Approval of the Precept and Farnham Town Council Budget 2011/2012**

To consider the final recommendations of the Corporate Development and Audit Working Group for the Precept and Council Budget for the Financial Year 2011/2012.

Report attached at **Appendix D.**

## **Part 2 – Items to Note**

### **9 Working Group Notes**

9.1 To receive the notes from the Tourism and Events Working Group held on 12 January 2011 – **Appendix E.**

9.2 To receive the notes from the Corporate Development and Audit Working Group meetings held on 14 December and 12th January 2011 – **Appendices F and G.**

### **10 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies.

### **11 Planning Applications**

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

16<sup>th</sup> December 2010 attached at **Appendix H.**

13<sup>th</sup> January 2011 attached at **Appendix I.**

The above actions are taken with delegated authority.

### **12 Date of Next Meeting**

To note the date of the next Council Meeting – Thursday 10 March 2011, at 7pm in the Council Chamber, South Street, Farnham.

## **Part 3 – Confidential Items**

### **13 Staffing Situation**

To receive a verbal update on the staffing situation

The Town Mayor will close the meeting.

Note: The person to contact about this agenda and documents is Iain Lynch, Acting 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

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### Time and date

7.00pm on Thursday 9 December 2010

### Place

The Council Chamber, South Street, Farnham

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

### Officers Present:

Robert Burn (Acting Town Clerk)

Ginny Gordon (Town Clerk's PA) (taking the recording of the meeting)

The proceedings of the meeting of Farnham Town Council held on Thursday 9 December 2010 were digitally recorded for Council purposes only.

## **QUESTIONS BY THE PUBLIC**

There were no questions by the public.

### **C 097/10 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Cockburn, Mrs P Frost, R Frost, Lovell, Steel and Thorp.

### **C 098/10 MINUTES**

**The Minutes of the Farnham Town Council Meeting held on Thursday 21 October 2010 were signed by the Town Mayor as a correct record.**

### **C 099/10 DISCLOSURE OF INTERESTS**

<b>Name of Councillor</b>	<b>Agenda/Minute Number</b>	<b>Subject</b>	<b>Type of Interest</b>	<b>Reason</b>
S O'Grady	Agenda Item 13	Staffing Situation	Personal	Wife employed by Council

### **C 100/10 STATEMENTS BY THE PUBLIC**

There were no statements by the public.

### **C 101/10 TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor announced that he had attended the Carols for Good Causes event at the Farnham Maltings.

The Town Mayor also attended this year's Poppy Launch near Dorking.

The Remembrance Day service was attended by the Lord Lieutenant of Surrey who was very complimentary about the organisation of the event

The Town Mayor had attended Bonfire Night and the Venison Dinner.

The Town Mayor had also attended the funeral of Major Bryan Sell, a former Town Mayor.

The Town Mayor had attended the Farnham Volunteers' and Assist concert at St Andrew's Church.

The Town Mayor had taken part in packing up shoe boxes and sending them to children around the world.

The Town Mayor had attended the switch on of the Christmas lights in the town.

The Town Mayor referred to the visit of the Countess of Wessex to the Abbey School.

The Town Mayor also reminded Members that the final Farmers' Market for the year was taking place on 12 December.

## Part I – Items for Decision

### C 102/10 FARNHAM TOWN COUNCIL DRAFT BUDGET 2011/2012

Members received a report and recommendations from the Corporate Development and Audit Working Group on the Draft budget for 2011/2012.

Cllr Fleming, as Lead Member of the Corporate Development and Audit Working Group introduced the draft Budget for 2011/2012.

Cllr Fleming explained the main changes in the 2011/2012 Budget from the previous year's Budget. The shortfall was due mainly to a drop in investment income and also income from the use of burial services.

Cllr Maines asked questions relating to the rates paid on the office building and whether the loan from the Public Works Loan Board had been repaid. Cllr. Le Gal asked for a breakdown of the loan figures. (The loan has not been repaid and the matter is due to be considered by the Corporate Development and Audit Working Group.)

Cllr Storey asked question about the status of the building handover, the burials service and Christmas lights.

Cllr Fleming stated that if any further changes to the draft budget were needed they would be reported back to the Council at its next meeting in January.

**RESOLVED: to agree the Draft Budget for 2011/2012.**

Cllr. Fleming also referred Members to the interim management letter received from the internal auditors which was referred to in the notes of the Corporate Development and Audit Working Group on the agenda. The letter needed to be approved by the Council and copies were circulated.

**RESOLVED: to note and accept the interim management letter and that the relevant points contained therein be addressed.**

### C 103/10 HERITAGE OPEN DAYS – ADMINISTRATION

Members considered two letters received from the Farnham Society concerning the organisation of the Heritage Open Days in 2011. The Society were suggesting that although they would continue to work in partnership with the Council the administration of the Open Days should be carried out by the Council in future.

Cllr. O'Grady stated that the Council was not in a position to take on the administrative burden of organising the Heritage Open Days but was willing to continue to work with the Farnham Society.

**RESOLVED: that the Farnham Society be advised that the Council is not in a position to take on the administrative burden of organising the Heritage Open Days but is willing to continue to work with the Farnham Society in the organisation of the events.**

## **Part 2 – Items Noted**

### **C 104/10 WORKING GROUP NOTES**

Members received the notes from the Cemeteries and Appeals Working Group held on 3 November 2010 – copy of notes **attached to record minutes**.

Members received the notes from the Farnham in Bloom Working Group held on 8 November 2010 – copy of notes **attached to record minutes**.

