



FARNHAM TOWN COUNCIL

Agenda
Full Council

Time and date

7.00pm on Thursday 4th August 2011

Place

The Council Chamber, South Street, Farnham GU9 7RN

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 4th August 2011, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY**. The Agenda for the meeting is attached

A photograph of the elected Council 2011-2015 will be taken prior to the meeting at 6.45pm outside the Town Hall and it is hoped that all Councillors will be able to attend.

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, the Mayor's Secretary, by 5 pm on Wednesday 3rd August 2011.

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 4th August 2011.

Place

The Council Chamber, South Street, Farnham

Questions by the Public

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

1 Apologies

To receive apologies for absence.

2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 23rd June 2011 – 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, or of any 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 by 12 noon on Wednesday 3rd August 2011. Alternatively, members are requested to make declarations of interest on the relevant form and 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 dispensation has been obtained 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 Farnham Maltings Council of Management

To appoint a member to serve on the Council of Management of the Farnham Maltings Association

7 Working Group Notes

- i) To receive the notes of the Corporate Development and Audit Working Group held on 19th July 2011 **Appendix B**
- ii) To receive the notes of the Farnham in Bloom Working Group held on 30th June 2011 **Appendix C** and 28th July 2011 (**Appendix D** to follow)
- iii) To receive the notes of the Tourism and events Working Group 21st July 2011 **Appendix E**

8 Planning Applications

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

30th June 2011 attached at

Appendix F

14th July 2011 attached at

Appendix G

28th July 2011 attached at

Appendix H

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

9 Infrastructure Planning Group

To receive the notes of the Infrastructure Planning Group meetings held on 8th July 2011 (**Appendix I**) and 22nd July (**Appendix J**). A report will be made on the consultations taken to date including meetings with neighbouring authorities, local groups and the workshop for residents associations held on 28th July 2011. Discussion will take place on the content and shape of the proposed report that is being prepared and of future plans. A workshop for councillors will be held on Thursday 11th August at 7.00pm in the Council Chamber.

Part 2 – Items to Note

11 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

12 Date of Next Meeting

To note the revised the date of the next meeting which will be held on 29th September 2011 at 7pm in the Council Chamber, South Street, Farnham. The Mayor has agreed to change the date of the September meeting from 1st September 2011 to enable time for a

draft document to be prepared by the Infrastructure Planning Task Group for the Council's consideration.

The Town Mayor will close the meeting.

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

Membership:

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.15pm on Thursday 23rd June 2011

Place

The Council Chamber, South Street, Farnham

Councillors

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

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Ginny Gordon (Administrator/PA to Mayor)

Questions from Members of the Public

- 1) Mr Skingle said he had noted on the papers for the meeting that there was a proposal to increase the size of the bandstand. He hoped there would not be any more piles to be driven and asked whether there were any sketch plans available.

Cllr Stephen O'Grady said that initial consideration was being given to make the bandstand slightly bigger as experience had shown that many of the users of the bandstand were finding it difficult to get all their players under the canopy. The thinking is to increase the size of the canopy using the existing base and the manufacturer would be contacted for options.

C 025/11 APOLOGIES FOR ABSENCE

C 026/11 MINUTES

The Minutes of the Farnham Town Council meeting held on Thursday 19th May 2011 were agreed and signed by the Town Mayor as a correct record with one correction that Cllr John Ward should have been marked as present.

C 027/11 There were still two vacancies on the Farnham in Bloom Working Group, and following a ballot Cllr Jeremy Ricketts and Cllr Jennifer O'Grady were appointed as members of the Working Group.

C 028 /11 Cllr Carole Cockburn raised an issue relating to the Membership of the Working Groups and whether it was right that one member of the minority councillors should be on all the working groups. The Town Clerk said that the practice followed for the appointment of Working Groups had been discussed with Councillors at the Member Workshop and in Council prior to the appointment, and followed the agreed format. Cllr Stephen O'Grady confirmed the practice followed what had been done in previous years. Cllr Steel felt that the circumstances were exceptional this time and that it would be good to review the process for the future.

Cllr Ward proposed and it was agreed that the Corporate Development and Audit Working Group should discuss the matter as part of its forward work programme.

C 029/11 DISCLOSURE OF INTERESTS

Cllr Carole Cockburn (Personal) for Agenda Item 9 (i) on the basis that she is an Observer on the 40 Degreez Committee; Cllr Jennifer O'Grady (Personal) for Agenda Item 9 (i) as a Council representative on the 40 Degreez Committee.

Part I – Items for Decision

C 030/11 MAYOR'S ANNOUNCEMENTS

The Mayor announced that she had had seventeen engagements in the past month and would pick out a few highlights. She had very much enjoyed presenting prizes at Potters Gate School to the winners of the Litter Poster Competition sponsored by Squires Garden

Centre. The winners were thrilled with their prizes and the posters were now displayed in shops and businesses throughout the town.

The Princess of Wales Royal Regiment Freedom Parade through Farnham had been a fantastic day for Waverley and Farnham. It was wonderful to see so many people in town that day and the Regiment so well looked after. The Mayor of Waverley had sent a very kind note thanking Farnham and its staff for the help and co-operation given for the event. The Mayor said she would like to make a special mention of Cllr Stephen O'Grady and Cllr Julia Potts for their help in distributing promotional posters to shops and businesses in the Town.

The Mayor thanked new councillor, in particular, for joining in and supporting a number of events in the town since they had been elected including Music in the Meadow and the Farmers' Markets. She reminded councillors that Picnic in the Park would take place on 26th June and she would be grateful to receive any cakes for her Charity Tea Tent.

The Mayor advised councillors that Farnham in Bloom judging would take place in July and in two categories this year. She thanked Cllr Julia Potts for the huge amount of work she had done in preparing the portfolio for the judges.

C 031/11 RISK MANAGEMENT

Members considered the report at Appendix B and progress made in developing the Council's approach during 2010/11. It was noted that the formal review of risk management had not taken place during the 2010/11 financial year because of staff absences but reviewed a number of areas where the Council had reviewed the operational risks facing the Council during the year. These included the Internal Audit reviews and the fact that the Council had commissioned the Audit Commission to act as a critical friend during the end of year preparations; the changes prepared for (and subsequently implemented on taking over ownership of the Town Hall, the use of professional advisers to complement the knowledge of employees in key areas; the review of the asset register and the renegotiation of the insurance contract; the additional safeguards introduced for electronic banking; and the risk assessments for council activities undertaken during the year. Members noted that the Local Council Advisory Service software had been used in recent years and agreed to tailor risk assessments through Working Groups using the draft model set out at Annex 2.

RESOLVED TO:

- 1) Approve the approach to risk management contained in Appendix B (attached to record minutes);**
- 2) Adopt the following approach to Risk Management:**
 - a. The Council will consider on an Annual basis, normally in the autumn an annual report on Risk Management, containing reference to National Guidance and Audit requirements and major areas of assessed risk;**
 - b. The report will contain details of specific action recommended by officers and Working Groups/Committees;**
 - c. The Council will, as part of its commitment to identify and manage risks, give consideration to providing the necessary resources to remove, control or reduce such risks.**
- 3) Agree to adopt a simplified risk assessment format in a similar vein to that attached at ANNEX 2 to Appendix B**

C 032/11 YEAR END ACCOUNTS 2010-11

The Town Clerk introduced the series of appendices attached to the Agenda relating to the Accounts. The Corporate Development and Audit Working Group had given detailed consideration to the papers and their comments had been incorporated in the Appendices. The Notes of the Corporate Development and Audit Working Group (Appendix J) included proposals for the earmarking of additional reserves as a result of the positive balance of £36,342.55 made up of additional income of £20,176.96 (2.1%) and an underspend of £18,965.59 (1.9%).

The Town Clerk drew attention to a number of the variances to the Budget Comparison papers (Appendices C and D) which were set out in detail at Appendix E.

Cllr David Beaman had circulated a number of detailed queries relating to the detailed budget comparison but requested that the Town Clerk respond to these matters after the meeting. He felt that it was important that the detailed elements were reviewed regularly, and Councillor Cockburn confirmed that the budget was reviewed regularly at Corporate Development and Audit.

