



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 17 December 2009

Place

The Council Chamber, South Street, Farnham

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY** on **THURSDAY 17 DECEMBER, 2009, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

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

Mr Roland Potter
Town Clerk

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 17 December 2009

Place

The Council Chamber, South Street, Farnham

1 Apologies

To receive apologies for absence.

Apologies for absence have already been received from Cllr Maines

2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 19 November 2009 . attached at **Appendix A**.

3 Disclosure of Interests

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

NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to wendy.coulter@farnham.gov.uk by 12 noon on Wednesday 16th December 2009. 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 Branding

To receive a presentation from Mr Andrew Shaw of Wise Tiger Ltd to review Branding Schemes and Branding Guidelines for the Town Council.

To consider a recommendation from the Corporate Development and Audit Working Group on a Branding Scheme to be adopted for the Town Council from 1st January 2010.

Report attached at **Appendix B**.

7 Review of Town Council Fees and Charges

To consider a recommendation and report from the Corporate Development and Audit Working Group on Council fees and charges for 2010/2011.

Report attached at **Appendix C**.

Part 2 – Items to Note

8 Farnham Town Council Notice Boards

To note a report on the management of Town Council Notice Boards . Report attached at **Appendix D**.

9 Council Opening Hours over the Christmas Period

To note:

1. That Waverley Borough Council will be closing their offices on 24 December 2009 until 4 January 2010.
2. The Town Council offices will close at 5pm on Thursday 23 December until 29 December 2009.
3. The Town Council offices will be open from 10am on Wednesday 30 December until 3pm.
4. The Town Council offices will be open from 10am on Thursday 31 December until 3pm.
5. The Town Council offices will be closed from Friday 1st January 2010 and will open as normal on Monday 4 January.

The Cemeteries Management Team (Town Clerk, Kevin Taitt and Wendy Coulter) will provide an out of hours Cemeteries Service for Burials which are required for cultural or religious reasons to be buried within 24 hours of death only.

10 Working Group Notes

To receive notes from the Corporate Development and Audit Working Group Meetings held on 12 November 2009 . **Appendix E.**

To receive notes from the Cemeteries Appeals and Working Group Meeting held on 19 November 2009 . **Appendix F.**

To receive notes from the Tourism and Events Working Group Meeting held on 18 November 2009 . **Appendix G.**

To receive notes from the Farnham in Bloom Working Group Meeting held on 3 December 2009 . **Appendix H.**

11 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

12 Planning Applications

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

12 November 2009 attached at **Appendix I.**

26 November 2009 attached at **Appendix J.**

The above actions are taken with delegated authority.

13 Exclusion of the Press and Public

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 14, of the agenda.

Part 3 – Confidential Items

14 Devolution of Assets from Waverley Borough Council

To note the progress of contractual negotiations with Waverley Borough Council regarding the devilment of assets.

Confidential report attached under separate cover for Farnham Town Council Members only.

The Town Mayor will close the meeting.

10 December 2009

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

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

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 19 November 2009

Place

The Council Chamber, South Street, Farnham

- * Cllr L Fleming (Town Mayor)
- * Cllr J Ward (Deputy Town Mayor)
- * Cllr G Beel
- * Cllr D Attfield
- * Cllr C Cockburn
- * Cllr V Duckett (arrived at 8.35pm)
- o Cllr (Mrs) P Frost
- o Cllr R Frost
- * Cllr C Genziani
- * Cllr G Hargreaves
- * Cllr S Hill
- * Cllr D Le Gal
- o Cllr A Lovell
- * Cllr J Maines
- * Cllr S O'Grady
- * Cllr R Steel
- * Cllr C Storey
- o Cllr A Thorp

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

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

QUESTIONS BY THE PUBLIC

Mrs A Cooper a resident of Farnham asked the following question:

Having heard of the concerns about some of Farnham's Water Meadows being for sale and how this might lead to much more development than we would like, would the Town Council consider looking into the National Park option as part of the Town Design Statement?+

The Town Mayor replied that Mrs Cooper's question would be forward to the relevant Working Group for consideration.

C 074/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Frost, (Mrs) P Frost, A Lovell and A Thorp.

C 075/09 MINUTES

The Minutes of the Farnham Town Council Meeting held on 3 September 2009 were signed by the Town Mayor as a correct record.

C 075/09 DISCLOSURE OF INTERESTS

Disclosures of interest were received for the following matters:

Name of Councillor	Agenda Item/Minute Number	Subject	Personal/ Prejudicial Interest	Reason
J Maines	7	Budget 2010/2011	Personal	Chairman of Trustees for 40 Degreez
D Le Gal	7	Budget 2010/2011	Personal	WBC representative on Farnham Maltings Management Committee
S O'Grady	7	Budget 2010/2011	Personal . however Prejudicial if individual staffing issues discussed.	Wife is a member of staff.
R Steel	7	Budget 2010/2011	Personal	WBC representative on Farnham Maltings Management Committee

C 076/09 STATEMENTS BY THE PUBLIC

Statements were made by the following Members of the Public:

Mr Skeet - refer to Minute Number 078/09
Mr Wilde . refer to Minute Number 078/09
Mr Cooper . refer to Minute Number 078/09
Mr Skeet . refer to Minute Number 078/09
Mr Hyman . refer to Minute Number 078/09

Mr Hyman - refer to Minute Number 080/09

C 077/09 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor reminded Members that the Christmas Lights Switch On would be taking place on Saturday 28 November 2009, in Gostrey Meadow.

Members were asked if they could contribute prizes to the tombola in aid of the Brightwells Gostrey Centre, which would be taking place at the Switch On

The Town Mayor also added that the person selected to switch on the Christmas Lights for 2009 would be the person who won the fancy dress competition which would be held at the Switch On

Part 1 – Items for Decision

C 078/09 EAST STREET RE-DEVELOPMENT

Prior to the commencement of this item on the agenda, the Town Mayor invited Members of the Public to make Statements, the following statements were made:

Mr Wilde . St James Terrace, Farnham.

What effect will the burying of pylons at Riverside, the site where Brightwells Tennis Club is to be relocated, have on disturbing the recently discovered pollution and will you guarantee to impart the information to the public when it does become available in a full and open way by using more means of communication other than just a website.+

Mr Cooper . Nutshell Lane, Farnham.

Given that Waverley Borough Council has received over 6,000 objections to its plans for East Street, do you think that the circumstances are now right for you to reduce the scale and density of your scheme and to reinstate the community and leisure facilities so valued by the people of Farnham.+

Mr Skeet . Farnham Resident

Would like to draw the attention of Town Councillors to the concerns of many local residents with the position of Crest Nicholson over the relocation of Brightwells tennis club and associated car parking at the Riverside site, it remains unclear particularly in view of the possible risks from pollution on the site and possible remedial costs.+

Mr Hyman . Alfred Road, Farnham.

With respect to the East Street Development the consent that was granted for this application in August of this year did not provide the data required by the Environmental Impact Assessment Directive in two respects, specifically the flood level in South Street, the flood risk was assessed on the basis that the footpaths either side of Montrose House do not exist, which is a glaring error.

This will cause problems when it comes to the purchase and conveyancing of the ground floor flats, in particular, because the wrong flood level has been set and the wrong amount of flood compensation has also been included in the plans. The other data that is missing is the rephrasing of the lights at the Royal Deer and Crest Nicholson themselves admit that, their traffic proposals will grid lock the town to the extent that people will park in the extremities and walk in to town because it is much quicker to do so and that 14% of traffic coming in down Castle Street will come all the way round down Upper Hale road because it will be quicker to do so.