Cllr. Hargreaves as Lead Member of the Farnham in Bloom Working Group stated that a new group called Farnham in Bloom Community Group had been set up to try and address the need for a better community spirit in Farnham. Cllr. Hargreaves also referred to a recent competition in the schools to design the best litter poster.

Members received the notes from the Tourism and Events Working Group held on 18 October 2010 – copy of notes **attached to record minutes**.

Cllr. O’Grady as Lead Member of the Tourism and Events Working Group thanked all those who were involved in the Christmas lights switch on and welcomed the involvement of the local TA.

Members received the notes from the Corporate Development and Audit Working Group held on 15 November 2010 – copy of notes **attached to record minutes**.

### **C 105/10 REPORTS FROM OUTSIDE BODIES**

There were no reports from outside bodies.

### **C 106/10 PLANNING APPLICATIONS**

Members received the minutes of the meeting of the Planning Consultative Group held on the 11 November 2010.

**RESOLVED: That the observations made by the Planning Consultative Group held on 11 November 2010 and dealt with in accordance with delegated authority, be noted.**

### **C 107/10 CHRISTMAS OPENING HOURS**

The Council noted that the Town Council offices will be closed from 5pm on 23 December 2010 and will re-open at 9am on 4 January 2011.

### **C 108/10 DATE OF NEXT MEETING**

Members noted that the date of the next Council Meeting was Thursday 20 January 2011 at 7pm in the Council Chamber.

C 109/10 EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED:** That in view of the confidential nature of business to be transacted at Agenda Item 13, Staffing Situation, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at the end of Item 12.

**Part 3 – Confidential Items**

C 110/10 STAFFING SITUATION

Members considered the staffing situation.

The Town Mayor closed the meeting at 8.40.

Date

Chairman





# FARNHAM TOWN COUNCIL

# B

## Public Report

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### **Report to**

Full Council

### **Title**

Transfer of Council Offices

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#### **1 Purpose of the Report**

To update Members on the latest discussions relating to the Transfer of the Council Offices from Waverley Borough Council to Farnham Town Council and seek approval to apply for permission to create a dropped kerb to improve the parking arrangements at the Council Offices.

#### **2. Background**

The Mayor, Lead Member for Corporate Development & Audit and the Acting Town Clerk met with the Waverley's Deputy Leader, Deputy Chief Executive and Head of Customer, IT and Offices on 22<sup>nd</sup> December to discuss outstanding matters. The principal issues related to the proposed overage clause and potentially restrictive covenants and boundary issues.

#### **3. Current Situation**

All outstanding matters were resolved and agreement was reached for the formal transfer of the property at the end of the financial year. The priority now is for the smooth transition between the two authorities and officers from both authorities are working to achieve this. Cllrs Genziani and Attfield are meeting with the Acting Town Clerk to draw up a comprehensive list of matters to be considered.

In reviewing the boundary of the transfer it seems sensible to optimise the space available for parking for visitors to the Offices. The Corporate Development and Audit Working Group have reviewed the options and recommend to the Council that approval is sought to drop the kerb to enable the existing three car park spaces to be driven into from the access road. This will enable a revised configuration of the remaining space to provide an additional four car parking spaces and avoid the need to rent any additional spaces. The costs for doing this would be met from reserves.

#### **4. Legal and Policy Implications**

No new issues arising from this report

#### **5. Financial Implications**

The costs of any applications required to lower the kerb height. The costs associated in lowering the kerb (estimates will be sought if approval is given).

## 6. Recommendations

It is recommended that:

- 1) Members welcome the conclusion of negotiations over the Transfer of the Council Offices to Farnham Town Council;
- 2) Members approve an application to lower the height of the kerb to optimise car parking at the Council Offices with any associated costs being met from reserves.

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14<sup>th</sup> January  
2011

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

Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL



## Public Report

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### Report to

Full Council

### Title

Public Works Loan Board

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#### 1 Purpose of the Report

To review, in the light of new information, whether the Council should repay early the loan from the Public Works Loan Board

#### 2. Background

In 1996, Farnham Town Council took out a loan of £110,000 repayable over twenty-six years towards the costs of building the extension to the Council offices. The loan attracted a fixed interest rate of 8.25% with repayments of £5,113.55 due twice a year (£10,227.10 per annum). Members have considered repaying the loan early on the basis that the interest rate is very high. However, the Public Works Loan Board calculates a premium for early repayments to ensure that the full calculated interest is achieved in the event of early repayment.

Assuming the loan had been repaid in November 2010, the figures would have been as follows.

System #	Amt	F/V	Previous Payment	Final Payment	Loan Rate
<a href="#">PW478388</a>	Annuity	Fixed	29/10/2010	29/10/2022	8.12500
Total:					

Discount Rate	Outstanding Principal	Principal Prepayment	Accrued Int	Premium/Discount	Total Due
2.42000	77,469.31	77,469.31	551.84	28,164.04	106,185.19
	77,469.31	77,469.31	551.84	28,164.04	106,185.19

The loan has twelve years to run and repayments totalling £122,725.20 will be made over the course of the remaining term.

#### 3. Current Situation

The Corporate Development and Audit Working Group have reviewed whether it seems appropriate to repay the loan at this stage given the additional premium payable. Averaged over the life of the loan the Council will be paying an extra £1,380 per annum compared to

early repayment but this does not take account of any interest due from investing the balance or the opportunity cost of not having the funds available.