The report of the Internal Auditor (at Appendix F) was considered and the Council's response to issues raised as amended by the Corporate Development and Audit Working Group (at Appendix G) was agreed.

Members noted that the surplus for the year resulted in increased balances of £1,027,842. This was made up of General Reserves in accordance with the Council's policy of holding a minimum of 50% of precept or operating costs, of £439,920 and earmarked reserves (subject to approval of the recommendations in Appendix J) of £523,287. The Town Clerk outlined the range of projects identified for investment, and said that a further report on the reserves would go to a future meeting.

Members received the draft Annual Return (at Appendix H) and went through the detailed notes on variances (at Appendix I). Cllr John Ward said that he hoped further work could take place for the future in relating the budget lines in the Council's budget to the boxes included in Section 1 of the Annual Return. The Town Clerk said that this was his intention for the 2011/12 accounts.

Members considered Section 2 of the Annual Return and agreed each of the nine Statements in the Annual Governance Statement.

Cllr Roger Steel proposed a vote of thanks to the Town Clerk for the enormous amount of work that had gone in to preparing what was a complicated set of accounts. He had arrived towards the end of the financial year and had to pull together a wide range of material to complete the accounts and had answered every question put by Corporate Development and Audit. The Town Clerk thanked Members for their kind words and said that he would also pass on the Council's thanks to Mrs O'Grady without whose help and hard work the papers could not have been prepared.

RESOLVED TO:

- 1) Agree the financial outturn as set out in Appendices C and D having taken into account the notes on variations at Appendix E.**
- 2) Receive the Internal Auditor's report for the year ended 31st March 2011 at Appendix F and agree the Council's response to the issues raised therein at Appendix G.**
- 3) Note the position on reserves at 31st March 2011.**
- 4) Approve, for the Mayor's signature, the Annual Return, Annual Governance Statement and notes on the accounts for the year ended 31st March 2011**

C 033/11 BANK SIGNATORIES

Members noted the need to agree for the Council's bankers HSBC a new Mandate with a decision recorded in the Minutes. The Town Clerk advised that it would be useful to agree that the Mayor would be authorised to act on behalf of the Council in any discussions with the Bank in the long term absence of the Clerk. Members also discussed the need for a separate Bank account for the Mayor's Charity since the fact that the Mayoral year ended in May with the Financial year ending in March always seemed to lead to confusion. Cllr John Ward said he had long been concerned about the mix of Council finances with Charity money in the account even though the accounts were technically kept separate. He proposed. Seconded by Cllr Roger Steel that the Town Clerk be authorised to open a new bank account for the Mayor's Charity.

RESOLVED TO:

- 1) Agree that the Council continues to bank with HSBC and that all councillors be authorised to sign on behalf of the council in accordance with the Financial Regulations of the Council;**
- 2) Agree that the office of Mayor be added as a person who is empowered to act on behalf of the Council in any other transaction with the bank in the long term absence of the Town Clerk/Proper Officer**
- 3) Authorise the Town Clerk to open an account for the Mayor's Charity if upon further investigation and discussion with the Council's bank, this is felt appropriate to do**

WORKING GROUP NOTES

i) CORPORATE DEVELOPMENT AND AUDIT

Cllr Stephen O'Grady pointed out that under item 2 the minutes did not show that he was a councillor.

C 034/11 **Reserves**

Members discussed the notes of the meeting held on 14th June (attached at Appendix J. They noted the detailed discussions on the Annual Return and considered the recommendations for earmarking the balance of funds for the 2010/11 financial year.

RESOLVED: That the balance of funds from the 2010/11 financial year be designated as earmarked reserves as follows:

- a. £1,000 for the Farnham North Community Speedwatch project (deferred activity);**
- b. £7,000 for the deferred Visitor Information Point;**
- c. £1,000 for additional Members' Training for the new council;**
- d. £1,000 for a 'newsletter' with contact details of the new Council;**
- e. £4,000 for the deferred expenditure on a bus shelter;**
- f. £5,000 for CCTV infrastructure development;**
- g. £10,000 for Improvements to the bandstand;**
- h. The remaining balance for environmental improvements to public conveniences and cemeteries.**

C 035/11 **Infrastructure Planning and Strategic sites in Farnham.**

Members noted that Waverley Borough Council was progressing its Core Strategy and was expected to publish it in the autumn. It was a good time to build on the successful work of the Design Statement Team and review key infrastructure issues to influence the Core Strategy and other expected developments. Councillor Steel

Cllr Roger Steel said that Farnham faces a number of serious challenges and it is time to review strength and weaknesses of planning policies such as the Strategic Gap which has been challenged by Planning Inspectors. Housing Targets will have to be raised – even though Waverley has accepted what local people have said after consultation – or the Core Strategy is not likely to be accepted by Government. Farnham should be giving its view on what is going on in the town and shaping what happens to key sites such as the Police Station, East Street, Woolmead and Bourne Mill.

Cllr Carole Cockburn echoed the points raised and said Farnham will miss out if it misses the boat on the Core Strategy. Volunteers were needed for the proposed Task Group but anyone volunteering will need to work hard.

RESOLVED THAT:

- 1) **An Infrastructure Planning Task Group be formed to review key infrastructure issues which are of great importance to Farnham, and to make recommendations to Waverley;**
- 2) **The Task Group should comprise five members who are passionate about getting the right vision for the future of Farnham with geographical balance; and**
- 3) **Councillors Roger Steel and Carol Cockburn be appointed to the Task Group to build on the work of the work of the Design Statement and that Councillors Carlo Genziani and Jeremy Ricketts also be appointed to the Task Group.**

C 036/11 **Farnham- Andernach Twentieth Anniversary Celebration of the Bond of Friendship**

Members noted that an invitation had been received by the Council to attend a Civic Reception in Andernach to mark the twentieth Anniversary of the signing of the Deed of Friendship.

RESOLVED THAT:

- 1) **The Deputy Mayor and Mayoress represent Farnham Town Council at the Civic Reception to mark the twentieth anniversary of the Deed of Friendship with Andernach**
- 2) **An English tree be sent to Andernach from the people of Farnham to mark the anniversary with the costs met from the Tourism budget.**

C 037/11 **Appointment of HR and Health and Safety Advisors**

Members discussed the potential employment of professional advisors for HR and Health and Safety matters. The Town Clerk had taken references from Councils currently working with Ellis Whittam and had received positive endorsement. Members agreed that the proposal over three years with an annual break clause would represent good value for money.

RESOLVED THAT:

- 1) **Standing Orders 11.2 f should be waived to allow the appointment Ellis Whittam to provide the specialist services outlines in Exempt Appendix L to the Agenda of the Corporate Development and Audit Working Group, with the costs met from the Legal and Professional Fees budget.**

- a. **The Town Clerk and Lead Member for Corporate Development and Audit meet with Ellis Whittam to agree the terms of the Contract.**

C 038/11 **Grants 2011/12 – Allocation of remaining funds**

Councillor John Ward outlined the proposals for the allocation of the remaining grants for 2010/11. Councillor David Beaman noted that some paperwork had still to be completed by some of the applicants and that this should be completed before any projects undertaken if payments were to be made by the Town Council. This was agreed.

RESOLVED THAT:

Subject to any remaining paperwork being received by September 2011 and before any grants are made or the project started, the distribution of the remaining funds be as follows:

1) 40 Degreez	
Summer holiday workshops and visits	£2000
2) 229 (Farnham) Air Squadron	
Equipment for D of E and first Aid Course	£1400
3) Chantry's Community Centre	
Lone Parent Project and Mobile CAB project	£2000
4) Farnham Community Play Steering Committee	
Community Play Project	£1500
5) Homestart	
Family visits and outings for Farnham families	£1000
6) New Ashgate Gallery Trust	
Craft Exhibition and workshops	£2,000
7) Safer Waverley Partnership	
Junior Citizen programme for Farnham schools	£ 500
8) St Polycarp's School	
New stage curtains for community-use hall	£2,000
9) Wrecclesham Community Project	
Mobile CAB sessions at Community Centre	£2000
10) University College of Creative Arts	
Summer exhibition of contemporary sculpture	<u>£1100</u>
TOTAL	£15,500

C 039/11 **Charity Event in the Library Gardens**

Members noted the proposal for a charity fundraising event in August in the Library Gardens and that there was no additional costs to the Town Council.