These problems do not go away just because consent has been granted so will Crest Nicholson please tell us whether they are going to put in another planning application that corrects these matters.+

Members received a presentation from Mr Greg Vincent from Crest Nicholson regarding the future plans for the East Street re-development. The following points were made by Mr Vincent:

The 106 Agreement has been agreed and signed by Crest Nicholson.

No further action had taken place regarding the Riverside works, Crest Nicholson were not aware of any further pollution other than that shown in the contamination reports.

As and when works commenced at Riverside, the Requirements and Conditions stated in the agreement with Waverley Borough Council was that a full investigation and remediation would take place. Any information that came out of the investigations would be made available.

Demolition works had taken place on some of the buildings such as the former health centre, which had become a health hazard due to vermin. The site would be tidied up, made more attractive and safe before work commenced on the site.

Crest Nicholson have been working with Waverley Borough Council on footpath diversions and traffic orders and with Surrey County Council on traffic regulations and the Section 278 traffic agreements.

Crest Nicholson have been looking at the definitive issues with the management of traffic on the site with the major contractor in terms of how the planning would go ahead and how the impact would be reduced.

Some of the proposals would be tabled on how the traffic management would work over the following weeks.

Crest Nicholson have been in talks with the owners of the Woolmead in order to make improvements to the overall structure and to the possible acquisition of that land. The talks were being conducted through Waverley Borough Council.

J Sainsbury's are working with Crest Nicholson to make improvements to the existing car park and access and the front of the existing Sainsbury's store (a copy of the proposals is **attached to record minutes**).

The proposals for the improvements to the car park and shop frontage will be submitted to Waverley Borough Council as planning proposals as they were not included in the planning application that had received permission.

The improvements would include a new stair, new lifts, better lighting and signage.

Crest Nicholson proposed that the traffic improvements would be carried out before work started on the site because it would help traffic movement and management.

Crest Nicholson were talking to prospective tenants for the commercial premises on the East Street site. Discussions had taken place with companies such as Next, River Island, H&M for 10 to 20,000 sq ft units. Discussions had also taken place with affordable luxury outlets such as Karen Millen, Hobbs, Jack Wills, Holister etc. Some of the units may be divided up into smaller units to allow smaller, independent retailers to come into the site.

Mr Vincent confirmed that Crest Nicholson had had approaches from funders for the shopping centre.

Cambridge place has come on to the market and vendors have shown an interest. Vendors are attracted to Farnham as a town it has a good rent profile with growth potential.

Crest Nicholson has been refinanced which was arranged with bankers and investors.

Crest Nicholson has opened up 3 new sites in the last 2 months in Crawley, Southampton and Milton Keynes.

Following the presentation Members of Farnham Town Council, were invited by the Mayor to ask Mr Vincent questions.

Cllr Maines asked whether Crest Nicholson had given up on the plans to access the site from the A31 bypass which would help relieve the traffic congestion in the town whilst the development was being built.

Mr Vincent replied that the plans had not been given up they had been fully researched and would be part of the proposals going for consideration to Waverley Borough Council.

Cllr O'Grady asked whether any thought been given to the provision of more affordable retailers and retailers for younger people, within the development?

Mr Vincent replied that Crest Nicholson had had discussions with New Look.

Cllr Maines stated that fashions were changing with regard to what people were looking for when purchasing properties, were crest Nicholson keeping an eye on this situation?

Mr Vincent confirmed that Crest Nicholson monitored the situation closely. They had approaches from Care Home operators about whether there was any potential for the Care Home type of accommodation within the development.

Mr Vincent confirmed that it might be possible to make alterations to some of the accommodation blocks to alter the types of accommodation.

Cllr Storey expressed his concern about the number of multiples that had been mentioned and Farnham about becoming a clone town. He asked whether space would be reserved in the scheme for one off retail outlets.

Mr Vincent confirmed that Crest Nicholson had been looking at a block of units at the entrance of the scheme by Sainsbury's to reconfigure the unit into much smaller units which would be more affordable for local retailers.

Cllr Steel asked who were the two largest shareholders in Crest Nicholson.

Mr Vincent replied that he did not know for certain however, he believed there were about 25 banks and HBOS and Lloyds TSB were probably the major share holders.

The Town Mayor thanked Mr Vincent for coming to the Council meeting, making the presentation and answering questions.

C 079/09 FARNHAM TOWN COUNCIL DRAFT BUDGET 2010/2011

Members received a report and recommendations from the Corporate Development and Audit Working Group on the Draft budget for 2010/2011.

Cllr Ward, as Lead Member of the Corporate Development and Audit Working Group introduced the draft Budget for 2010/2011.

Cllr Ward explained the main changes in the 2010/2011 Budget from the previous 2009/2010 Budget.

He explained that more funds had been allocated to the Website; it was being well used and required further development.

The Rent had risen by £4,000 however this included the provision of space for the new reception area.

The Grants had been reduced in line with the Town Council's policy to reduce the major grants by 20% each year.

The Bank interest had gone down dramatically from the budget 2009/2010 due to the current economic climate.

A loan of £82,000 outstanding on which the Town Council was paying 8.12% interest. It was the recommendation of the Corporate Development and Audit Working Group that the loan be paid off out of Reserves, which would reduce the current budget.

More money was being put in to Farnham in Bloom as it was rolled out to include the villages.

Allotment income had risen slightly, there were more allotments now provided at the Shepherd and Flock and Farnborough Road sites.

An additional £14,000 had been provided in the budget for Events. More events would be provided in 2010 and £7,500 of the budget was to pay staff for working at events.

Income had risen from Cemeteries, sadly as there was a greater demand for the services.

Cllr Ward commended the budget and asked Members to approve the £878,739, which was less than last 2009/2010 budget by £48,000. Cllr Ward confirmed that the Town Council was providing more services for less cost and he commended the hard work of the officers.

Cllr Le Gal asked about Community Safety, whether the estimate for it was high and whether anything could be shaved off that figure.

The Town Clerk responded that a new CCTV system was being installed which would allow more cameras to be monitored at any one time however this meant there would be higher costs for maintenance and higher rental costs with a new five year agreement with BT Redcare.

Cllr Le Gal asked whether an adequate increase had been factored with the rising cost of electricity and heating.

She also asked whether the 1.1% increase in cost of living for salaries was due to Farnham Town Council being in the National Scheme as she was aware that Surrey County Council and Waverley Borough Council had frozen pay increases.

The Town Clerk responded that it was believed that the heating and electricity costs could be maintained at the current level because insulation was being increased.

The Town Clerk confirmed that the Town Council was in the National Pay Award Scheme and the 1.1% was the projected increase in line with the consumer price index increase. However, the Town Council did not know what the outcome of any negotiations might be.

Cllr Le Gal asked about the Pension Payment contributions and the estimated amount and which authority had approved the increase.

The Town Clerk confirmed that it was Surrey County Council.

Cllr Le Gal asked whether any saving could be made on the postage, stationery and photocopying charges.

The Town Clerk explained the increases were due to the cost of postage increasing and that the photocopier was now rented and the Town Council paid copier charges.

Cllr Storey commented that the Town Council had taken the decision in the past that its services such as allotments and cemeteries ought to break even. The figures that were in the budget did not include the staff costs, did the Town Clerk know whether the services were beginning to break even.