On balance, the Corporate Development and Audit Working Group recommend that the loan is not paid at this stage but that officers review the situation during the life of the outstanding term to see if early repayment may be advantageous.

**4. Legal and Policy Implications**

None

**5. Financial Implications**

Early repayment would result in a reduction in revenue contributions of £10,227.10 per annum. However reserves would reduce at a time when the Council is taking full responsibility for a significant asset (the Council Offices) and retaining reserves in case of unforeseen expenditure is considered prudent at this stage.

**6. Recommendations**

It is recommended that the loan is not paid at this stage but that officers review the situation during the life of the outstanding term to see if early repayment may be advantageous

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14<sup>th</sup> January  
2011

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

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# FARNHAM TOWN COUNCIL

# D

## Report

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**Report to: Full Council 20 January 2011**

**Title: Precept 2011/12**

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### Precept 2011/2012

**Author:**  
*Iain Lynch*  
*Acting Town Clerk*

**Presented by:**  
*Cllr Lucinda Fleming*  
*Lead member of Corporate Development and Audit Working Group*

**Report for Full Council 20 January 2011**

**Prepared: 13 January 2011**

#### Summary of Key Issues

The Council are required to agree:

- How to fund the Council Net Operational budget of £895,679
- The level of the average band D Council Tax for the Town Council for 2011/12
- To agree the total income to be generated as a result of setting the average band D household tax for the financial year 2011/12.

#### Supporting Information

At the meeting of Farnham Town Council held on 9 December 2010 the Council approved its Net Operational Budget of £895,679 for 2011/12. (The Revised Consolidated Budget is attached at Annex 1 to this report)

The Town Council receives no funding from businesses or central government and funds collected from the business rates are not distributed to Town and Parish Councils..

All services provided by the Town Council are therefore funded only by the residents of Farnham through the Parish Precept and from income derived from the Town Council's services.

**PRECEPT****Total Income from Council Tax 2010/11**

The Council Tax bill paid by Farnham residents, calculated on a tax base of 17,155.1 average Band D Households, in 2010/11 was £51.06 per year. This produced a total Council Tax income for Farnham Town Council of £875,939.

**Total Income from Council Tax 2011/12**

The Average Band D Household's Tax Base for 2011/12 has increased slightly to 17,203.3 households.

The Corporate Development and Audit Working Group is recommending to Council that it should freeze the Council Tax for an average band D household for 2011/12. This would leave the rate unchanged at £51.06 for 2011/12 and would give Farnham Town Council a total income from Council Tax of £878,400.

There are a number of unavoidable increases in expenditure for 2011/12 as set out in the December draft budget for increases in National Insurance, fuel, and the cost of the new Audit regime, and the costs of owning the Council Offices following its transfer from Waverley Borough Council. However with prudent reductions elsewhere in the budget there will be a small shortfall of £17,279, (1.2% of projected expenditure) and it is proposed that this shortfall be met from in-year budget savings or from General Reserves.

**Financial Implications:**

The Council are required to make a decision at this meeting to inform Waverley Borough Council by 21st January 2011.

**Legal and Policy Implications**

All legal, financial and policy implications are identified within the report

**Recommendations:****It is recommended that:**

- 1) the average band D household council tax should remain unchanged for the financial year 2011/12 at a cost of £51.06 (0.98p per week) to provide a total collectable precept for Farnham Town Council of £878,400;
- 2) the shortfall of £17,279 be met from in-year savings or from General Reserves

Note: The person to contact about this report is Iain Lynch (Acting Town Clerk), Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)

## ANNEX 1

## Revised Consolidated Budget for 2011/12

	2009/10	2009/10	2010/11	2011/12
	Actual	Budget	Budget	Budget
	£	£	£	£
<b>Services</b>				
<b>Central Services</b>				
Corporate Management	36,668	32,775	35,975	43,250
Democratic Representation	7,611	8,700	9,700	6,400
Administration Rechargeable	392,991	398,693	402,400	421,530
Other Services to the Public	8,946	9,000	5,500	5,000
Non Distributed Costs	4,220	4,350	4,350	4,350
<b>Other Services</b>				
Grant Aid	68,800	79,902	60,000	50,454
Community centres	1,321	2,500	1,000	-200
<b>Cultural &amp; Related Services</b>				
External Works	166,315	148,689	160,175	169,120
Parks and Public Spaces	17,724	27,450	31,300	30,800
Gardens & Open Spaces	-2,937	-2,000	-2,000	-3,000
Allotments	-3,842	-2,305	-3,275	-3,675
Tourism	37,913	38,700	57,550	42,175
<b>Environment Services</b>				
Cemetery and Burials	13,316	2,051	-24,200	2,875
Community Safety	14,936	15,000	15,000	15,000
Public Conveniences	59,538	57,000	63,600	69,450
<b>Planning &amp; Development Services</b>				
Farmers Market	-6,068	-8,216	-10,216	-11,580
<b>Development Projects</b>				
Town development	69,002	55,800	45,800	35,000
Rural development	14,967	19,350	19,350	11,000
Capital and Special project Expenditure		51,500	0	0
<b>NET COST OF SERVICES</b>	<b>874,789</b>	<b>938,939</b>	<b>872,009</b>	<b>887,949</b>
Interest and Investment Income	-2,911	-22,000	-3,500	-2,500
Loan Charges	10,227	10,230	10,230	10,230
<b>NET OPERATING COST</b>	<b>872,951</b>	<b>927,169</b>	<b>878,739</b>	<b>895,679</b>
Town Precept	-866,976	-	-875,939	-878,400