RESOLVED THAT:

As there would be no additional costs to the Council, the hiring fee for the Library Garden be waived on this occasion for the proposed charitable event in August

C 040/11 ii) FARNHAM IN BLOOM WORKING GROUP

The Notes of the Meeting held on Thursday 26th May were discussed. Councillor Jennifer O'Grady pointed out that "Cllr" was missing before her name in the minutes.

Councillor Julia Potts reported that £5,000 had been raised in sponsorship and thanked residents and businesses for their support. She also wanted to record the work of Kevin Taitt and the outside workforce for their excellent work on the project. The dates for the judging of the two categories (6th and 12th July 2011) were noted and Councillors were asked if they would assist with the painting of some of the Town Centre railings on 28th June.

The FIB Working Group had been liaising closely with residents and the Community Group and this would be expanded further in 2012. The Working Group felt that noticeboards around the town which were a good source on informing the local community could be livened up to be more eye catching.

C 041/11 iii) TOURISM AND EVENTS WORKING GROUP

The notes of the meeting held on Thursday 26th May were discussed. Councillor Stephen O'Grady reported that the first Music in the Meadow of the year had taken place and for the first time in three years had to be moved indoors because of the weather.

Picnic in the Park would take place on 26th June and was for the first time linked to the Carnival on the 25th which would help with shared resources. He invited Councillors to support the event and act as volunteers as it was a good way to meet constituents.

C 042/11 **Planning Consultative Group**

Councillor Carlo Genziani reported on the meetings of the Planning Consultative Group that had taken place on 2nd and 16th June. He said the meetings with new councillors had been constructive and a learning process.

Councillor Carole Cockburn congratulated Cllr Genziani on the work he was doing as Lead Member in a difficult context. It was important that the Town Council put in clear notes of objection for both Waverley and if a matter goes to appeal. Councillor David Beaman suggested that the Town Council should send a representative to speak on controversial matters at Waverley where it could. Cllr Ward described the circumstances when the right to speak was applicable.

Cllr Roger Steel agreed that it would be excellent if the Town Council were represented on contentious issues and also suggested that the Town Council should send written comment to the Planning Inspectorate where appropriate. This was agreed.

Part 2 – Items for Noting

C 043/11 Councillor David Beaman advised members that he and Councillor Paddy Blagden had attended the Town and parishes Planning Meeting organised by Waverley. The event had been very useful covering the Localism Bill and Neighbourhood Planning

C 044/11 DATE OF NEXT MEETING

Members noted that the next Council Meeting would take place on Thursday 4th August 2011 at 7.00pm.

C 045/11 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: To exclude members of the public and press from the meeting at Part 3, Items 14 and 15 of the agenda in view of the confidential staffing and contract items under discussion

C 046/11 **Wrecclesham Community Centre Roofing Contract**
Members received a presentation of the tender process and contract prices received from its advisors Drake and Kennamayer.
Resolved:
That the roofing contract be deferred subject to discussions with Wrecclesham Community Centre and the identification of options for the future operation and management of the Community centre.

C 047/11 **Staffing Matters**
The Town Clerk advised members of the outcome of the recent interviews for Team Leaders and that references were currently being taken up with a view to both Team Leaders starting work in Farnham in August. The Town Clerk also updated Members on other staffing matters.

The Town Mayor closed the meeting at 9.42 pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Corporate Development and Audit Working Group

Time and date

9.00am Tuesday 19th July, 2011

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Appointed Members: Councillors John Ward (Lead Member),) David Beaman, Carole Cockburn, Stephen Hill, Stephen O'Grady, Jessica Parry, Julia Potts, Roger Steel ,

Cllr Jill Hargreaves (Mayor,

Officers present: Iain Lynch, Town Clerk, Kevin Taitt (Agenda item 9).

1. Apologies

No apologies

2. Declarations of Interest:

There were no declarations of interest

3. Notes of Meeting held on 14th June 2011

POINTS	ACTION
The notes were agreed. Cllr Beaman asked whether the letters re grants approved by Council had been distributed. The Town Clerk advised that they had and that any outstanding papers were requested by September, or before a project started whichever was the sooner.	

4. Infrastructure Planning Task Group – Shaping Farnham's Future

POINTS	ACTION
Cllr Roger Steel introduced the work of the group and referred to the Notes of the Task Group held on 8 th July. He described the	

<p>meetings that had been set up to discuss with neighbouring authorities, schools and other organisations.</p> <p>He advised Corporate Development and Audit that the Planning Department at Waverley Borough Council had advised that the nature of the document meant that a shorter consultation period was acceptable and that the work would be a precursor to the 'neighbourhood plan'.</p> <p>Members discussed the nature of the consultation and engagement process and noted that it followed the same pattern as the successful Design Statement work. Once a document had been developed and agreed by councillors it would be subject to a public exhibition and further period of consultation – possibly in the Council Chamber.</p> <p>Cllr Beaman asked about the timetable for the adoption of the core Strategy by Waverley Borough Council, and Cllr Steel said there were mixed messages coming from Central Government. Waverley Borough Council was slowing its own processes down until there was some clarity.</p> <p>Cllr Cockburn said it was important to get a clearer definition of previously developed land, and also to understand the importance of what was happening cross-border.</p> <p>Cllr Steel said he felt the working title of the document "Shaping Farnham's Future" was a bit soft and asked members to think of a new title. One suggestion was "Our Future Now"</p>	
---	--

5. Cemetery Tree Survey

POINTS	ACTION
<p>Kevin Taitt introduced the report attached at Appendix G following the survey submitted by SMW Consultancy. The Council has a duty of care for users of its cemeteries and this report followed an earlier survey five years ago. This time all trees had been marked on a GPS mapping system enabling remedial works to be checked more easily.</p> <p>Members noted the priority works and agreed that tenders for these works should be sought and noted that officers were looking to see which of the longer term works could be undertaken in-house during the winter months.</p> <p>Officers were asked to consider putting up notices advising the public of the potential hazards caused by older trees</p> <p>It was recommended that: a provision of up to £10,000 be earmarked for urgent works to be funded from the Cemeteries Maintenance budget or the Cemeteries reserve.</p>	<p>Kevin Taitt</p> <p>Town Clerk Recommendation to Full Council</p>

The Mayor left the Meeting at this point.

6. Finance Report

POINTS	ACTION
<p>1) Members noted that the Annual Return and all the background papers had been submitted to the External Auditor (BDO Stoy Hayward) on 28th June.</p> <p>2) Members received the Bank Reconciliation papers for the year to date. It was agreed that only the latest version would be submitted with agenda papers but that others would be available for inspection at the meeting in future.</p> <p>3) The detailed budget comparison of expenditure to 8th July (Appendix D) was received and discussed. Cllr Beaman noted that the costs for staff appeared to be higher than budgeted which was a concern as the Council was not at full strength, The Town Clerk responded that there this was the case on one budget heading but costs had not yet been reallocated to other staff budget headings. When this was done staff costs were approximately 20% of the total costs (against 25 % of the year)</p> <p>4) Cllr Beaman asked whether the Council had to be linked to the National Terms and Conditions. The Town Clerk responded that this was a complicated issues but all staff were linked to the “Green Book” national conditions. The Staffing review had just been completed and the changes now being implemented were all based on the terms and conditions being continued. Whilst possible, it would be difficult to recruit some staff on different terms and conditions. Cllr Ward said that after a very difficult year it was important that there was stability in the organisation. It was agreed that a report on the National Scheme and options would be presented to the Corporate Development and Audit Working Group in 2012.</p> <p>5) The level of Investments was noted. It was agreed that an Investment Strategy Report should be prepared for a future meeting.</p> <p>6) Members noted the latest BACS and Cheque payments and the Petty Cash Reconciliations</p> <p>7) The difficulties of not having a month 13 was noted and it was agreed that further discussions with Edge should take place to have a smoother year-end for 2011/12</p>	<p>Report to CDAWG in 2012</p> <p>Town Clerk to arrange</p> <p>Town Clerk/Corporate Governance Team Leader</p>

7. Creating a Vision for the next four years

POINTS	ACTION
<p>2) Cllr John Ward said that this was a good time to create a future vision. Should the Council plateau at its current point or be more proactive . Should it take on more services, and what should its budget strategy be for the future. It was intended to hold a member workshop in the autumn, after the new Team Leaders were in place.</p>	

