



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 19 November 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 19 NOVEMBER, 2009, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

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 19 November 2009

Place

The Council Chamber, South Street, Farnham

1 Apologies

To receive apologies for absence.

Apologies for absence have already been received from Cllr A Lovell.

2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 3 September 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 18th November 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 East Street Re-development

To receive a presentation from Mr Greg Vincent from Crest Nicholson on the current position regarding the East Street re-development.

7 Farnham Town Council Draft Budget 2010/2011

To consider the recommendations of the Corporate Development and Audit Working Group for:

1. The Council Budget for the Financial Year 2010/2011.
2. A capital grant of £2,000 to the Maltings for the Financial Year 2009/2010.
3. To pay off the balance of the outstanding Public Works Loan Board Loan.

Draft papers attached at **Appendix B**.

8 Protecting Farnham and the consideration of Suitable Alternative Natural Green Spaces (SANGS)

To discuss the current position regarding the allocation of SANGS in Farnham and consider any further actions by the Town Council.

9 Minerals Task Group

Farnham Town Council has received notification of a Consultation on the Surrey Minerals Plan. The closing date for the consultation is 18 December 2009.

To consider the appointment of a minimum of three Members to the Minerals Task Group for the municipal year 2009/2010 to respond to the consultation on behalf of Farnham Town Council.

10 Farnham Transportation Task Group

To consider the appointment of a Farnham Town Councillor as a representative on the Farnham Transportation Task Group.

11 Services to Farnham Awards

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 at **Appendix C**.

Part 2 – Items to Note

12 Appointment of Governor for Potters' Gate School

To receive a letter attached at **Appendix D** concerning the appointment of a Governor for Potters' Gate School.

13 Working Group Notes

To receive notes from the Corporate Development and Audit Working Group Meetings held on 21 September 2009 – **Appendix E**.

To receive notes from the Cemeteries Appeals and Working Group Meeting held on 10 September 2009 – **Appendix F**.

To receive notes from the Tourism and Events Working Group Meeting held on 16 September – **Appendix G**.

To receive notes from the Farnham in Bloom Working Group Meeting held on 24 September – **Appendix H**.

To receive notes from the Farnham Design Statement Task Group Meetings held on 15 September 2009 – **Appendix I**.

14 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

15 Planning Applications

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

- 27 August 2009 attached at **Appendix J**.
- 10 September 2009 attached at **Appendix K**.
- 24 September 2009 attached at **Appendix L**.
- 15 October 2009 attached at **Appendix M**.
- 29 October 2009 attached at **Appendix N**.

The above actions are taken with delegated authority.

The Town Mayor will close the meeting.

4 November 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 LeGal, 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 3 September 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
- * Cllr (Mrs) P Frost
- * Cllr R Frost
- * Cllr C Genziani
- o Cllr G Hargreaves
- * Cllr S Hill
- o Cllr D Le Gal
- * Cllr A Lovell
- * Cllr J Maines
- * Cllr S O'Grady
- * Cllr R Steel
- o Cllr C Storey
- o Cllr A Thorp

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Members and Committees Services Co-ordinator)

Ginny Gordon (Receptionist/Farmers' Market Co-ordinator)

PRESENTATION ON THE POTENTIAL IMPACT ON FARNHAM OF THE CLOSURE OF THE CURRENT A3

Prior to the start of the meeting Mr Jeremy Whittaker, a resident of Headley, Hampshire, gave a presentation to the Members of Farnham Town Council on the potential impact on Farnham of the closure of the current A3 road through the Devil's Punchbowl at Hindhead.

C 056/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors G Hargreaves, D Le Gal, C Storey and A Thorp.

C057/09 DISCLOSURE OF INTERESTS

There were no disclosures of interests.

C058/09 MINUTES

The Minutes of the Farnham Town Council meeting held on 16 July 2009 were signed by the Town Mayor as a correct record.

C 059/09 STATEMENTS BY THE PUBLIC

Mr Skingle, a resident of Farnham, asked whether the crest on the bandstand would be painted.

The Town Clerk explained that there were no plans at this time to paint the crest in colours.

C 060/09 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor congratulated everyone involved in Farnham in Bloom on achieving the award of Silver Gilt.

Cllr Cockburn thanked Kevin Taitt and his team for the 8 window boxes at the derelict garage on the main road in The Bourne. She said they had given pleasure to many people.

The Town Clerk reported that Badshot Lea School and Middle Bourne Gardens, which is managed in partnership with the Bourne Conservation Group, had both received Silver Gilt Awards.

Mr Hone of Hones Yard in Downing Street had been awarded the South and South East In Bloom Chairman's Regional Award.