Cllr Cockburn replied that the costs were reducing in terms of the Cemeteries Service however; there would always be maintenance costs. The aim was to achieve the balance between the provision of the service and the maintenance of the cemeteries.

Cllr Ward confirmed that the Cemeteries would never make a profit or break even.

Cllr Maines made a general observation that care ought to be taken with regard to reducing grants and taking away money from organisations that provide events and then the Town Council putting on those events.

Cllr Maines also asked about the Blackwater Countryside Management Group and why their subscription had not been paid.

The Town Clerk explained that the invoice had only just been received by the Council but would be paid shortly.

Cllr Cockburn clarified that the Town Council had decided, three years ago to reduce the larger grants by 20% each year. A huge percentage of the precept about 13% was then being spent on grants.

Cllr Cockburn confirmed that warning had been given to all those organisations that the Town Council would reduce the grants.

When it came to making the decisions on the grants for this year, there had been a long debate, some Members did think that the Farnham Citizens Advice Bureau was in a different position, but having guaranteed something to three other organisations the Corporate Development and Audit Working Group agreed that the figures could not be manipulated at that stage.

Reluctantly the Working Group took the decision to treat all the grant applicants the same.

Cllr Steel commented that it was a good and sensible budget and reflected the difficult financial times. Cllr Steel reminded Members that it was only the residents of Farnham that contributed towards the Precept, not the commercial organisations.

Cllr Steel also commented that he did not think that the Town Council should allow its reserves to fall.

RESOLVED:

- 1. To agree the Draft Budget for 2010/2011 (at a net operating cost of £878,739) (Consolidated Budget attached to record minutes).**
- 2. To approve a grant of £2000 to the Farnham Maltings in 2009 for toilet refurbishments.**
- 3. To agree a settlement figure of £108,145 for the outstanding balance of the loan and be paid from General Reserves.**

C 080/09 PROTECTING FARNHAM AND THE CONSIDERATION OF SUITABLE ALTERNATIVE NATURAL GREEN SPACES (SANGS)

Before the Members considered this Item, Mr Hyman made the following statement:

There were a couple of misconceptions with regard to SANGS. It was a very complicated issue.

If an area met all the requirements of a SANGS already, then it could not be used as a SANGS, because it could not be improved.

Natural England stated that a green space that currently met the standards within the delivery plan should be discounted as mitigation and green space which could be significantly upgraded to improve its attractiveness and or carrying capacity therefore could be used as mitigation once the improvements had been made.

From the list of possible SANGS that Waverley Borough Council had suggested the land to the East of Farnham Park was the improvable one and being of genuine use and possibly the best option.

In the Habitats Directive the existence of Article 64 gives Farnham what it wanted . limited development in Farnham under local control, through the Europe test.

Members were asked to consider the current position regarding the allocation of SANGS in Farnham and to consider any further action by the Town Council.

The Town Mayor asked Cllr Cockburn to introduce the item.

Cllr Cockburn explained that the Town Council did not have any responsibility for SANGS but it did have a responsibility to protect Farnham and to make sure that the Town Councils views were put across to Waverley Borough Council in the strongest possible way. This was very important as a consultation on SANGS had just been completed and suggestions for SANGS were going forward to the Executive Committee and Full Council.

The issue of the water meadows had been taken to the Corporate Development and Audit Working Group for discussion and the issue of SANGS and development was linked.

Cllr Cockburn asked Members consider how the Town Council could ensure that the Town Council's comments that had been sent to Waverley Borough Council, were strong enough and were sent to as many people as possible.

Cllr Cockburn was concerned that Waverley Borough Council had not taken into consideration the comments that Farnham Town Council had submitted. She urged the Council to reiterate its comments.

Cllr Cockburn asked if through the Town Mayor, the Council would consider resending its comments and send them to every Waverley Borough Councillor and some of the strategic officers. It would be the only way to ensure that every single Waverley Borough Councillor would read the Town Councils comments.

Cllr Beel agreed that it was a good idea to send the Town Councils comments to all Waverley Borough Councillors.

The Town Mayor suggested that Farnham Town Council use the same campaign that had been used for the Farnborough Aerodrome, to write to every Waverley Borough Councillor. The Town Mayor suggested that she liaise with the Town Councils officers, to write a strongly worded letter to all Waverley Borough Councillors and strategic officers, stressing what Farnham Town Council thought about the consultation and the allocation of SANGS.

Cllr Steel urged all Farnham Town Councillors who were also Waverley Borough Councillors to help get the message across to fellow Waverley Borough Councillors and to speak at the forthcoming Council meeting.

RESOLVED:

That the Town Mayor liaise with Town Council officers to write a strongly worded letter to all Waverley Borough Councillors, reiterating the Town Council's comments on the recent Waverley Borough Council SANGS consultation.

C 081/09 MINERALS TASK GROUP

Farnham Town Council received notification of a Consultation on the Surrey Minerals Plan.

Members noted that the closing date for the consultation was 18 December 2009.

Members were requested to consider the appointment of a minimum of three Members to form a Minerals Task Group to respond to the consultation on behalf of Farnham Town Council.

Resolved: That Cllr D Attfield, Cllr D Le Gal and Cllr S O'Grady be appointed to the Minerals Task Group to respond to Surrey County Council's Consultation on the Surrey Minerals Plan on behalf of Farnham Town Council.

C 082/09 FARNHAM TRANSPORTATION TASK GROUP

Members were asked to consider the appointment of a Farnham Town Councillor as a representative on the Farnham Transportation Task Group.

Resolved: That Cllr A Lovell be appointed as Farnham Town Council's representative on the Farnham Transportation Task Group.

C 083/09 SERVICES TO FARNHAM AWARDS

Members were asked to adopt the principle of a Services to Farnham Award as a result of a donation by Sir Ray Tindle and to approve the draft Terms of Reference (attached to record minutes).

Resolved: That the Services to Farnham Awards and the Terms of Reference be agreed.

Part 2 – Items Noted

C 084/09 APPOINTMENT OF GOVERNOR FOR POTTERS_qGATE SCHOOL

Members noted a letter concerning the appointment of a Governor for Potters_qGate School.

It was agreed that a letter of thanks would be written in reply.

C 085/09 WORKING GROUP NOTES

Members received the notes of the Corporate Development and Audit Working Group held on 21 September 2009 . **notes attached to record minutes.**

Members received the notes of the Cemeteries Appeals and Working Group meeting held on 10 September 2009 . **notes attached to record minutes.**

Members received the notes of the Tourism and Events Working Group meeting held on 16 September 2009 . **notes attached to record minutes.**

Members received the notes of the Farnham in Bloom Working Group meeting held on 24 September 2009 . **notes attached to record minutes.**

Members received the notes of the Farnham Design Statement Task Group meeting held on 15 September 2009 . **notes attached to record minutes.**

C 086/09 REPORTS FROM OUTSIDE BODIES

Members received a verbal report from Cllr D Le Gal regarding the refurbishment works at the Farnham Maltings. Cllr Le Gal reported that the works were progressing well.

C 087/09 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on, 27 August, 10 September, 24 September, 15 October and 29 October 2009.

RESOLVED: That the observations made by the Planning Consultative Group held on 27 August, 10 September, 24 September, 15 October and 29 October 2009, and dealt with in accordance with delegated authority, be noted.

The Town Mayor closed the meeting at 8.50pm.

Date

Chairman

FARNHAM TOWN COUNCIL

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

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

COMMITTEE: COUNCIL

DATE: 17 DECEMBER 2009

NAME OF COUNCILLOR: _____

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

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

Signed

Dated

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

² A personal interest includes:

Any matter registered in the register of interests

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

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

⁴ State item under consideration.