<p>3) Members noted the opportunities offered by the Localism Bill and felt it would be good to take on new services as Principal Authorities considered devolving activity. Meetings that had already taken place were noted, and Members felt that it was important that funding should come with any services taken on.</p> <p>Recommendation: that the workshop should take place in October on a weekday starting at 6.30pm to allow for enough time for a meaningful event.</p>	<p>Town Clerk to find a suitable date and inform Members.</p>
--	---

8. Remuneration Panel and councillors' expenses

POINTS	ACTION
<p>1) Members noted that in recent years Councillors had not claimed any expenses and that if expenses were to be claimed they would need to be in a scheme approved by Waverley's Independent Remuneration Panel (IRP) which was meeting in September.</p> <p>2) It was important to review the situation at this stage – with a new council – to ensure that no councillors were adversely affected from attending Council commitment by eg carer's responsibilities.</p> <p>3) It was noted that the Council did not have to adopt any recommendation by the IRP.</p> <p>4) The Town Clerk was asked to check that the review would not be a cost to the Town Council</p> <p>Recommendation: That the Independent Review Panel be asked to consider whether there should be a scheme for Farnham for Councillors to claim relevant expenses if needed.</p>	<p>Town Clerk</p>

9. Forward Work Programme

POINTS	ACTION
<p>Members noted the discussions with Wrecclesham Community Centre Trustees and that the Trustees were interested in discussing options for a long term lease of the building to see if it may assist them with future opportunities. There were a number of issues that needed further investigation. It was noted that repair works would need to be completed now that the roof project was on hold.</p> <p>Recommendation: That the Town Clerk continue discussions with the Wrecclesham Community Centre Trustees and report back to the CDAWG.</p>	<p>Town Clerk to pursue.</p>

10) Office refurbishment and Contracts update

POINTS	ACTION
<ol style="list-style-type: none">1) The Town Clerk updated Members on progress with contracts and refurbishment of the offices.2) It was noted that the Lead Member and Clerk had met with Ellis Whittam and agreed the contract. It was noted that the HR Panel would be meeting in September once the new draft staff policies had been prepared.3) Problems with the IT and telephony system which caused a loss of service were noted.4) Councillor email addresses were now operation but would not come into effect until September.	

11) Asset Transfer update

POINTS	ACTION
Current situation noted.	

12) Forward Work Programme

POINTS	ACTION
Agreed that an interchange with other Councils of Farnham's size to share learning would be beneficial.	

10. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on 23 rd August 2011 at 9.00am .	Town Clerk to circulate agenda .

Notes written by Iain Lynch



FARNHAM TOWN COUNCIL

C

Notes

Farnham in Bloom Working Group

Time and date

10.00 am on Thursday 30th June 2011

Place

Council Chamber, South Street, Farnham

Attendees: Cllrs David Attfield Stephen O'Grady Sue Redfern, Jeremy Ricketts. Julia Potts, Jennifer O'Grady and Kevin Taitt ,

1. Apologies

No apologies received .

2 Minutes of previous meeting

Minutes had been circulated and relevant items covered by the agenda

3 FIB 2011

POINTS	ACTION
<p>Sponsorship was on a level comparable to last year around £5000. It will reported at the next meeting the final figure.</p> <p>Kevin reported that we had received a complaint from High Point recruitment agency that we had only put up 1 basket and they had paid for 2. Kevin explained that a finger post had been moved to where a 2nd basket would normally hang and it was impossible to site the 2nd basket anywhere else on the property. Julia had written to the sponsor to explain the situation.</p> <p>Hamptons had requested that their name went onto the water bowser being the corporate sponsor. They also requested that their name went onto our railing and cross street banners.</p> <p>It had been reported that Diversion sign boards were in place throughout the Bourne and it was hoped that these would have gone by Judging day.</p>	<p>Kevin to arrange</p>

It was felt a good idea for a future plan to enter a float in the Farnham Carnival. It was a good idea but we should only try and deliver 1 or 2 really good projects

4. South and South East in Bloom

POINTS	ACTION
<p>Julia reported on the arrangements for both judging days. She explained the format for the days. The presentation was still to be finished for the judging days. Stephen would set up the presentation on both days during the morning. Both portfolios had been added to Farnham Town Councils website.</p> <p>Kevin explained both routes in detail so that it was clear to everyone. An itinerary would be produced with exact timings for the days.</p> <p>Litter picks were arranged for the Town Centre day with the majority meeting at 9.30 and David and Jeremy meeting at 12 noon.</p> <p>Julia explained that businesses in the Town had received notices for judging days and also the Litter Posters. The Awards ceremony is being held on the 7th September at Fontwell Park racecourse.</p>	<p>Julia to arrange rota</p>

5. Allotments etc

POINTS	ACTION
<p>Our annual allotment show would take place on the 23rd July at the Maltings as part of the Gardening Festival. Public Conveniences. Water pressure is very poor in Gostrey Meadow and not good enough at events.</p> <p>Graffiti, works report to be brought to meetings Street Lighting. It was felt that the recent upgrade was much better.</p> <p>Bus Shelters One is due to go into Sandy Hill. David reported that he thought the funding was available for 2 bus shelters in Monkton Lane/Weybourne Road through a Section 106 agreement.</p>	<p>Kevin to meet South East Water to see if this can be sorted out.</p> <p>Julia to speak to Denise Le Gal the SCC Councillor</p>

6. Other issues

POINTS	ACTION
<p>Stephen O'Grady suggested that our current noticeboards needed brightening up. We should be looking to produce a handout for all music in the meadow concerts. This could also go to the hospitality sector and in reception.</p> <p>We need to get out news of FIB.</p>	<p>Agenda to be sent to all members.</p> <p>Julia to help</p>

We need tablecloths with sunflowers on.	Julia to investigate
---	-----------------------------

7 Date of next meeting

28th July at 08.30 in the Council Chamber

Notes by Kevin Taitt

D

Notes

Farnham in Bloom Working Group

Time and date

10.00 am on Thursday 28th July 2011

Place

Council Chamber, South Street, Farnham

Notes to follow



FARNHAM TOWN COUNCIL

E

Notes

Tourism and Events Working Group

Time and date

7.30pm on Thursday 21st July 2011

Place

Council Chamber, South Street, Farnham

Attendees: Councillors David Beaman (arrived at 7.55pm), Jill Hargreaves, Stephen Hill, Stephen O'Grady (Lead Member), Julia Potts & Jeremy Ricketts

Officers Present: Eleanor Bradfield (Projects Co-ordinator)
Iain Lynch (Town Clerk)
Cath Sydenham (Rural Development Co-ordinator)
Jacqui Walker (Community Development Team Leader)

1. **Apologies** Apologies were received by Cllr Jessica Parry

2. Disclosure of Interest

POINTS	ACTION
There were no disclosures of interest	

3. Notes of last meeting

POINTS	ACTION
The notes of the previous meeting were agreed as an accurate record of the meeting	

4. Future Opportunities Group (FOG)

POINTS	ACTION
Due to the relatively small turnout of retailers at the 20 th July meeting, there will be another meeting held on 17 th August 2011 to discuss in more detail the Food Festival road closure. Emails will be sent to all retailers on the 22 nd July with a form to take part in the Food Festival. The idea of a generic voucher for retailers was also well received.	Projects Co-ordinator to circulate

5 . Picnic in the Park

POINTS	ACTION
<p>The 2011 event went very well, with numbers nearly the same as last year despite the very hot weather. The event could be more linked up with the Carnival in future (went well this year) with a possible overarching name to be considered for the whole weekend whilst retaining the identity of the Carnival and Picnic in the Park. It was thought that there should be several local caterers offering a variety of food rather than a single caterer. It was felt that the event also needs more advertising in advance and more audience-engaging bands.</p>	<p>Projects Co-ordinator to discuss with the Carnival Committee</p>