<b>SHORTFALL</b>	5,975	<b>60,209</b>	<b>2,800</b>	<b>17,279</b>

# FARNHAM TOWN COUNCIL

# E

## Notes

### Tourism and Events Working Group

#### Time and date

12noon on Wednesday 12<sup>th</sup> January 2011

#### Place

Council Chamber, South Street, Farnham

Attendees: Cllr Hargreaves, Cllr Hill, Cllr LeGal & Cllr O'Grady

Officers Present: Cath Sydenham (Rural Development Co-ordinator) & Helen Brooker (Projects Co-ordinator)

#### 1. Apologies:

Apologies were received from Cllr Storey

#### 2. Previous Notes

POINTS	ACTION
The notes of the last meeting held on the 18 <sup>th</sup> October were agreed as an accurate record of the meeting	

#### 3. Review Christmas 2010

POINTS	ACTION
Members discussed the Christmas Lights debrief notes and concluded that a one day event with longer opening hours and done perfectly would be much better than a 2 day event. Hold the switch-on on Saturday 26 <sup>th</sup> November 2011, with Farmers' Market on Sunday 27 <sup>th</sup> November and the first Sunday of Sunday opening. Also explore the option of having the stage	<b>Action: Cath / Helen to explore options of entertainment in Gostrey Meadow on the stage on 27<sup>th</sup> November 2011.</b>



<p>and Christmas carols in Gostrey Meadow on the Sunday.</p> <p>The possibility of having a land train that runs between Gostrey Meadow and the town on Switch-on day was discussed.</p> <p>There needs to be more of a “wow” factor on the stage when the lights are turned on. Discussed possibility of pyrotechnics and more lights that come on on the stage.</p> <p>The layout of the market stalls should be changed to make more of a market square and then charge a premium cost for the better placed stalls.</p> <p>Late-night opening needs more retailers to be involved and a more festive feel. Agreed to hold a meeting with the retailers in February with the retailers to discuss:</p> <ul style="list-style-type: none"> <li>• Christmas – what’s happened</li> <li>• What’s next</li> <li>• Capitalise on the Olympics</li> </ul> <p>Cllr LeGal suggested that Cllr O’Grady should meet with the Olympics Co-ordinator at Surrey County Council.</p>	<p><b>Cath / Helen further explore the idea</b></p> <p><b>Cath / Helen to speak with Jigsaw about whether its possible</b></p> <p><b>Helen to organise meeting</b></p> <p><b>Cllr O’Grady to arrange meeting</b></p>
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4. Budget.

<b>POINTS</b>				<b>ACTION</b>																															
<p>The budget for 2010/11 was noted and agreed that touch screens should be discussed again with St Andrew’s church.</p> <p>The group identified an under spend in the budget and agreed that this should be carried forward to the 2011/12 Revenue Budget.</p> <p>2011/12 agreed the following budget and income for events for 2011</p>				<p><b>Action Cath to speak with St Andrew’s Church.</b></p> <p><b>Action Iain Lynch Acting Town Clerk</b></p>																															
<table border="1"> <thead> <tr> <th>Budget Heading</th> <th>Allocated Budget</th> <th>Target income</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>Spring Festival</td> <td>£3,000.00</td> <td>£600.00</td> <td>£2,400.00</td> </tr> <tr> <td>Music in the Meadow</td> <td>£4,000</td> <td>£1,200.00</td> <td>£2,800.00</td> </tr> <tr> <td>Picnic in the Park</td> <td>£3,500.00</td> <td>£1,000.00</td> <td>£2,500.00</td> </tr> <tr> <td>Farnham Grows</td> <td>£2,000.00</td> <td>£500.00</td> <td>£1,500.00</td> </tr> <tr> <td>Feast of Food</td> <td>£7,500.00</td> <td>£5,500.00</td> <td>£2,000.00</td> </tr> <tr> <td>Christmas</td> <td>£7,600.00</td> <td>£1,200.00</td> <td>£6,400.00</td> </tr> <tr> <td></td> <td><b>£27,600.00</b></td> <td><b>£10,000.00</b></td> <td><b>£17,600.00</b></td> </tr> </tbody> </table>					Budget Heading	Allocated Budget	Target income	Expenditure	Spring Festival	£3,000.00	£600.00	£2,400.00	Music in the Meadow	£4,000	£1,200.00	£2,800.00	Picnic in the Park	£3,500.00	£1,000.00	£2,500.00	Farnham Grows	£2,000.00	£500.00	£1,500.00	Feast of Food	£7,500.00	£5,500.00	£2,000.00	Christmas	£7,600.00	£1,200.00	£6,400.00		<b>£27,600.00</b>	<b>£10,000.00</b>
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5. Town Guide Publication



Spring Festival agreed to discuss the options when we know if Gostrey Meadow is available.	
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7. Date of the next meeting still to be agreed



# FARNHAM TOWN COUNCIL

# F

## Notes

### Corporate Development and Audit Working Group

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#### Time and date

09.00am Tuesday 14 December 2010

#### Place

Town Clerk's Office, South Street, Farnham

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Attendees: Cllr L Fleming, Cllr J Hargreaves, Cllr J Maines.

Officers present: I Lynch (incoming Acting Town Clerk), R Burn (outgoing Acting Town Clerk ).