The Town Clerk reported that Crawley had won the gold award for 2009.

Cllr Beel praised the Mayor for her efforts sitting in her bath in The Lion and Lamb Yard to raise funds for a new bath at The Gostrey Centre, which was one of the Mayor's charities.

The Mayor confirmed that £1,000 had been raised for her charity.

Part 1 – Items for Decision

C 061/09 TELECOMMUNICATIONS – AN UPDATE

Members noted a report on the actions taken under delegated authority by Councillors and the Town Clerk to purchase a Telecommunications and Recording System for the Council Offices.

At the Council meeting held on 16 July 2009 Full Council delegation was given to Councillors Attfield, Beel, Genziani, O'Grady and Ward, with the Town Clerk to evaluate the three options for the purchase of a replacement telephone and recording system for the Town Council. Full Council agreed to release from Earmarked Reserves, the sum of £20,000 for this project.

Each of the suppliers were interviewed regarding their proposals for a replacement telephone system, infrastructure rewiring and a telephone recording system. The Council's IT suppliers who were also present at the meeting were able to give guidance and advice as to the compatibility of the phone and IT system.

It had been agreed to purchase the Mitel telephone system from British Telecom.

The Project included the following works:

- The rewiring of the Council's current offices for IT and Telecommunications
- New VOIP telephones
- Additional telephones to allow for teleworking
- Recording of external calls both incoming and outgoing
- The provision of Broadband

The total capital cost of the system was £17,749 and the Officers negotiated a three year interest free financing agreement payable in equal quarterly instalments. The Town Clerk explained the Council would save £447 per quarter on telecommunication costs.

C 062/09 FARNHAM TOWN COUNCIL RECEPTION AREA

Members received a report on the progress on the Project for a new Town council reception area.

Members noted that a short term lease had been negotiated to provide a new accessible reception area to the Town Council's Offices, located in the Locality Offices in South Street.

The new reception area has been decorated, providing seating and an information area for the public and access for people with disabilities.

It was noted that the new reception area had been furnished with loaned and second hand furniture.

Members were requested to consider purchasing a bespoke reception counter for the area.

The following issues were considered:

1. The furniture although bespoke was moveable and adaptable to the changing requirements of the Council
2. After taking advice on the Disability Discrimination Act (DDA), the public area allowed the Council to fulfil its duties under the Act by adapting for the provision of services to people with disabilities, in particular wheelchair users.
3. The layout of the new reception area complied with the advice given by the DDA:
 - It provided a clear manoeuvring space in front of the reception desk with a minimum of 1400 mm and a 2200 mm width.
 - The reception desk was not sited too close to the principal entrance and provided a clear view for people entering the building.
 - The route to the reception was direct and free from obstructions.

Members considered a quotation for the supply and fitting of a reception counter at a cost of £4,985.40. Members were reminded that £40,000 had already been set aside, from earmarked funds for new equipment.

RESOLVED:

- **That the condition of the temporary furniture in the new reception area be noted.**
- **That the purchase of new reception furniture at a cost of at £4,985.40 be approved**
- **That £4,985.40 be released from Earmarked Reserves.**

C 063/09 ESSENTIAL BUILDING WORKS TO WEST STREET CHAPEL

Members received a report: to consider:

1. A programme of building works for the maintenance of the West Street Chapel, West Street. To releasing £35,000 from Earmarked Reserves for essential building works.
2. To delegate to the Cemeteries Working and Appeals Group (CWAG) the awarding of contracts for the essential works
3. To temporarily co-opt Councillors Genziani and Atfield to the CWAG for the duration of the building works.

Members were reminded the Chapel in the West Street Cemetery was a Grade II Listed Building. In 2004 the Town Council took over the ownership and operation of four cemeteries in Farnham from Waverley Borough Council, including four cemetery buildings in different states of repair. Waverley Borough Council failed to maintain the buildings in a suitable standard of repair for a Listed Building. At the time of the transfer no assessment was made regarding the condition of the Cemetery Buildings or subsequent responsibilities and liabilities that were transferred to the Town Council.

The Chapel in West Street needed essential repair works to retain it in a suitable condition for a Grade II Listed Building. The building had been inspected by Councillors Genziani and Atfield together with the Waverley Borough Council Listed Buildings Officer on behalf of the Town Council and three principle areas of concern were identified requiring immediate attention:

1. The roof of the chapel:

The roof on the Chapel had been poorly repaired and had been the subject of vandalism over a number of years. Water had entered through the roof into the building and it was recommended the whole roof be renovated at an estimated cost of £15,000.