6. Feast of Food – 17th September to 1st October 2011

POINTS	ACTION
<p>The Feast of Food is a 2 week long event, with a different eatery offering a menu every night and then culminating in the Food Festival itself on Saturday 1st October 2011 .</p> <p>Layout The layout of the market was agreed with the stalls being located back to back up the middle of castle street allowing approximately space for 64 stalls. Enough space needs to be left between the top of the stalls and the stage and for access. The new layout would give better visibility for shops and businesses that are open.</p> <p>Road Closure It was agreed to use Ringway for the Road Closure based on their previous experience.</p> <p>Stalls It was agreed to book 45 stalls and tables from Hughmark Continental and allow pitch only sites this year as well.</p> <p>Sponsorship The concept of trying to locate a main sponsor and smaller sponsors was agreed. A sponsorship package for each category needs to be worked out. Members suggested a number of possible sponsors for an initial approach.</p> <p>Stall costs Stall Costs were agreed as</p> <ul style="list-style-type: none"> • Pitch only (3m by 3m) - £60 • Pitch and stall (3m by 3m) – £120 • Electricity - £100 • Catering Pitch only (3m by 3m) - £200 + electricity - £300 • Catering Pitch (3m by 3m) + table & stall - £250 + electricity - £350 <p>A discussion took place on whether to offer a discount to local businesses. It was agreed that a 10% discount would be offered to all businesses in the GU9 and GU10 postcode providing they booked by 1st September 2011</p>	<p>Projects Co-ordinator to book</p> <p>Projects Co-ordinator to book</p> <p>Community Development Team Leader and Projects Co-ordinator to devise packages and approach sponsors.</p>

<p>Publicity Publicity was agreed as:</p> <ul style="list-style-type: none"> • Brochure insert in the Herald • Couple of extra pages in the Round & About publication • Print run of 10,000 copies of our own leaflet for distribution <p>Scope of Festival Day The working Group thought that it would good to link the Food Festival with the Maltings Market via a land train, if possible. Both the Wheatsheaf and Farnham Saddlers offered £100 each towards the cost of the land train. It was agreed that associated activities, if a local group wished to link with the Food Festival, would be good in in Gostrey Meadow. Ideas discussed included a tethered Balloon ride, fun fair and a local group such as the Scouts providing food. It was noted that the priority for Farnham staff was to implement the Castle Street event.</p> <p>The Working Group agreed that the British Food Fortnight element of the Food Festival should be renamed “Farnham Food Fortnight” to incorporate both British and International cusine and the price should be limited to £17.50 for 3 courses. It was agreed that the Food Trail would not be promoted as being formally linked to the British Food Fortnight.</p>	<p>Projects Co-ordinator to meet with the Herald and discuss editorial advert split and branding of the leaflet</p> <p>Cllr Beaman to help source the land train</p> <p>Projects Co-ordinator to approach community groups to organise activities in Gostrey Meadow</p>
---	--

7. Christmas Lights Switch-on

POINTS	ACTION
<p>The format for the lights switch-on was agreed providing the planning of the event takes into account the debrief 2010. Details will be provided to the next meeting of the Working Group. The Working Group agreed the proposed timing for the Switch-on events as 13:00 to 17:30hrs.</p>	<p>Community Development Team Leader / Projects Co-ordinator to prepare paper for next Working Group meeting</p>

8. Heritage Open Days

POINTS	ACTION
<p>The dates for this year’s event (8-11 September) organised by the Farnham Society with support from Farnham Town Council were noted. It was noted that the Friends of Farnham Cemeteries Photographic exhibition on “Life in Farnham’s Cemeteries” would take place in the Council Chamber.</p>	

9. Farnham Chamber of Commerce

POINTS	ACTION
<p>The Working Group discussed opportunities for closer working with the Chamber of Commerce the benefits this has brought for both the Town Council and the Chamber of Commerce. Members discussed whether the Town Council should consider joining the Chamber of Commerce, as an employer in the town but felt it could reinforce its commitment to supporting local businesses and encouraging residents to buy locally in other ways.</p>	

<p>The Working Group felt it would be advantageous to co-opt the President of the Chamber of Commerce to sit on the Tourism and Events Working Group to improve communication and bring a business perspective to the events being planned.</p>	<p>Town Clerk to discuss with President of Chamber of Commerce, and to go to next Council if required.</p>
---	---

10. Date of the next meeting

POINTS	ACTION
<p>It was agreed that the date and time of the next meeting would be Monday 5th September 2011 at 6.30pm</p>	<p>Jacqui Walker / Eleanor Bradfield to email Members Agenda and papers nearer the time.</p>

Notes taken by Cath Sydenham



FARNHAM TOWN COUNCIL

F

Minutes Planning Consultative Group

Time and date

6.30pm on Thursday 16 June 2011

Place

Town Clerk's Office, South Street, Farnham

Members Present

* Cllr C G Genziani
0 Cllr D Beaman
* Cllr P Blagden
* Cllr S Hill
* Cllr S Hollins-Owen
0 Cllr J Ricketts
0 Cllr S O'Grady

* Present

0 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 David Beaman

2 Disclosure of interests.

There were no disclosures of interests.

WA 11/0860	Erection of single storey side/rear extension and detached garage; alterations to boundary fence, access path and parking area following demolition of existing garage. 1 White Cottage Close, Farnham
WA 11/0864	Erection of single storey side extension, replacement roof with accommodation in roof space and detached garage with roof terrace following demolition of existing garage and conservatory. Penrose, Laurel Grove, Farnham
WA 11/0865	Erection of first floor side extension and porch. 41 Alma Way, Farnham
WA 11/0869	Erection of a new building for mixed use A1 (retail) and/or A3 (restaurant) following demolition of existing building 31-32 East Street, Farnham
WA 11/0871	Display of 2 non-illuminated fascia signs and 1 non-illuminated free standing sign, 2 internally illuminated badge signs and 1 externally illuminated reception/fascia sign. Unit 8, Farnham Trading Estate, Water Lane, Farnham
WA 11/0879	Erection of first floor extensions and alterations 30 Stephendale Road, Farnham
WA 11/0885	Certificate of Lawfulness under Section 192 for erection of single storey rear extension Hawthorn Cottage, Hawthorn Lane, Rowledge
WA 11/0890	Erection of extension and alterations (revision of WA/2010/1107) 9 Pine Ridge Drive, Farnham
WA 11/0891	Erection of extensions and alterations 3 Crown Drive, Badshot Lea
WA 11/0895	Erection of two stable blocks, ancillary staff and office block, barn and sand school. Land at Northbrook Estate, Alton Road, Farnham
WA 11/0899	Erection of single storey extension 118B Boundstone Road, Farnham
WA 11/0903	Erection of extension and alterations 34 Vicarge Hill, Farnham

WA 11/0913	Erection of a fence 22A Lickfolds Road, Farnham
WA 11/0926	Certificate of Lawfulness under Section 192 for erection of detached garage and demolition of existing garage. 12 Searle Road, Farnham
WA 11/0931	Erection of single storey extension 16 Little Green Lane, Farnham
WA 11/0934	Erection of extensions and alterations together with alterations to garden levels 3 Cedarways, Farnham,
WA 11/0936	Erection of single storey extension following demolition of garage 10 Bishops Road, Farnham
WA 11/0943	Erection of two storey detached dwelling and garage following demolition of existing dwelling 4 Bat and Ball Lane, Farnham
WA 11/0949	Erection of a conservatory 2 Shortheath Crest, Farnham
WA 11/0956	Erection of single storey extension and detached garage following demolition of existing garage Hazelbank House, 14Lickfolds Road, Rowledge
WA 11/0958	Erection of replacement dwelling Spruce Acres, Tilford Road, Farnham
WA 11/0962	Erection of two storey orangery 2 Broomleaf Corner, Farnham
WA 11/0964	Conversion of garage into habitable accommodation 3B School Lane, Farnham
WA 11/0972	Alterations to existing carport to form habitable accommodation Blyth Cottage, Burnt Hill Way, Wrecclesham
WA 11/0973	Erection of replacement bungalow to be used as two training units Woodlarks, Lodge Hill Road, Farnham
WA 11/0975	Erection of extensions and alterations following demolition of existing single storey side extension and garden store.