1. Apologies : Cllr S O'Grady
2. Notes of Meeting held on 15 November

POINTS	ACTION
Agreed that notes of Working Group Meetings should appear on each meeting of the next Working Group.  Notes of Meeting on 15 <sup>th</sup> November were agreed.	<b>All officers supporting Working Groups to note.</b>

#### 3. Transfer of Council offices

POINTS	ACTION
David Harris, Solicitor acting for Farnham Town Council, had written to Waverley's solicitors on 26 <sup>th</sup> November and was awaiting a response. There were two main issues for resolution. The first relates to the proposed overage provisions and the covenant restricting use to Farnham TC.  It was felt that this matter had been dragging on for a long time and it was agreed that the outstanding matters could probably be resolved speedily if a meeting between relevant members and officers from each council could be held.	<b>Lead Member and or Mayor plus Acting Town Clerk to meet with Portfolio holder, Leader and relevant officers at Waverley BC before Christmas if possible.</b>

#### 4. Public Works Loan Board

POINTS	ACTION
<p>It was noted an updated figure had been received from the Public Works Loan Board for early settlement of the loan as at 30 November 2010. The outstanding amount was £77,469.31 with accrued interest of £551.84. For early payment there would be a premium to pay of £28,164, giving a total payment due of £106,185.19.</p> <p>The loan to the council runs until 2022 at fixed interest rate of 8.25% (i.e. £10,227.10 per annum).</p>	<p><b>Acting Town Clerk to get updated figures from the Public Works Loan Board and clarify the financial impact of the early settlement at the next meeting of the Working Group</b></p>

#### 5. Funding Community Facilities using Developers' Contributions

POINTS	ACTION
<p>Members considered a report, agreed by Waverley's Executive at its meeting on 5 October 2010, setting out how Waverley intend to identify and deliver community schemes in the Borough using funds received from developers resulting from the delivery of new residential developments. The report identifies that some £39,000 had been received for Farnham projects as at 15 September 2010.</p> <p>Members welcomed the request from Waverley but also noted that there did not seem to be a mechanism to influence the priorities of Surrey County Council income raised from Developer Contributions which amount to some £145,000 to 15 September 2010.</p> <p>Members asked for further information of projects already identified for Farnham's benefit for the next meeting. The paper would then be circulated to all Members requesting suggestions which could be passed back to Waverley.</p> <p>Item deferred to next meeting</p>	<p><b>Acting Town Clerk to seek further information from Waverley on monies already allocated for Farnham projects and projects already identified.</b></p> <p><b>CDAWG to review at next meeting prior to wider consideration by other councillors.</b></p>

#### 6 Any Other Business

POINTS	ACTION
<p>Members considered a letter from Farnham Sports Council proposing that Barbara Inkpen's achievement in track and field be recognised in a commemorative plaque. She represented Great Britain in the 1968 and 1972 Olympics and won a Gold Medal in the 1974 Commonwealth Games.</p>	<p><b>Agreed to recommend to the Town Council that a further plaque and hanging basket be positioned on the Sainsbury Wall subject to necessary permissions being obtained.</b></p>

#### 6. Date and Time of Next Meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Wednesday 12<sup>th</sup> January 2011 at 9am.</p>	<p><b>Acting Town Clerk to circulate agenda</b></p>

7. Staffing Review

<b>POINTS</b>	<b>ACTION</b>
Members considered the next steps for the Staffing Review.	Item to be placed on next meeting of the CDAWG



# FARNHAM TOWN COUNCIL

# G

## Notes

### Corporate Development and Audit Working Group

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#### Time and date

09.00am Tuesday 12 January 2011

#### Place

Town Clerk's Office, South Street, Farnham

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Attendees: Cllr L Fleming, Cllr C Cockburn, Cllr S Hill, Cllr J Hargreaves, Cllr J Maines, Cllr S O'Grady, Cllr J Ward

Officers present: Iain Lynch (Acting Town Clerk),

1. Apologies : None

2. Declarations of Interest: Cllr S O'Grady – Personal interest on agenda item 11 and on the confidential item relating to staffing.

4. Notes of Meeting held on 14 November 2010 . Agreed.

5. Transfer of Council offices

POINTS	ACTION
<p>Noted outstanding issues resolved and agreement for Transfer of Building at the end of the financial year had been agreed, with the Overage Clause issues now in an acceptable format to both parties, the covenant removed, and the boundary issue clarified in an acceptable form.</p> <p>Agreed to seek approval from Council to apply to change the car park arrangements, and drive in over a lowered kerb to the existing three spaces adjacent to the office so that space can be optimised.</p>	<p><b>Acting Town Clerk to prepare report for Council.</b></p>

6. Public Works Loan Board

<b>POINTS</b>	<b>ACTION</b>
<p>The Corporate Development and Audit Working Group reviewed whether it seems appropriate to repay the loan at this stage given the additional premium payable. Averaged over the life of the loan the Council will be paying an extra £1,380 per annum compared to early repayment but this does not take account of any interest due from investing the balance or the opportunity cost of not having the funds available.</p> <p>On balance, the Corporate Development and Audit Working Group recommend that the loan is not paid at this stage but that officers review the situation during the life of the outstanding term to see if early repayment may be advantageous.</p>	<p><b>Acting Town Clerk to prepare report for Council</b></p>

#### 7. Draft 2011/12 Budget and proposed Precept

<b>POINTS</b>	<b>ACTION</b>
<p>Noted new Band D number of households for the purpose of calculating precept (17,203.3) and impact on budget.</p> <p>Noted potential underspends in some areas which could be regarded as slippage into next financial year</p> <p>Agreed minor changes needed to consolidated budget for Council.</p> <p>Agreed that Precept should be frozen at 51.06 per Band D property for 2011/12</p>	<p><b>Acting Town Clerk to prepare report for Council.</b></p>