FARNHAM TOWN COUNCIL

B

Report

Report to

Full Council . 17 December 2009

Title

Town Council Branding and Branding Guidelines

AUTHOR: <i>Roland Potter</i> <i>Town Clerk</i>	PRESENTED BY: <i>Mr Andrew Shaw</i> <i>Wise Tiger Ltd</i>
1. Summary of Key Issues	
<ol style="list-style-type: none">1. To receive a presentation from Mr Andrew Shaw of Wise Tiger Ltd to review a Branding Scheme and Branding Guidelines for the Town Council.2. To consider a recommendation from the Corporate Development and Audit Working Group on the Branding Scheme to be adopted for the Town Council from 1st January 2010.	
2. Background	
<p>The Town Council has, over a number of years accumulated a number of different brands which identify the Town Council. Some are readily identified as the Town Council and others are less effective.</p> <p>The complexity, consistency and cost of reproducing the heraldic Coat of Arms of the Town Council has contributed to the creation of a diverse number of brands. In addition this has created challenges over which is the most appropriate brand to use in identifying the Town Council, its services and events.</p> <p>It is not the intention of this review to remove the use of the heraldic Coat of Arms for legal, official and civic purposes. It is however to identify a simpler consistent brand for use by the Councils Services and Events.</p>	
3. Current Situation	
<p>Members of the Corporate Development and Audit Working Group together with Officers of the Town Council and Wise Tiger Ltd have been exploring different schemes to develop a more simple and useable brand.</p>	

The Corporate Development and Audit Working Group considered the work completed so far and have identified branding options to be recommended to Full Council.

Mr A Shaw of Wise Tiger Ltd will make a presentation on the progress of the Working Group to date and the proposed brand.

4. Legal and Policy Implications

The Coat of Arms of the Town Council should be retained for use for Legal, Official and Civic purposes.

There is a need for the Town Council to protect its brands in the same way that the Heraldic Coat of Arms is protected in that their use must be approved by the Town Council.

Branding Guidelines will ensure that the reproduction of the Town Council's brands were consistent and controlled by the Town Council.

5. Financial Implications

The reproduction of brands is capability within the Town Council's current software at no additional cost.

The retention of the Coat of Arms for legal and civic purposes will have no additional costs.

6. Time Implications

Members are requested to consider making a decision at this meeting to ensure that the Branding is in place for Events in 2010, in particular the Town Guide which is due for republication in mid January 2010.

RECOMMENDATIONS:

- 1. To retain the Town Council's Coat of Arms for legal and civic purposes.**
- 2. To approve a new brand and branding guidelines for the Town Council's Events and Services**
- 3. To approve the implementation of the Branding Scheme from 1 January 2010.**

10 December 2009

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

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

C

Report

Report to

Full Council . 17 December 2009

Title

Review of Council Charges for 2010/2011

AUTHOR: <i>Wendy Coulter – Committee and Members Services Coordinator</i>	PRESENTED BY: <i>Roland Potter Town Clerk</i>
Summary of Key Issues	
To consider recommendations from the Corporate Development and Audit Working Group on: a. Fees and Charges for 2010/2011 b. To introduce new charges from 1 January 2010	
Background	
The Town Council provides services in the following areas which have fees and charges: Allotments Bandstand hire Banners Cemeteries (Burials and associated services) FarmersqMarket Library Gardens It is the Town Council's practice to review fees on an annual basis.	
Below are a list of the current and the recommended fees and charges for 2010/2011.	

Allotments	Current	2010	
Description of Cost	Amount (£)	Amount (£)	Notes
Rental of 5 rod plot	23.50	28.00	(This is due to increase to £28 in April 2010 as agreed by Council in January 2008) (Payable from 1 st January 2010).
Bandstand Hire	N/A	25.00	Administration fee
Bandstand Hire	N/A	200.00	Refundable deposit
Banners			
Installation	70+vat	70+vat	Not for profit organisations
Administration	35+vat	35+vat	Not for profit organisations
Rent per week	25+vat	25+vat	Not for profit organisations
Installation	70+vat	70+vat	Commercial organisations (Members decision required).
Administration	70+vat	70+vat	Commercial organisations (Members decision required).
Rent per week	50+vat	50+vat	Commercial organisations (Members decision required).
Cemeteries			
Double Depth Grave: First interment, Exclusive Rights of Burial and right to erect a memorial	1985.00	2010.00	Increase 1.1% as recommended by Cemeteries Appeals and Working Group.
Single Depth Grave: First interment, Exclusive Rights of Burial and right to erect a memorial	1925.00	1950.00	Increase 1.1% as recommended by Cemeteries Appeals and Working Group.
Re-opening of grave	690.00	700.00	Increase 1.1% as recommended by Cemeteries Appeals and Working Group.
Purchase of Grave	1080.00	1095.00	Increase 1.1% as recommended by Cemeteries Appeals and Working Group.
Ashes: First interment, Exclusive Rights of Burial and right to erect a memorial	825.00	835.00	Increase 1.1% as recommended by Cemeteries Appeals and Working Group.
Children under 12 years	350.00	355.00	Increase 1.1% as recommended by Cemeteries Appeals and Working Group.
Purchase of additional 5 years of Exclusive Rights of Burial	205.00	210.00	Increase 1.1% as recommended by Cemeteries Appeals and Working Group.
Additional Inscription for graves purchased prior to 01/03/08	105.00	106.00	Increase 1.1% as recommended by Cemeteries Appeals and Working Group.
Memorial Permit for graves purchased prior to 01/03/08	155.00	157.00	Increase 1.1% as recommended by Cemeteries Appeals and Working Group.
Transfer of Ownership	50.00	50.00	recommended by Cemeteries Appeals and Working Group

Administration Charges	50.00	50.00	recommended by Cemeteries Appeals and Working Group
Administration Charge (Health & Safety)	50.00	50.00	recommended by Cemeteries Appeals and Working Group
Genealogy (per search)	0	5.00	recommended by Cemeteries Appeals and Working Group
Administration for renewal of memorial permit after 12 months	0	10.00	
Re turfing of graves after year 1	0	40.00	recommended by Cemeteries Appeals and Working Group
levelling of graves after year 1	0	40.00	recommended by Cemeteries Appeals and Working Group
Scattering of ashes in memorial garden	0	25.00	recommended by Cemeteries Appeals and Working Group
Granite Memorial Book Residents package	0	250.00	recommended by Cemeteries Appeals and Working Group
Granite Memorial Book non Residents package	0	525.00	recommended by Cemeteries Appeals and Working Group
Adopt a memorial Bench scheme	0	250.00	Whole bench for 20 years. recommended by Cemeteries Appeals and Working Group
Adopt a memorial Bench scheme (one third scheme)	0	75.00	For 20 years. recommended by Cemeteries Appeals and Working Group
Exhumations	N/A	To be agreed.	Cost of exhumation to be considered on an individual basis
Farmers' Market			
Single pitch	31.90	33.00	
Double pitch	52.50	66.00	
Electricity	10.30	11.00	
Gazebo/Umbrella	N/A	5.00	
Library Gardens			
Cost per week	£500	500	+ electricity costs
Cost per day	£100	100	+ electricity costs

Financial Strategy

Implementation of Increase of Fees

It has been the Town Council's practice to increase its fees and charges in line with the Financial Year from 1st April. However, it is suggested that all fees should be increased from 1st January.