Hope Cottage, Deepdene, Farnham

**WA
11/0981**

Erection of a conservatory following demolition of existing conservatory
3 Rowhills Close, Farnham

**WA
11/0982**

Erection of two storey side and single storey rear extensions following demolition
of existing garage
16 St David's Close, Farnham

**WA
11/0988**

Erection of two storey rear extensions
16 Stoneyfields, Farnham

**WA
11/0991**

Certificate of Lawfulness under Section 192 for the erection of a single storey extension
Hindwood House, 23 Crooksbury Road, Farnham

**WA
11/0993**

Erection of extensions and alterations
21 Compton Way, Farnham

**WA
11/1003**

Erection of single storey rear extension
Beechcroft, Wings Road, Farnham

Planning Applications Considered by Members 30 June 2011

**WA
11/0862**

Conservation Area consent for demolition of parts of existing building
The Bishops Table Hotel, 27 West Street, Farnham

Would suggest that the Conservation Officer be requested to make a site visit.

**WA
11/0872**

Certificate of Lawfulness under Section 192 for erection of extension to roof and
rear dormer window.
4 St Georges Road, Farnham

**Concerned about the changing character of the roof. The proposed plans look
out of character with the street scene and alters the character of the building.**

**WA
11/0897**

Erection of outbuilding, alteration to boundary wall and construction of timer gates.
The Priory, 6 Swingate Road, Farnham

Would suggest this be referred to the Conservation Officer.

**WA
11/0898**

Conservation Area consent for demolition of part of boundary wall.
The Priory, 6 Swingate Road, Farnham

Would suggest this be referred to the Conservation Officer.

WA
11/0909 Listed Building consent for internal alterations
26 The Borough, Farnham

Would suggest this be referred to the Conservation Officer.`

WA
11/0927 Erection of single storey rear extension
22 Trinity Fields, Farnham

Concerned about the possible adverse affect on the neighbours' amenities.

WA
11/0944 Use of land for the storage of building materials and machinery together with
The retention of 2 storage buildings (follows invalid application WA/2010/2193)
Land to the rear of 120 Upper Hale Road, Farnham

There is not sufficient background history provided to determine what is happening on the site.

WA
11/0945 Erection of a detached dwelling
21 Roman Way, Farnham

Objection – this proposed application is a detached house in the middle of 2 semis and is garden grabbing.

WA
11/0950 Erection of extensions and alterations (revision of WA/2011/0456)
65 Stoke Hills, Farnham

The previous comment son 31.3.2011 still stand – Strongly object, this is completely out of character with the street scene and neighbouring properties and over-development of the site causing excessive bulk and mass.

WA
11/0951 Erection of extensions and alterations
18 Burnt Hill Road, Wrecclesham

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

WA
11/0967 Change of use from woodland/agriculture to a mixed use of falconry breeding, keeping, tours and education, woodland agriculture, fishing lake and residential. Erection of single storey timber falconry incubation and educational block, single storey wooden lodge to provide office and residential accommodation, together with falcon, hawk and aviary sheltered housing blocks.
Land at Frensham Heights Road, Farnham

Concerned about the viability of the proposed use of land. If this is a success there could be a problem that this is not the right place for such a venture. The concerns are not about the venture, but the impact and involvement of the public and it becoming a public attraction in an unsuitable location.

WA
11/0974

Erection of a dwelling
Land adjacent to 27 Three Stiles Road, Farnham

Concerned that this is an encroachment onto the green space beyond the existing development in the road and would suggest a site visit.

The meeting closed at 8.25pm

Notes taken by Ginny Gordon



FARNHAM TOWN COUNCIL

G

Minutes Planning Consultative Group

Time and date

6.30pm on Thursday 14 July 2011

Place

Town Clerk's Office, South Street, Farnham

Members Present

- * Cllr C G Genziani
- * Cllr D Beaman
- * Cllr P Blagden
- * Cllr S Hill
- 0 Cllr S Hollins-Owen
- * Cllr J Ricketts
- 0 Cllr S O'Grady

* Present

0 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 Sam Hollins-Owen

2 Disclosure of interests.

There were no disclosures of interests.

APPLICATIONS CONSIDERED NOT TO REQUIRE FURTHER COMMENT

- TM**
11/0052 Application for works to trees subject of a Tree Preservation Order 23/08
Land Adjacent to Heatheyfields Road, Farnham
- WA**
11/1013 Certificate of Lawfulness under Section 192 for the erection of a side and rear extension
10 Tor Road, Farnham
- WA**
11/1098 Erection of extensions and alterations
9 Weydon Hill Road, Farnham
- WA**
11/1088 Consultation on a County Matter for a non-material amendment to WA/2011/0195 –
Details submitted pursuant to Conditions 8,10,13 and 17 respectively of Appeal Decisions
APP/B3600/A/95/257618 and APP/B3600/A/95/257619
- NMA**
11/0089 Amendment to WA/2009/0783 to provide changes to fenestration
66 Middle Bourne Lane, Farnham
- WA**
11/1062 Certificate of Lawfulness under Section 192 for the erection of an extension and the
conversion of garage/store to habitable accommodation (revision of WA/2010/1427)
Leigh Cottage, Tilford Road, Farnham
- WA**
11/1083 Erection of two log cabins to provide a home study and music studio (follows invalid
application WA/2011/0848)
Wayside, Woodland Drive, Wrecclesham
- WA**
11/1095 Erection of rear extension
1 Vale Close, Farnham
- WA**
11/1103 Variation under Section 73 to vary condition 1 of WA/2010/0645 (to amend drawing
numbers) to alter the ground levels, reduce gradient of drive, reposition garage and
dwelling, reduce roof pitch and height of dwelling by 0.85m
13 Gardeners Hill Road, Wrecclesham
- WA**
11/1114 Erection of brick pillars, fence and gate
The Lodge, 44 Frensham Vale, Farnham
- WA**
11/1066 Application for new planning permission to replace extant permission WA/2008/1196
(erection of extensions)
18 Waynflete Lane, Farnham

No comment without plans

Planning Applications Considered by Members 14 July 2011

**WA
11/1099**

Erection of extensions
41 Middle Bourne Lane, Farnham

Concerned about the adverse affect on the residential amenities of the neighbouring properties and the size and bulk of the proposed extension. Concerned that the proposed extension is very close to the boundary with No.43

**WA
11/1040**

Erection of single storey classroom extensions and entrance lobby following partial demolition of existing building
The Bourne county School, School Lane, Farnham

Concerned about the line of sight and size of development for the plot, plus associated potential questions re parking along School Lane, which is already heavily congested.

**WA
11/1011**

Erection of boundary fence
42 Ford Lane, Farnham

Concerned about he overall appearance of proposed fence – it looks out of place next to the hedge and does not improve the street scene.

**WA
11/1076**

Installation of a free standing ground mounted photo-voltaic array (domestic use)
The Barn, Dippenhall Road, Farnham

No objections.

**WA
11/1077**

Listed Building Consent for installation of a free standing ground mounted photo-voltaic array (domestic use)
The Barn, Dippenhall Road, Farnham

No objection subject to the approval of the Listed Buildings Officer.

**WA
11/1111**

Variation under Section 73 to vary Condition 5 of WA/2010/1213 to alter the number of bedrooms to the four dwellings
50 West Street, Farnham

Concerned that no site plan available and not enough information to comment.

**WA
11/1112**

Variation under Section 73 to vary Condition 5 of WA/2010/1214 to alter the number of bedrooms to the four dwellings
50 West Street, Farnham

Concerned that no site plan available and not enough information to comment.

NMA Amendment to WA/2008/1781 for alterations to the roof of the rear extension.
11/0084 38 North Avenue, Farnham

Insufficient information and plans to be able to make a comment.

WA Erection of 5 two bedroom and 4 three bedroom houses with associated parking and
11/1068 amenity space (revision of WA/2009/1814)
Land at Portland House, Hale Road, Farnham

Like the new approach to the design of the development, creating something sympathetic to Portland Terrace, but concerned about the inadequate parking facilities.

WA Erection of extensions and alterations following demolition of existing extension and
11/1073 conservatory; erection of detached double garage.

No objections

WA Erection of detached double garage and store
11/1084 21 Compton Way, Farnham

No objections

WA Erection of single storey orangery and replacement garage
11/1087 1 Swifts Close, Farnham

No objections.

WA Erection of extensions and alterations
11/1102 10 Ford Lane, Farnham

Concerned about the adverse affect on the residential amenities of the neighbouring property at No 8.