#### 8. Funding Community Facilities using Developers' Contributions

<b>POINTS</b>	<b>ACTION</b>
<p>Working Group reviewed paper from previous meeting and agreed to ask Councillors to specify potential items from their wards to submit to Waverley. Also agreed to seek to influence the spend of Developer Contributions received by Surrey County Council for spending in Farnham.</p>	<p><b>Acting Town Clerk to seek further thoughts from Councillors.</b></p> <p><b>Acting Town Clerk to contact Surrey County Council.</b></p>

#### 9. Annual Meeting with Electors

<b>POINTS</b>	<b>ACTION</b>
<p>Noted the date is on 3<sup>rd</sup> March 2011. Officers to prepare programme for next meeting of CDAWG.</p>	<p><b>Sheila Rayner to prepare programme for next meeting</b></p>

#### 10 Wrecclesham Community Centre

<b>POINTS</b>	<b>ACTION</b>
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CDAWG noted that the Planning Application for the roof had been agreed and that Building Regulations Approval was being sought by the Council's Agent.  Agreed to commission an Agent to undertake the tendering process once the Building Regulations Approval had been given.	<b>Acting Town Clerk to progress.</b>
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11. Banking Arrangements

<b>POINTS</b>	<b>ACTION</b>
Current Situation noted following change of personnel.	<b>Acting Town Clerk to action</b>

12 Items to Note

<b>POINTS</b>	<b>ACTION</b>
Noted closing date for Grant applications was 11 February.  Noted dates for remaining Mayor's Coffee Mornings	<b>Report on applications to future meeting of CDAWG.</b>

13. Date and Time of Next Meeting

<b>POINTS</b>	<b>ACTION</b>
Members agreed that the next meeting would take place on Thursday 10 <sup>th</sup> February 2011 at 9am.	<b>Acting Town Clerk to circulate agenda</b>

Item discussed in Confidential

14. Staffing

<b>POINTS</b>	<b>ACTION</b>
Members noted current situation and agreed the next steps for the Staffing Review.	Lead Member to report to Council.  Acting Town Clerk to progress next stage of Staffing Review

# FARNHAM TOWN COUNCIL



# H

## Minutes

Planning Consultative Group

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### Time and date

6.00pm on Thursday 16 December 2010

### Place

Town Clerks Office, South Street, Farnham

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### Members Present

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

- \* Present
- o Apologies for absence.

PCG 000/10

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 Attfield, O'Grady and Storey.

2. **Disclosure of Interests**

There were no disclosures of interest.

3. **Planning Applications Considered**

- NMA 10/0200** Amendment to WA 10/0798 to provide alteration from two to one large dormer; change to front and side roof windows.  
91 Lower Weybourne Lane, Farnham  
**No Comment**

- NMA 10/0203** Amendment to WA/2010/0672 to provide a change to the style of windows.  
4 The Avenue, Rowledge.
- No comment.**
- NMA 10/0204** Amendment to WA/2008/1384 for new windows/doors.  
23 High Street, Rowledge
- No comment.**
- NMA 10/0206** Amendment to WA/2009/0845 to provide a window on the north east elevation and changes to the existing dormer on the north east elevation.  
4 Shrubbs Lane, Rowledge
- No comment**
- WA 10/1963** Conversion of existing attached garden store and passage to habitable accommodation.  
26 West Street, Farnham
- No objection subject to the approval of the Conservation Officer.**
- TM 10/0164** Application for works to a tree subject of Tree Preservation Order WA159  
7 Farnborough Road, Farnham  
+
- No objection subject to the approval of the Arboricultural Officer.**
- WA 10/1964** Application for Listed Building Consent for conversion of existing attached garden store and passage to habitable accommodation and internal modifications to existing first floor.  
26 West Street, Farnham
- No objection subject to the approval of the Conservation Officer.**
- TM 10/0165** Application for works to tree subject of Tree Preservation Order 21/99  
60 Burnt Hill Road, Lower Bourne.
- No objection subject to the approval of the Arboricultural Officer.**
- TM 10/0166** Application for works to trees subject of Tree Preservation Order 05/09  
7 Sandrock Hill Road, Wrecclesham
- No objection subject to the approval of the Arboricultural Officer.**
- WA 10/1965** Erection of detached dwelling (revision of WA/2009/1708)  
Land at Bourne House, Lodge Hill Road, Lower Bourne.
- Object, this proposal is contrary to Policy BE3.**
- WA 10/1967** Outline planning application for the erection of 16 dwellings and 70 bed care home with access and communal open space.