There are several reasons for this:

Cemeteries

The New Garden of Reflection will be official opened in January 2010 and the fees and charges for this service need to be in place in order for the smooth operation of this service. The Town Council is also receiving more Genealogy enquiries and these will require a considerable amount of staff time to research.

It is suggested that rather than some fees increasing in January and others increasing from 1st April, to increase all fees from 1st January.

Allotments

Many other local authorities already increase their allotment fees from 1st January. If tenants fail to pay their allotment fees or they wish to give up their contracts, it allows time for a new allotment holder to prepare the ground and have plants planted in time ready for the growing season.

Members are requested to consider adopting the same practice.

Other fees

Members are requested to consider whether all fees should be increased from 1st January.

Financial Implications

The financial implications are identified within the report.

RECOMMENDATIONS:

- 1. To adopt the new fees and charges structure for 2010/2011.**
- 2. To implement the fee structure from 1st January 2010 for all services except Allotments which will be phased in over the next 15 months.**

10 December 2009

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

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

D

Report

Report to

Full Council . 17 December 2009

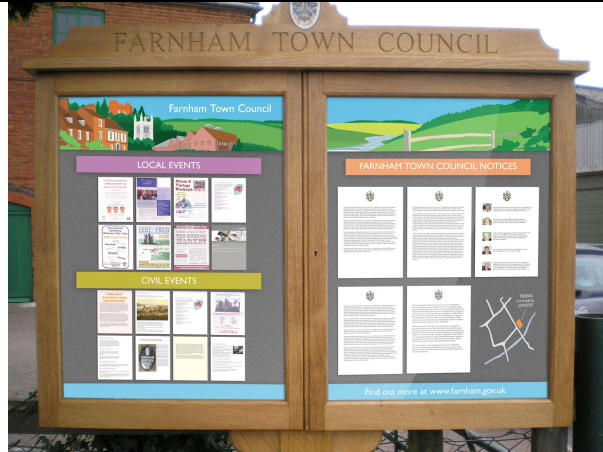
Title

Farnham Town Council Notice Boards

AUTHOR: <i>Cath Sydenham</i> <i>Rural Development Coordinator</i>	PRESENTED BY: <i>Roland Potter</i> <i>Town Clerk</i>
1. Summary of Key Issues	
To note the Terms and Conditions for the use of Town Council Notice Boards.	
2. Background	
Farnham Town Council has 21 Notice Boards at various locations around the Town and the Villages.	
3. Current Situation	
<p>Currently the majority of notice boards do not have contact information for Farnham Town Council in them and contain various different community events posters. Corporate Development requested the notice boards should make more reference to Farnham Town Council .</p> <p>The Council has a variety of notice boards both single, double and ones located on bus shelters.</p> <p>Below are photographs of examples of these different types of notice boards.</p> <p>The Town Councils requirements for space on these notice boards means that in locations where there is only a single notice board there will only be room for Council information.</p>	



Single



Double



Bus Shelter

What will be displayed?

On the Farnham Town council side:

- Shorten bulleted version of the newsletter
- Website address
- Ward Councillors
- Date of next Council meeting / Council agenda items
- Map of where Farnham Town Council is located
- Web banner

On the community side only notices that relate to the conditions of use will be displayed.

Conditions of use

The notices should only be for voluntary organisations and community groups organising one-off events and not for any anything where a charge is incurred, except if that charge is for charity.

Notices should relate to events happening in the Parish of Farnham Town Council and not for events organised by Farnham based charity or voluntary organisations with events happening outside the parish of Farnham Town Council.

Notices will only appear during the week leading up to the event.

Farnham Town Council reserve the right to determine what notices may be displayed.

Notice boards will be updated every 2 weeks.

A notice will be displayed in each of the notice boards with the above.

4. Financial Implications

There are no financial implications.

RECOMMENDATION:

To note the report.

10 December 2009

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

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

E

Notes

Corporate Development and Audit Working Group

Time and date

8.00am on Thursday 12 November 2009

Place

Town Clerk's Office, South Street, Farnham

Attendees: Cllr J Ward (Lead Member), Cllr C Cockburn, Cllr Hargreaves, Cllr J Maines, Cllr O'Grady.

Officers present: R Potter (Town Clerk), W Coulter (Members and Committee Services Coordinator).

1. Apologies

There were apologies for absence from Cllr S Hill.

2. Declarations of Interest

There were no declarations of interest.

3. Branding

POINTS	ACTION
Members received a presentation from Mr A Shaw of Wise Tiger Ltd on the Branding work undertaken by the Branding Task Group and Wise Tiger. Members discussed and reviewed the Branding proposals and agreed two designs to be recommended to Council for final decision.	2 Branding Concepts to be recommended to Full Council for decision.

4. Notice Boards

POINTS	ACTION
Members received a report on the review of notice boards.	

Ms Rayner and Mrs. Sydenham completed an audit of all the Council's Notice Boards.	SR and CS to continue to manage Notice Boards.
Members noted that all notice boards had been cleared of old notices and new Council Banners and notices had been put up. Members were shown photographs of the notice boards.	Recommendations to be forwarded to Full Council for consideration.
Members agreed the following conditions for the use of the notice boards: <ul style="list-style-type: none"> • Notices only for voluntary organizations and community groups organizing one-off events, not for events where a charge is incurred, unless the charge is for charity. • Notices relate to events in Farnham, not outside Farnham • Notices will only appear 2 weeks leading up to the event • Farnham Town Council reserve the right to determine which notices are to be displayed • A notice will be displayed showing the above terms and conditions. 	

5. Draft Budget 2010/2011

POINTS	ACTION
Members considered the draft budget for 2010/2011 prior to consideration by Full Council. Members agreed to recommend the draft budget for 2010/2011 to Full Council for consideration.	To recommend Draft Budget for 2010/2011 to Full Council.

6. Farnham Water Meadows

POINTS	ACTION
Members discussed the future of the Water Meadows and the implications for the Council if it wished to purchase the land. Members asked the Town Clerk to find out what the increase on the Precept would be if the Council were to purchase the meadows. Members agreed that the Town Council's stance on the SANGS would remain firm.	



FARNHAM TOWN COUNCIL

F

Notes

Cemetery Appeals and Working Group

Time and date

9.30am on Thursday 19 November 2009

Place

Town Clerk's Office, South Street, Farnham

Attendees: Cllr Cockburn, Cllr V Duckett, Cllr G Hargreaves, Cllr S O'Grady, Cllr J Ward, Mr R Potter (Town Clerk), Mr K Taitt (Grounds and Services Manager) and Miss W Coulter (Committee and Members Services Coordinator)

Notes of meeting recorded by Miss Coulter.

1. Apologies

There were no apologies for absence.