WA Erection of two storey rear extension
11/1038 22 Lynton Close, Farnham

Would prefer to see obscure glass in the window of the south elevation.

WA Erection of extensions and alterations
11/1027 Owlpin, 31A Burnt Hill Way, Wrecchlesham

No objections

WA Erection of single storey rear extension (revision of WA/2011/0927)
11/1067 22 Trinity Fields, Farnham
Previous comments on the 30 June 2011 were as follows: Concerned about the possible adverse affect on the neighbours' amenities.

Same comments till stand - Concerned about the possible adverse affect on the neighbours' amenities.

**WA
11/1057**

Erection of single storey front extension and alterations to layout.
22 Copse Avenue, Farnham

Concerned the proposed application will bring building line forward and have an adverse impact on the street scene.

**WA
11/1108**

Erection of entrance canopy, steps, ramp and alterations to elevations
Nuffield Health Fitness and Well Being Centre, Weybourne Road, Farnham

No objections

**WA
11/1074**

Erection of detached double garage
Rockford Lodge, Rosemary Lane, Rowledge

No objections

**WA
11/1026**

Erection of single storey extension and alterations to roof to provide habitable accommodation
16 Kings Lane, Wrecclesham

No objections

**WA
11/1012**

Erection of single storey side extension, dormer windows and roof lights to provide loft conversion
6 Meadow Way, Farnham

No objections

The meeting closed at 8.15pm

Notes taken by Ginny Gordon



FARNHAM TOWN COUNCIL

H

Minutes Planning Consultative Group

Time and date

6.30pm on Thursday 28 July 2011

Place

Town Clerk's Office, South Street, Farnham

Members Present

- * Cllr C G Genziani
- 0 Cllr D Beaman
- 0 Cllr P Blagden
- * Cllr S Hill
- * Cllr S Hollins-Owen
- 0 Cllr J Ricketts
- * Cllr S O'Grady

* Present

0 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 Beaman, Blagden and Ricketts.

2 Disclosure of interests.

There were no disclosures of interests.

APPLICATIONS CONSIDERED NOT TO REQUIRE FURTHER COMMENT

- WA**
11/0897 Erection of outbuilding, alteration to boundary wall, widening of existing vehicular access and construction of timber gates.
The Priory, 6 Swingate Road, Farnham
- WA**
11/1173 Advertisement consent for the display of signs
Plot 7, Coxbridge Business Park, Alton Road, Farnham
- NMA**
11/0094 Amendment to WA/2011/0613 to replace single dormer window with two smaller ones.
14 Crooksbury Road, Farnham
- WA**
11/1124 Advertisement consent for the display of an internally illuminated fascia sign
19 Woolmead, Farnham
- NMA**
11/0095 Amendment to WA/2008/0957 to provide amendments to elevations and Internal layout.
Reference number changed from NMA/2011/0218 to NMA/2011/0095
2 Compton way, Farnham
- NMA**
11/0096 Proposal amendment to WA/2011/0745 to provide change to window sizes on front and side elevation. Reference number changed from NMA/2011/0219 to NMA/2011/0096.
14 Stoneyfields, Farnham
- WA**
11/1174 Consultation on a County matter; details of landscape and restoration, Agricultural aftercare scheme and surface and groundwater protection. Submitted pursuant to conditions 13,16 and 19 respectively of WA/1998/1018 dated 4 August 1999.
Runfold South Quarry, Guildford Road, Farnham
- WA**
11/1140 Change of use of land to form residential curtilage
295 Macdonalds Road, Farnham
- WA**
11/1175 Consultation on a County matter; single storey extension to create new reception area and alterations to façade to create new entrance,
Land at Farnham Heath End School, Hale Reeds, Farnham
- NMA**
11/0093 Amendment to WA/2010/1157 to provide an additional ground floor, side window and roof light to the rear.
40 Shortheath Crest, Farnham

APPLICATIONS CONSIDERED BY MEMBERS ON 28 JULY 2011

- WA**
11/1143 Conversion of existing garage into habitable accommodation and first floor side extension
25 Ford Lane, Farnham

Concerned about the adverse impact on the residential amenities of the neighbouring properties and the loss of parking.

WA
11/1156 Erection of single extensions and alterations
26 Kiln Lane, Farnham

No objections

WA
11/1141 Installation of new heat recovery unit and replacement of condensing unit.
22 The Borough, Farnham

No objections

WA
11/1144 Erection of extensions and alterations
55 Weydon Hill Road, Farnham

Concerned about the adverse impact on the residential amenities of the neighbouring properties and the bulk and mass of the proposed development. Concerned that this will be out of keeping with the street scene.

WA
11/1147 Erection of rear extension following demolition of lean-to (revision of WA/2011/0031)
Previous comments on 10 Feb 2011 were as follows: Concerned about the possible adverse affect on the residential amenities of the Neighbouring properties. Materials should be in keeping with the existing.

The same comments still apply; Concerned about the possible adverse affect on the residential amenities of the neighbouring properties. Materials should be in keeping with the existing.

WA
11/1180 Certificate of Lawfulness under Section 192 for the erection of a rear extension.
2 West Close, Farnham

No objections

WA
11/1148 Erection of extensions and alterations including rear dormer window
35 High Park Road, Farnham

Concerned about the adverse affect on the residential amenities of the Neighbouring properties and the street scene.

WA
11/1176 Erection of extensions and alterations
6 Windermere Way, Farnham

Concerned about the bulk and mass of the proposed application and the adverse affect on the residential amenities of the neighbouring properties and also the street scene.

NMA Amendment to WA/2010/1842 to reduce the size of the proposed

11/0092 extension.
24 Lower Weybourne Lane, Farnham

No objections

WA Retention of annex accommodation and alterations
11/1155 3 Laburnum Road, Farnham

No objections

WA Construction of new garage roof
11/1177 28 St Georges Road, Badshot Lea

No objections

WA Change of use for use as a pre-school nursery (on a permanent basis) together with
11/1134 alterations to the external face of the buildings to make them permanent structures (revision of WA/2011/0042). Previous comments on the 10 Feb 2011 were as follows: Strongly object, inadequate parking facilities on an already congested and busy bus route. Tootsies, Weydon Lane (Weydon School)

Same comments still stand; Strongly object, inadequate parking facilities on an already congested and busy bus route. Concerned about parking and road movements and safety of children.

WA Display of illuminated and non-illuminated signs.
11/1162 Bear and Ragged Staff, 48 West Street, Wrecclesham

No objections subject to the approval of the Conservation Officer

WA Listed Building Consent for the display of illuminated and non-illuminated
11/1163 Signs and external alterations.

No objections subject to the approval of the Conservation Officer

The meeting closed at 7.00 pm

Notes taken by Ginny Gordon



FARNHAM TOWN COUNCIL



Notes Infrastructure Planning Task Group

Time and date

10.00am Friday 8 July 2011

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors Paddy Blagden, Carole Cockburn, Jeremy Ricketts, Roger Steel,

Officers present: Iain Lynch, Town Clerk,

1. Apologies

There were no apologies

2. Declarations of Interest:

There were no declarations of interest

3. Election of Task Group Chair

POINTS	ACTION
Cllr Blagden proposed Cllr Roger Steel. This was agreed.	