Land at Bourne Mill, Guildford Road, Farnham

**Strongly object. Concerned about the overdevelopment of the site , the impact on the residential amenities of the neighbouring properties, increased traffic at a busy crossroads. Also concerned about the extra parking needed.**

**WA 10/1968** Erection of a terrace of nine houses with associated parking and access arrangements and landscaping.  
Land Adjacent to Bourne Mill, Guildford Road, Farnham

**Strongly object. Concerned about the proposed design next to a Listed Building. Concerned about the overdevelopment of the site, the impact on the residential amenities of the neighbouring properties, increased traffic at a busy crossroads. Also concerned about the extra parking needed.**

**WA 10/1971** Erection of a single storey, two storey and first floor extensions and alterations (revision of WA/2010/0338)  
21 East Avenue, Farnham

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

**WA 10/1972** Application for a Certificate of Lawfulness under section 192 of the Town & Country Planning Act 1990 for the erection of a single storey extension.  
Grovers Cottage, Runwick Lane, Farnham

**No comment.**

**WA 10/1984** Erection of single storey side/rear extensions, tiled canopy over front entrance and infill extension between garage and house.  
30 Oast House Crescent, Farnham

**No objection.**

**WA 10/1985** Erection of two storey side extension.  
18 Upper South View, Farnham

**No objection.**

**WA 10/1996** Erection of 14 dwellings together with formation of access road and associated parking.  
44 Frensham Road, Lower Bourne, Farnham

**Object, overdevelopment of site. Concerned about the adverse impact on the residential amenities of the neighbouring properties and about the additional traffic at a busy crossroads.**

**WA 10/1999** Erection of vehicular and pedestrian gates.  
54 Waverley Lane, Farnham

**No objection.**

- WA 10/2000** Erection of two storey extensions  
37 Woodbourne, Farnham
- No objection.**
- WA 10/2001** Erection of extensions and alterations (revision of WA/2010/0845)  
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 10/2002** Erection of porch and alterations to windows  
2 Greenhill Way, Farnham
- No objection but would suggest materials should be in keeping with existing building**
- WA 10/2016** Erection of single storey front and side extensions.  
3 Willow Way, Farnham
- Concerned about the adverse impact on the residential amenities of the neighbouring properties.**
- WA 10/2018** Erection of an attached garage following demolition of existing garage  
5 Boundstone Road, Wrecclesham
- No objection.**
- WA 10/2025** Erection of a rear single storey extension and raised terrace together with new entrance doors and window.  
2 Holland close, Farnham
- No objection.**
- WA 10/2026** Erection of part two storey part single storey rear extension.  
29 Adams Park Road, Farnham
- Concerned about the adverse impact on the residential amenities of the neighbouring properties.**
- WA 10/2027** Erection of two storey dwelling and detached garage following demolition of existing bungalow and garage.  
Pinecroft, Dene Lane West, Lower Bourne, Farnham
- No objection.**

The meeting closed at 7.00 pm.



# FARNHAM TOWN COUNCIL



## Minutes

### Planning Consultative Group

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#### Time and date

6.00pm on Thursday 13 January 2011

#### Place

Town Clerks Office, South Street, Farnham

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#### Members Present

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

\* Present

o Apologies for absence.

PCG 000/10

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 Councillor Fleming

2. **Disclosure of Interests**

There were no disclosures of interest.

**3. Planning Applications Considered**

**TM/  
10/0167**

Application for works to trees subject of Tree Preservation Order 22/10  
15 Burnt Hill Way, Wrecclesham, Farnham

**No objections subject to the approval of the Arboricultural Officer.**

**TM  
10/0168**

Application for works to a tree subject of Tree Preservation Order WA300.  
79 Bardsley Drive, Farnham

**No objections subject to the approval of the Arboricultural Officer.**

**WA  
10/2034**

Variation under Section 73 of the Town & Country Planning Act 1990 to vary condition 5 of  
WA 10/1218 (construction start time varied to be 0800 Mon to Fri).  
36 St Johns Road, Farnham

**Objection, concerned about increased traffic during the early to school traffic period.**

**WA  
10/2037**

Erection of ground floor and second floor extensions.  
88 Weydon Hill Road, Farnham

**Concerned about the possible adverse affect on the neighbours amenities and materials should be in keeping with the existing.**

**WA  
10/2038**

Erection of dwelling and associated works.  
Land To The Rear Of 63 Shortheath Road, Farnham

**Objection, this is infill garden grabbing and contrary to PPG2**

**WA  
10/2044**

Erection of extensions and conversion of existing garage into habitable accommodation with  
associated additions and alterations.  
25 Burnt Hill Way, Farnham

**No objections**

**WA  
10/2045**

Erection of a two storey extension and single storey extensions, new pitched roof to garage,  
external refurbishment, alterations, skylight window and solar tubes.  
Bramley, Lickfolds Road, Rowledge

**No objections provided materials are in keeping with existing.**

**WA  
10/2046**

Erection of extensions and alterations at ground and first floor levels.  
4 Bat and Ball Lane, Farnham

**No objections provided materials are in keeping with existing.**

**WA  
10/2047**

Erection of part first floor part two storey extension and alterations following part removal  
of an existing outbuilding.  
3 Lodge Hill Close, Farnham