2. Friends of Farnham Cemeteries . Update Report

POINTS	ACTION
<p>Members received an update report on the progress of the Friends of Farnham Cemeteries Project. Members noted the report and agreed that the members of public who had shown an interest in becoming members of the Friends of Farnham Cemeteries Group be invited to the next meeting of the Working Group to be held on 28 January 2010. At the meeting the following will be discussed:</p> <ul style="list-style-type: none">To establish whether there will be sufficient membership to formally start the Friends GroupTo agree initial Terms of Reference for the GroupTo establish a Friends of Farnham Group supported by Town Council officers until Group is self sustaining.	<p>CS to send out invites to interested members of the public to attend meeting on 28 January 2010.</p>

3. BRAMM Assessment

POINTS	ACTION
<p>Members noted a report from an independent BRAMM inspector, who had inspected the practices of the Town Council's staff with regard to Memorial Testing and Health and Safety practices.</p> <p>The report clarified that the Town Council's staff were carrying out their practices to a high standard.</p> <p>The Working Group approved the recommendations of the report with regard to the Town Council's Exit Strategy and a Making Safe programme led by Mrs Owen and a small team from the Outside Workforce. It was proposed to invite the independent assessor back from BRAMM to ensure that the Making Safe programme was carried out correctly and to the highest standards.</p>	<p>The 'Making Safe' programme to be carried out.</p> <p>To invite BRAMM assessor to check work carried out to correct standards.</p>

4. Cemetery Fees

POINTS	ACTION
<p>Members received a report on Cemetery Fees for 2010/2011. Members discussed and reviewed the cemetery fees and made recommendations to Full Council to be held on 17 December 2009.</p>	<p>To recommend to Full Council on 17 December 2009, Cemetery Fees for 2010.</p>

5. Future of Cemetery Chapels

POINTS	ACTION
<p>Members received a Confidential Report on the future use of Chapels in Farnham Cemeteries.</p> <p>RP explained the current situation and discussed with members options for the future use of the chapels.</p>	

6. Garden of Reflection

POINTS	ACTION
<p>Members received a verbal update report on the progress on the Garden of Reflection.</p> <p>KT explained that all the planning had been completed, the granite book was in place, the pathways had been completed and all that was required was to order the benches and stone to be placed at the entrance of the garden.</p> <p>Members agreed that the benches and stone be ordered.</p> <p>It was noted that the garden would be ready for opening at the end of January 2010.</p>	

7. Update on Cemetery Projects

POINTS	ACTION
<p>Members received a report on the current progress of Cemetery Projects.</p> <p>Cemetery Project update attached at Annex A.</p>	

8. Date of the next meeting

POINTS	ACTION
It was agreed that the date and time of the next meeting would be Thursday 28 January 2010 at 10.00am.	WRC to email Members Agenda and papers nearer the time.



FARNHAM TOWN COUNCIL

A **A**

Report

Report to

Cemeteries and Appeals Working Group

Report of

W Coulter – Committee and Members Services Co-ordinator

Title

Tasks and Projects Undertaken by Council Officers on Cemeteries September 2009 – November 2009

Lead Officers:

Wendy Coulter (Committee and Members Services Co-ordinator) – **WC**

Kevin Taitt (Grounds and Services Manager) – **KT**

Cath Sydeham (Rural Development Co-ordinator) **CS**

	ACTIVITY	PLANNED DATE OF COMPLETION	ON TARGET YES/NO	comp	CHANGES IMPACT/COMMENTS	LEAD OFFICER
1	Garden of Reflection	30 January 2010	Yes	75%	Book installed, pathways laid, planting completed (mainly white colour scheme), benches ordered, awaiting delivery – lead time approx 4 weeks, installation by OWF team.	KT
2	Planting Schemes at West Street Cemetery	Tba			To be started once grass cutting has ceased for the winter	KT
3	Information boards at West Street	Tba			Board designs to be agreed by Cemeteries Group before installation commences	WRC/KT
4	Review of role of Cemetery Buildings	Ongoing	n/a	25%	See main CONFIDENTIAL report.	RP/WRC/ KT
5	Cemeteries enhancement – installation of benches	Ongoing			Benches have been ordered for Garden of Reflection, an order of 6 benches in total has been ordered, thereby allowing a stock to be kept as and when requested by the public. Please see Cemetery charges report for further details.	KT
6	Cemetery of the Year at Badshot Lea	Tba			Improvements to Badshot Lea Cemetery are continuing. Damaged and dangerous memorials to be repaired and made safe. A survey of cemetery users will take place to determine public opinion re: unauthorised memorabilia on graves.	
7	Develop Friends of Farnham Cemeteries Group	December 2010	No	50%	2 nd promotion day had to be cancelled due to bad weather. Please see report attached to agenda for further details.	CS
8	Health and Safety Inspections	Ongoing		50%	Badshot Lea and Green Lane and Section C at West Street completed, further testing at West Street to commence 2 nd week in September. Repair of damaged and dangerous memorials, belonging to the Council to commence January 2010.	
9	Badshot Lea Unauthorised memorials and tributes	Ongoing		20%	Survey to be circulated in all cemeteries – oral report to be given at meeting.	WRC/KT

17 November 2009

Note: The person to contact about this report is the Committee and Members Services Co-ordinator, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Members of Cemeteries Appeals and Working Group (by email).



FARNHAM TOWN COUNCIL

G

Notes

Tourism & Events Working Group

Time and date

09:00 on Wednesday 18 November 2009

Place

Council Offices, South Street, Farnham

Attendees: Cllr O'Grady, Cllr Hargreaves, Cllr Le Gal and Catherine Cooper (CC) Major Projects Co-ordinator.

1. Apologies

There were no apologies.

2. Minutes from the last meeting

The Minutes of the Tourism and Events working group meeting held on 16th September 2009 were agreed as a correct record. The following actions were discussed:

POINTS	ACTION
Cllr Le Gal to speak to SCC Highways regarding FTC installing proper advertising boards at main entrances into the town to promote events in 2010.	Cllr Le Gal to progress.
CC to liaise with Cllr OqGrady to schedule a meeting with Paul from Inside Catering regarding Picnic in the Park 2010.	CC to progress.

3. Christmas 2009

POINTS	ACTION
CC informed the group of the following points: There was still space left for arts and crafts companies to have a stall at the event. The group suggested contacting Galleries, Potteries, Farnham Maltings and the UCA for contacts. The group discussed staff resources for the event. The group informed CC of the times they were able to	CC to contact.

<p>marshall at the event, which were as follows:</p> <p>Cllr OqGrady: 11.30am . 7pm Cllr Le Gal: 11:30 . 7pm</p> <p>CC reported that Cllr Attfield, Cllr Ward and Cllr Hill had offered their services too.</p> <p>The group also noted that Cllr Hargreaves had another engagement that day, the Town Mayor would be at the event all day and that Cllr Beel had agreed to help out on the Mayor's Charity stall.</p>	
--	--

4. Spring Festival 2010

POINTS	ACTION
<p>CC updated the group on the following points raised at the first meeting with the Farnham Maltings to discuss the organisation of the Spring Festival 2010:</p> <p>Refreshments . The Maltings requested that FTC organise light refreshments in Gostrey Meadow instead of organising a hog roast, which this year was available at the Maltings too.</p> <p>CC said she had informed the Maltings that there was scope for both venues to have hot refreshments. The group agreed and said a compromise on food would help. Paella was suggested as an idea for Gostrey Meadow.</p> <p>Arts & Crafts Market . FTC and the Maltings agreed the arts and crafts market, which was held in Gostrey Meadow this year was a great success and therefore it should be repeated in 2010. FTC had offered to organise the market but this is yet to be agreed by the Maltings.</p> <p>The group agreed that before the next step can take place in organising the event, councillors should meet with the Maltings Board of Members to discuss.</p>	<p>Councillors to discuss with the Maltings.</p>

5. Farnham Feast of Food 2010

POINTS	ACTION
<p>CC suggested the dates for the project should once again coincide with British Food Fortnight in 2010, which is 18th September . 2nd October.</p> <p>The group agreed and chose 2nd October to be the date of the Food Festival.</p>	<p>CC to add to calendar and inform exhibitors.</p>