4. Terms of reference and way forward

POINTS	ACTION
<p>It was noted that Council had established the Task Group to review key infrastructure issues which are of great importance to Farnham, and to make recommendations to Waverley. The intention was to build on the work of the work of the Design Statement and prepare a response quickly. The primary area of focus was to ensure Farnham made a contribution to the Core Strategy and that whatever happened was in the best interests of Farnham.</p> <p>Cllr Steel tabled a 'think piece' setting out issues that could be part of the scope of the Task Group and the issues were discussed.</p>	Town Clerk to amend

<p>The issues discussed included:</p> <ul style="list-style-type: none"> • The threat of Cross-border developments and their impact on traffic infrastructure and consequent air pollution in particular; • The need for an agreed definition of “previously developed” land to avoid having to build on areas outside the core part of Farnham; • The need to protect green spaces around Badshot Lea and the strategic gap (despite the comments from an individual Planning Inspector); • The need to ensure that future development doesn’t change the character of Farnham; • Creating a defence against inappropriate development or overdevelopment; • Infrastructure needed if significant numbers of additional homes are built (eg sewerage works investment) • The need for Farnham to play an active part in the regeneration of the SITA site at Runfold as it is returned to recreational land. <p>Cllr Steel referred to the John Prescott ‘Case Study 14’ which referred to Farnham as a town that had expanded for future generations without losing its character. This was something that had to be retained. Farnham needed attractive signature buildings and architects who had a natural feel for the Character of Farnham.</p> <p>Cllr Cockburn emphasised the need for a good evidence base to influence Waverley and members agreed that public involvement in the process was a significant part of the evidence needed.</p> <p>It was agreed that there would be the need to co-opt people onto the Task Group to assist with particular pieces of work such as traffic and roads.</p>	
---	--

5. Workshops

POINTS	ACTION
<p>It was agreed that there would be a series of engagement activities following a similar pattern to what worked well with the Farnham Design Statement process.</p> <p>There would be a workshop for residents associations, the Farnham Society and other interested organisations; an event for developers; a series of conversations with neighbouring local authorities (including Guildford, East Hants, Rushmoor, Hart, and Hampshire) as well as Waverley BC and Surrey CC; and discussions with schools. Councillors would be engaged throughout the process with reports back to Council.</p> <p>Separate discussions would take place with people knowledgeable on technical issues such as the SANGS, roads and air quality.</p>	

It was agreed that the process and document should be called "Shaping Farnham's Future".

6. Timescale and key dates

POINTS	ACTION																				
<p>Members noted that Guidance on the publication of the Core Strategy was still awaited and was expected to be by the end of July or early August. Members wished to have a fast track process, allowing enough time for engagement but with a desire to hit the target deadline for Waverley – which at the current time was thought to be the end of September.</p> <p>The Town Clerk said that public bodies consulting with community groups were normally encouraged to allow for a twelve week process to ensure that groups that did not meet often could consider the issues and that this was a very tight process over a holiday period. Members felt that there would be an ongoing process and that there would be the possibility of contributing at different stages including the stage when Waverley itself consulted on its core strategy. It was important that Farnham's views were input into the Core Strategy process.</p> <p>The Provisional Timetable agreed was:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Letters inviting groups to workshops</td> <td style="width: 60%;"><i>Week commencing 11th July</i></td> </tr> <tr> <td>Press release</td> <td><i>Week commencing 11th July</i></td> </tr> <tr> <td>Task Group Meeting</td> <td>22nd July 10am</td> </tr> <tr> <td>Consultation Workshop</td> <td>28th July 7pm</td> </tr> <tr> <td>Meeting with developers</td> <td>29th July</td> </tr> <tr> <td>Report to Council</td> <td>4th August</td> </tr> <tr> <td>Task Group to finalise consultation document</td> <td>12th August 10am</td> </tr> <tr> <td>Prepare for exhibition/</td> <td><i>Week commencing 15th August</i></td> </tr> <tr> <td>Exhibition</td> <td><i>Week commencing 22nd August</i></td> </tr> <tr> <td>Report to Special Council (subject to agreement of Mayor)</td> <td>29th September</td> </tr> </table> <p>It was agreed that the consultation would be able to take place over a minimum of six weeks</p>	Letters inviting groups to workshops	<i>Week commencing 11th July</i>	Press release	<i>Week commencing 11th July</i>	Task Group Meeting	22 nd July 10am	Consultation Workshop	28 th July 7pm	Meeting with developers	29 th July	Report to Council	4 th August	Task Group to finalise consultation document	12 th August 10am	Prepare for exhibition/	<i>Week commencing 15th August</i>	Exhibition	<i>Week commencing 22nd August</i>	Report to Special Council (subject to agreement of Mayor)	29 th September	
Letters inviting groups to workshops	<i>Week commencing 11th July</i>																				
Press release	<i>Week commencing 11th July</i>																				
Task Group Meeting	22 nd July 10am																				
Consultation Workshop	28 th July 7pm																				
Meeting with developers	29 th July																				
Report to Council	4 th August																				
Task Group to finalise consultation document	12 th August 10am																				
Prepare for exhibition/	<i>Week commencing 15th August</i>																				
Exhibition	<i>Week commencing 22nd August</i>																				
Report to Special Council (subject to agreement of Mayor)	29 th September																				

7. Initial Tasks

POINTS	ACTION
<p>It was agreed that the following actions would be undertaken</p> <ul style="list-style-type: none"> • Air Quality research • SPA And SANGS • Traffic and Roads • Secondary Schools consultation • Local authority consultation • Planning Policies and Strategic Gap review 	<p>Cllr Jeremy Ricketts Cllr Roger Steel Cllr Roger Steel to ask Robert Mansfield if he can assist Roger Steel/Paddy Blagden Carole Cockburn/Paddy Blagden Carole Cockburn/Paddy</p>

<ul style="list-style-type: none"> • SITA site and Green Spaces • Engaging Communities • Wider infrastructure issues • Discussion with Waverley Head of Planning and Portfolio holder 	<p>Blagden</p> <p>Roger Steel Jeremy Ricketts Task Group</p> <p>Roger Steel</p>
---	---

8. Date of Next Meeting

POINTS	ACTION
22nd July at 10am	

Notes written by Iain Lynch



FARNHAM TOWN COUNCIL



Notes

Infrastructure Planning Task Group

Time and date

10.00am Friday 8 July 2011

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors Paddy Blagden, Carole Cockburn, ,

Officers present: Iain Lynch, Town Clerk,

1. Apologies

Cllr Roger Steel

2. Declarations of Interest:

There were no declarations of interest

3. Notes of Meeting held on 8th July

POINTS	ACTION
These were agreed.	

4. Progress to date

POINTS	ACTION
Details of meetings held to date with external groups were discussed and noted.	Town Clerk to amend

4. Workshops

POINTS	ACTION
I Developers Workshop Names of developers, landowners and property advisers were discussed.	

Agree that the workshop for those involved in the property sector should be as inclusive as possible to get an overview of issues facing Farnham for the future. Suggested names included:
Stedman and Blower architects
Arcadia
Bellamanda Estates
Ellsmore Construction
Connolly
F& C Management
Traynor Ryan
Wadham and Isherwood
Millgate Homes
Bellway Homes
Max Lyons
Kents Developments
Barratt Homes

A date for the event has to be agreed

2 Community Workshop

The plans for the workshop scheduled for the 28th July were discussed. It was agreed that the format would be:

- 7.00pm Initial introductions and presentation by Cllr Steel
- 7.20pm Questions of clarification
- 7.30pm Post it notes placed by participants around thematic boards. 5 minutes per group per board
- 8.15pm General discussion (thematic and geographic)
- 8.45pm Next Steps

The thematic topics identified were:

- Roads, access and traffic
- Housing
- Environment (including River and flooding, Air quality, and greenspace)
- Employment
- Recreation (including SITA site)
- Education
- General Infrastructure (including broadband, sewerage, electricity etc)
- Cross-border issues – threats and opportunities
- Planning policy (including the strategic gap, garden grabbing, local designations, design etc)

It was also agreed that the thematic issues need to be cross referenced to geographic issues. Also agreed that a map showing some of the key areas should be prepared for Cllr Steel's presentation including amongst other areas:

The sita site, Guildford Road, the Police Station, East Street and the Woolmead, the Memorial Hall and West Street, and Badshot Lea

In the next steps session, it would be important to seek additional evidence from those attending to contribute to the paper that was being developed.

Agreed that coffee and biscuits would be provided for the workshops.

Additional names to be submitted to Town Clerk in order that invitations can be sent out once a date had been agreed.

Town Clerk to prepare and agenda after consultation with Cllr Steel.

Town Clerk to arrange

--	--

5. Preparing a written report

POINTS	ACTION
It was noted that Councillor Blagden had prepared an initial skeleton report which would be refined ahead of the workshop so that attendees could comment further.	Paddy Blagden

6. Timetable and Date of Next Meeting

POINTS	ACTION
It was noted that the timetable from a Waverley perspective looked as though it were slipping. It was agreed that the outline dates agreed at the first meeting would stand.	
Next meeting date to be agreed after the community workshop.	Roger Steel

Notes written by Iain Lynch