**Concerned about the affect on the street scene and the adverse affect on the neighbours' amenities.**

- +
- WA**  
**10/2051**      Erection of first floor extension and two-storey extension  
15 Gardeners Hill Road, Lower Bourne, Farnham
- No objections**
- WA**  
**10/2052**      Erection of 5 dwellings with associated car parking together with the erection of a BI office building following demolition of existing commercial building.  
Pennybee, St Cross Road, Farnham
- No objection in principle to the redevelopment of the site, however this appears to be major overdevelopment and concerned about parking and volume of traffic.**
- WA**  
**10/2055**      Erection of two storey side extensions following demolition of existing attached garages and front porch.  
30 Crooksbury Road, Farnham
- No objections**
- WA**  
**10/2057**      Change of use of pub car park and construction of three dwellings with associated amenity areas and parking spaces (Resubmission of application WA 10/1039)  
The Prince Alfred, Bishops Road, Farnham
- Object, this is overdevelopment of the site and concerned about the loss of parking. (see Design Statement page 23 Guidelines Bullet Point 1)**
- WA**  
**10/2069**      Erection of 4 dwellings with associated parking (follows invalid application WA/2010/1729))  
Land Between 5 and 9 Beavers Road, Farnham
- Object to the loss of this green access to Potters Gate School.  
As per the Farnham Design Statement, page 19:  
“Green spaces within Farnham are part of the character and charm of the town and these should be retained and enhanced”.**
- WA**  
**10/2071**      –Erection of covered link building and alterations to annexe window.  
10 Mistletoe Cottage, Burnt Hill Way, Farnham
- No objections.**
- WA**  
**10/2073**      Erection of dwelling.  
26 Brookley Lodge, Crooksbury Road, Farnham
- Concerned about the infill development and adverse traffic implications on Crooksbury Road.  
(see Design Statement p.25 first paragraph)**
- WA**  
**10/2079**      Erection of side extension and new fire escape staircase.  
1 Hillside Lane, Farnham
- No grounds for objections.**



**WA  
10/2082**

Erection of conservatory  
44 Knights Road, Farnham

**Concerned about the adverse impact on the residential amenities of the neighbouring properties and also the size and mass of the conservatory.**

**WA  
10/2084**

Construction of treehouse.  
9 Gong Hill Drive, Farnham

**No objections.**

**WA  
10/2098**

Erection of single storey extension and alterations.  
31 Oast House Crescent, Farnham

**Objections, this is out of keeping with the neighbouring properties.**

**WA  
10/2101**

Variation of condition 1 of WA/2010/1165 to allow continued siting of temporary buildings until 31.04.11  
Phyllis Tuckwell Memorial Hospice, Waverley Lane, Farnham

**No objections.**

**WA  
10/2104**

Application for a Certificate of Lawfulness under Section 192 for the construction of a dormer window to rear and velux window to the front.  
35 Rosemary Lane, Farnham

**No comment**

**WA  
10/2105**

Construction of first floor dormer window.  
13 Vicarage Lane, Farnham

**No comment**

**WA  
10/2108**

County matter application for continued temporary use of land for the overnight parking of up to 8 vehicles without compliance with Condition 1 of WA/2000/0711 (to allow overnight parking to continue until 31/12/2020)  
Homefield Sandpit, Guildford Road, Farnham

**No objections.**

**WA  
10/2109**

County Matter Application for continued temporary use of two storey extension to side of workshop to provide welfare facilities without compliance with condition 2 of planning permission ref: WA/2006/1894, to allow use of the extension to continue until 31 December 2020.  
Homefield Sandpit, Guildford Road, Runfold

**No objections.**

**WA**  
**10/2111**

Erection of carport and garden studio, demolition of existing single garage.  
38 Alma Lane, Farnham

**No objections.**

**WA**  
**10/2113**

Erection of extensions including provision of first floor accommodation  
25 Aveley Lane, Farnham

**Materials should be in keeping with the existing.**

**WA**  
**10/2114**

Erection of single storey and first floor extensions and alterations including erection of garage following demolition of existing garage.  
12 Searle Road, Farnham

**Concerned about the size and overpowering height of proposed extension and the affect on the residential amenities of the neighbouring properties. Garage should be conditioned for private use as garage only.**

**WA**  
**10/2119**

Use of land for the stationing of caravans for residential purposes for 2 gypsy pitches and 2 proposed utility/day room buildings and stable block together with the formation of additional hard standing.  
Land East Of A31 River Lane, Farnham

**Object, concerned about the affect on the flood plain, which has regularly flooded in the past and also concerned about using agricultural land for dwellings.**

**WA**  
**10/2127**

Erection of single storey rear extension, detached garage/garden store, covered way and new roof to existing garage.  
Rownhams, 52 Waverley Lane, Farnham

**No objections.**

**WA**  
**10/2128**

Application for a Lawful Development Certificate under Section 192 for the erection of a single storey extension.  
The Bungalow, Monks Walk, Farnham

**No comment**

**WA**  
**10/2144**

Erection of extensions including provision of first floor accommodation and part demolition.  
5 Peartree Lane, Rowledge

**No objections, but materials should be in keeping with existing.**

**WA**  
**10/2152**

Erection of 2 storey extensions following demolition of existing garage.  
33 Larkfield Road, Farnham

**No objections, but materials should be in keeping with existing.**

**WA** Certificate of Lawfulness under Section 192 for a side and rear extension to building  
**10/2153** Redhill House, Tilford Road, Farnham

**No comment.**

**WA** Variation of condition 2 of WA/2010/0544 for refurbishment, alterations to shop front,  
**10/2163** extensions at second floor level and alterations to provide for additions to building  
elevations.  
2 – 3 The Borough, Farnham

**We can see no reason for variation and are concerned about the possible impact on the neighbouring businesses and their amenities**

**WA** Alterations to existing building to include MOT testing bay.  
**10/2166** Unit 8, Farnham Trading Estate, Water Lane, Farnham

**No objections.**

**WA** Erection of single storey extension following demolition of single storey extension.  
**10/2170** 45 Castle Street, Farnham

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

**WA** Listed building consent for the erection of single storey extension following demolition of  
**10/2171** single storey extension.  
45 Castle Street, Farnham

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

**TM** Application for works to a tree subject of Tree Preservation Order Far 62 and Far 107.  
**10/0171** 14 Aveley Lane, Farnham

**No objections subject to the approval of the Arboricultural Officer.**

The meeting closed at 7.30 pm.