6. Town Guide 2010

POINTS	ACTION
<p>CC informed the group that the designers have made good progress with selling advertising.</p> <p>CC said she will working on the editorial of the guide after Switch-On.</p> <p>CC asked the group for ideas for an image on the front cover. The group said they like this year's cover and want to follow a similar format but have a different photograph and flower. A marguerite flower was suggested.</p>	<p>CC to liaise with the designers and look through photographs in Scans.</p>

7. Tourism Strategy

POINTS	ACTION
<p>CC reminded the group about the Tourism Strategy Review meeting, which was scheduled for Thursday 3rd December 2009 at 9am in the Council Chamber.</p> <p>The current strategy review document was distributed to the group.</p> <p>Invites had been sent to:</p> <ul style="list-style-type: none"> • Chris Shephard . Vice Chair of Visitors Forum • Catherine Knight . Visit Surrey Partnership • Paul Head . Chair of the Chamber of Commerce 	

8. Project Update Report

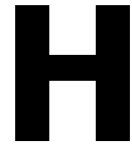
POINTS	ACTION
<p>The group agreed that an update of outstanding projects had been received in the meeting.</p>	

9. Date of the next meeting

POINTS	ACTION
<p>It was agreed that the date and time of the next meeting would be Thursday 4th February 2010 at 9am in the Council Chamber.</p>	<p>CC to email Members Agenda and papers nearer the time.</p>



FARNHAM TOWN COUNCIL



Notes

Farnham in Bloom Working Group

Time and date

10.00 am on Thursday 3 December 2009

Place

Council Chamber, South Street, Farnham

Attendees: Cllr David Atfield, Cllr Victor Duckett Cllr Jill Hargreaves (Chairman)Cllr Janet Maines, Kevin Taitt and Sheila Rayner

1. Apologies

Apologies were received from Cllr O'Grady

2. Notes of the last meeting

The notes of the last meeting held on 24 September 2009 were agreed.

3. Working with SCC and WBC colleagues

POINTS	ACTION
It was noted that meetings had been held with Surrey County Council and Waverley Borough Council colleagues when it had been agreed that there would be regular meetings with FTC officers. The importance of commitment by all 3 authorities was agreed and the first joint tour of the town centre will take place in February 2010.	Kevin/Sheila to arrange meetings with SCC/WBC colleagues

4. Community Involvement

POINTS	ACTION
<p>It was reported that meetings had been held with</p> <p>The Girls' Brigade Scouts Waverley Training Services</p> <p>An area for the GirlsqBrigade to look after all year round had been agreed, the Scouts would be coming back after discussion with various groups and Waverley Training Services would be assisting with horticultural work in the spring 2010.</p>	<p>Sheila to continue liaison with voluntary groups</p>

5. Extending FIB to the Villages

POINTS	ACTION
<p>The Group considered a report prepared by Cath Sydenham on the possible extension of FIB to the villages. Following discussion the locations to be considered further if local community assistance with watering etc could be found, were agreed as:</p> <p>The Ridgeway Rowledge Badshot Lea One at crossroads (church may help) Weybourne Find a location Heath End Dress Agency may help Sandy Hill Parkview Six Bells roundabout if SCC will maintain</p> <p>Agreed to report back to the next meeting with an update on community assistance and estimated costs</p>	<p>Cath Sydenham to progress</p>

6 Girl Guide Floral Tribute

POINTS	ACTION
<p>Kevin reported that the site for the tribute was at the Police Station, near the flower barrow. Agreed that Girl Guides be asked to try and raise say £500 towards the cost with the remainder to be met by the FIB budget</p>	<p>Kevin to discuss with Asst District Commissioner</p>

7 70th Anniversary of the Battle of Britain

POINTS	ACTION
<p>The Royal Air Forces Association were asking organisations to commemorate the 70th Anniversary of the Battle of Britain with floral tributes. The Group was very enthusiastic about this and would like to see a sponsored tribute near the War Memorial in Gostrey Meadow. A draft letter and database of those to be asked was agreed by the Working Group. Any additional names to be suggested to Sheila with a view to seeking sponsorship in Jan/Feb 2010</p>	<p>Sheila to progress</p>

8. Date of Launch of Farnham in Bloom

	ACTION
<p>.Thursday 27 May 2010 6-7pm</p>	<p>Sheila to arrange</p>

9. Date of next meeting

	ACTION
<p>Thursday 11 February 2010 at 10am</p>	



FARNHAM TOWN COUNCIL

Minutes

Planning Consultative Group

Time and date

5.30pm on Thursday 12 November 2009

Place

Town Clerks Office, South Street, Farnham

Members Present

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

* Present

o Apologies for absence.

PCG 000/09

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.

NMA 09/0008

Amendment to WA/2009/1191 to provide addition of galvanised steel terrace and stairs to the rear of the extension; flat roof raised and stone coping edge added. St Peters C of E Primary School, Little Green Lane, Farnham.

Previous comments of the Planning Consultative Group held on 10 September 2009 were as follows: New work does not appear sympathetic to the existing Victorian

building.

New work does not appear sympathetic to the existing Victorian building.

NMA 09/0009

Amendment to WA/2007/1237 to provide new vehicular and pedestrian gates to the access road.

44 Hale Road, Farnham

Previous comments of the Planning consultative Group held on 21 June 2007 were as follows:

- a) Farnham Town Council regrets the loss of the original building
- b) Concerned about the parking, there is less than one space per flat, it will cause greater strain on the surrounding roads.

- 1. Farnham Town Council regrets the loss of the original building**
- 2. Concerned about the parking, there is less than one space per flat, it will cause greater strain on the surrounding roads.**

NMA 09/0012

Amendment to WA/2009/0848 to provide altered roof height and size over the well.
Farnham Castle, Castle Street, Farnham

Previous comments of the Planning Consultative Group held on 9 July 2009 were as follows: No objections subject to the approval of the Listed Buildings Officer, English Heritage and Historic Monuments.

No objections subject to the approval of the Listed Buildings Officer, English Heritage and Historic Monuments.

NMA 09/0014

Amendment to WA 09/1041 to provide alterations to front dormer, velux window, kitchen and lounge windows and terracing for decking.

12 Abbots Ride, Farnham.

Previous comments of the Planning Consultative Group held on 13 August 2009 were as follows: No objections

No objections.

NMA 09/0015

Amendment to WA/08/2153 to provide altered positions of entrance door and window, changes to number, style and position of roof lights

10 Fox Yard, Farnham

Previous comments of the Planning Consultative Group held on 15 January 2009 were as follows: Objections, out of character with the street scene and the conservation area.

Objections, out of character with the street scene and the conservation area.

NMA 09/0018

Amendment to WA/09/0717 to provide additional velux windows and omission of entrance canopy.
8 Thorn Road, Farnham.

Previous comments of the Planning Consultative Group held on 4 June 2009 were as follows: Concerned about the need for the canopy which adds bulk to the property and pushes it nearer to the neighbours garage and concerned about the neighbouring properties' amenities.

No objections.

WA 09/1505

Application for consent to display a non-illuminated advertisement.
43a The Borough, 'Farnham.

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

WA 09/1506

Listed Building consent to display a non-illuminated advertisement.
43a The Borough, Farnham .

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

WA 09/1507

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for a single storey extension.
39 Hale Reeds, Farnham.

No objections provided neighbours' amenities not affected.

WA 09/1513

Erection of single storey extension to rear following demolition of existing rear utility room.
127 Lower Weybourne Lane, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties and would suggest the materials be in keeping with existing.

NMA 09/1515

Erection of two storey classroom building.
Edgeborough School, Frensham Road, Lower Bourne, Farnham.

No objections.

NMA 09/1518

Erection of single storey dwelling following demolition of existing Cedar Croft, Tilford Road, Tilford

No objections.

WA 09/ 1494

Erection of 1.8m high fence and gate.
56 Folly Lane North, Farnham.

No objections.

WA 09/1501

Change of use of commercial (retail) part of building to provide additional residential accommodation together with extensions and alterations.
6 Marston Road, Farnham.

No objections.

WA 09/1502

Erection of two storey extension
57 Oast House Crescent, Farnham

No objections.

WA 09/1508

Erection of two single storey side and rear extension and alterations.
42 Upper Way, Farnham.

No objections.

WA 09/1520

Erection of part two storey, part single storey extensions following demolition of part of existing building.
7 Longley Road, Farnham.

No objections.

WA 09/1528

Application for Conservation Area Consent for the demolition of a dwelling.
5 Little Austins Road, Farnham.

No objection subject to the consent of the Conservation Officer.

WA 09/1530

Erection of first floor extension over existing garage.
1 Westbury Gardens, Farnham.

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

WA 09/1532

Erection of extensions and alterations (revision of WA/2009/0670)
4 Little Austins Road, Farnham

Previous comments of the Planning Consultative Group held on 4 June 2009 were as follows: No objections subject to the approval of the Conservation Officer

No objections subject to the approval of the Conservation Officer

WA 09/1543

Erection of single storey, two storey and first floor extensions.
48 St Johns Road, Farnham.

No objections.

WA 09/1545

Erection of single storey extension
20 High Park Road, Farnham

Objections, out of character with existing property and concerned about the impact on the neighbouring properties.

WA 09/1547

Relocation of emergency generator
Phyllis Tuckwell Hospice, Waverley Lane, Farnham

No objections.

The meeting closed at 6.30pm

Date

Chairman



FARNHAM TOWN COUNCIL

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 26 November 2009

Place

Town Clerks Office, South Street, Farnham

Members Present

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

* Present

o Apologies for absence.

PCG 088/09

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.

NMA 09/0021

Amendment to WA/2005/2198 to construct a new substation and switch room.
Site 10, Coxbridge Business Park, Alton Road, Farnham.

No objections.

NMA 09/0022

Amendment to WA/2009/0518 to relocate a septic tank and provide replacement drainage field.
Whitebeams, 3 Temples Close, Farnham.

No objections.

NMA 09/0026

Amendment to WA/2009/1780 to provide 2 additional 1st floor windows to west wall, removal of swimming pool complex, rearrange and provide additional doors to garage, alteration to door and window to utility block and relocation of shower room in garage block.
Land at Woodpeckers, 9 Temples Close, Farnham.

No objections.

NMA 09/0027

Amendment to WA/2007/1813 to reposition external wall serving bedroom 4.
Wendys Wood, Tilford Road, Farnham.

No objections.

WA 09/1553

Continued use of existing buildings for Class B1(c) light industrial and B8 storage use including domestic storage and associated parking facilities.
Century Farm, Green Lane, Badshot Lea, Farnham.

**Farnham Town Council is unclear as to whether this site has planning permission for this use already.
Farnham Town Council objects to the use of the buildings for B1(c) light industrial and B8 storage.
Green Lane is not suitable for Heavy Good Vehicles.**

WA 09/1560

Alterations to and retention of extension.
20 Gong Hill Drive, Lower Bourne, Farnham.

No objections.

WA 09/1562

Erection of single and two storey extensions to rear and side of dwelling.
15 Stephendale Road, Farnham.

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

WA 09/1572

Erection of a single storey rear extension.
Manor House Cottage, Nutshell Lane, Farnham.

No objections.

WA 09/1574

Erection of a new dwelling and demolition of existing dwelling (revision of WA 09/0362).

5 Little Austins Road, Farnham.

No objection subject to the consent of the Conservation Officer.

WA 09/1575

Application for Conservation Area Consent for the demolition of a dwelling.

5 Little Austins Road, Farnham.

No objection subject to the consent of the Conservation Officer.

WA 09/1579

Erection of extensions and alterations.

10 Byworth Road, Farnham.

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

Concerned about the scale of the development for the size of plot.

WA 09/1587

Demolition of existing house and erection of two new houses.

24 Lickfolds Road, Rowledge, Farnham.

- a) **Object. This development could be a precursor for further infill development.**
- b) **Farnham Town Council objects on the grounds of the size and scale of the development, we consider this to be overdevelopment.**
- c) **The proposed development would be detrimental to the character of the street scene and the rural fringe of the village.**
- d) **Farnham Town Council is concerned about the possible loss of trees on the plot and suggests that any permission should be subject to a report from Waverley Borough Council's Arboricultural officer.**

WA 09/1597

Change of use from B1 office to D1 place of worship.

The Bungalow, Monks Walk, Farnham.

Concerned about the increase in traffic movement that this use might cause.

WA 09/1601

Erection of new dwelling (variation to WA 09/0518).

Whitebeams, 3 Temples Close, Farnham.

No objections.

WA 09/1603

Erection of ground floor and first floor extensions.
More House School, Moons Hill, Farnham.

No objections.

WA 09/1608

Construction of a balcony.
Stafford Lodge, Beavers Hill, Farnham.

No objections.

WA 09/1609

Consultation on a county matter application; the use of the existing Community Recycling Centre (CRC) without compliance with Condition 3 of planning permission WA 98/0559 dated 27 July 1998 by extending the hours of operation from 0800 to 1930 hrs Monday to Friday; Saturday, Sunday and Public Holidays to 0800 1930 hrs during the summer months (1 April – 30 September); and from 0800 to 1700 hrs Saturdays, Sundays and Public Holidays during the winter months (1 October – 31 March), excluding Christmas Day, Boxing Day and New Years Day.
Bourne Mill Civic Amenity Site, Guildford Road, Farnham.

No objection. Farnham Town Council welcomes the extended opening hours.

WA 09/1611

Erection of single storey and first floor extensions following demolition of existing garage.
51 Abbots Ride, Farnham.

No objections.

WA 09/1616

Alterations to roof of existing garage and conversion to habitable accommodation.
1 Beacon Close, Wrecclesham, Farnham.

Suggest that this be conditioned for use as one occupancy and not a separate dwelling.

WA 09/1619

Application for a certificate of lawfulness under Section 192 for the erection of an extension to the roof and construction of dormer window to provide loft conversion.
11 North Avenue, Farnham.

Object. The proposal is out of proportion with the scale of existing dwelling. Pitched roof dormers would be more acceptable. Concerned about the adverse impact on the amenities of the neighbouring properties.

WA 09/1621

Erection of porch extension, works to widen parking area, alterations to garden and fencing and cladding to existing garage.
Cherry Tree House, 2a White Rose Lane, Farnham.

No objection provided no adverse effect on neighbouring properties.

WA 09/1623

Erection of a single storey rear/side extension following demolition of existing conservatory.
3 Farnham Park Close, Farnham.

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

WA 09/1626

Erection of a new dwelling following demolition of existing dwelling.
61 Dene Lane, Lower Bourne, Farnham.

No objections.

WA 09/1635

Retention of dwelling together with a garage/store.
Littleway, 21b Upper Hale Road, Farnham.

No objection.

The meeting closed at 7.30pm

Date

Chairman