2. The external walls of the chapel:

The walls were made of local stone which had weathered over time. The wrong mortar had been used in the past, which had contributed to further deterioration and to the collapse of certain areas of the rear wall. It was recommended that the external walls be re pointed and repaired in similar material at an estimated cost of £15,000.

3. Asbestos on the internal walls:

A material which appears to be asbestos panelling has been found on the lower internal walls of the chapel building. It was been recommended that a firm be appointed to investigate the material and if found to be asbestos, be removed and destroyed safely. The cost has been estimated at £5,000.

Although the Town Council has no legal duty to maintain the building, if a complaint was lodged with the planning authority an Urgent Works Order could be issued for emergency repairs and the cost recovered from the Town Council.

The Members noted that the Town Council had earmarked funds for the renovation of the cemetery buildings of £139,000.

RESOLVED:

- **That a programme of building works for the maintenance of the West Street Chapel, West Street Cemetery, Farnham be agreed.**
- **That the release of Earmarked Reserves for essential building works be agreed.**
- **That the awarding of the contracts for the essential works be delegated to the Cemeteries Working and Appeals Group (CWAG).**
- **That Councillors Genziani and Attfield be temporarily co-opted to the CWAG for the duration of the building works.**

C 064/09 WORKING GROUP UPDATES

Corporate Development and Audit Working Group

Members received the notes of the Corporate Development and Audit Working Group Meeting held on 4 August 2009 – attached to record minutes

Councillor Ward explained that the Territorial Army had traditionally given out roses on Minden Day, which would now be awarded by the Town Mayor and become an annual event. Discussions about town twinning were still taking place.

Cemeteries Working and Appeals Group

Members received the notes of the Cemeteries Working and Appeals Group meeting held on 30 July 2009 – attached to record minutes

Councillor Cockburn reported that a full response and explanatory letter had been sent following the meeting held with Cemeteries Group.

Councillor Cockburn reported that the Garden of Reflection was moving ahead.

The Town Clerk confirmed that the foundation had been laid for the memorial book.

Major Events and Tourism Working Group

Members received the notes of the Major Events and Tourism Working Group meeting held on 20 July 2009 – **attached to record minutes**.

Councillor O'Grady reminded Members that the Feast of Food event would take place on the 3 October 2009 in Castle Street.

He reported that the Chamber of Commerce were keen to help with events in the town and a meeting had been planned.

Farnham in Bloom Working Group

Members received the notes of the Farnham in Bloom Working Group Meeting held on 4 August 2009 – **attached to record minutes**.

Councillor Duckett explained that the Group were disappointed that the Town Council had not been awarded Gold this year but the weather had not helped.

Farnham Design Statement Task Group

Members received the notes of the Farnham Design Statement Task Group Meeting held on 20 August 2009 – **attached to record minutes**.

Councillor Steel explained that the Group had been re-named and the word 'town' left out as this did not cover the whole of the area to include the satellite villages.

He reported that the Design Statement needed to demonstrate public consultation with information on the Farnham Town Council website so that individuals could take part.

Councillor Steel reported that the Design statement needed to be completed as soon as possible, but by May 2010.

C 065/09 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on, 30 July 2009 and 13 August 2009.

RESOLVED: That the observations made by the Planning Consultative Group held on 30 July 2009 and 13 August 2009 and dealt with in accordance with delegated authority, be noted.

C 066/09 BRONZE RECOGNITION AWARD FOR STAFF TRAINING

Members noted that Farnham Town Council had achieved a Bronze Recognition Award for the Learning 4 Counties Training Programme.

C 067/09 OUTSIDE BODIES

Members received the Minutes of the Local Committee (Waverley) held on 10 July 2009.

Councillor Ward commented he hoped the review of parking approved with amendments would help to resolve the problems in the Waverley Lane area.

Councillor Ward reported the County Council's opposition to the Farnborough Airport Consultation.

Councillor Lovell asked if Farnham Town Council could become more involved and have a more powerful voice in monitoring the programme.

The Town clerk said that an article could be placed on the Town council's website.

Councillor Attfield was disappointed there were not more complaints received from Farnham residents about Farnborough, the complaints had come mostly from other areas such as Church Crookham or Dogmersfield. Councillor Attfield suggested that a letter written from the Council be sent requesting a representative from the Council be kept on the Farnborough Aerodrome Committee.

Members agreed that the people of Farnham needed to know how and where to complain.

C 068 /09 DATE OF NEXT COUNCIL MEETING

Members noted the date of the next Council meeting – 19 November 2009.

The Town Mayor closed the meeting at 7.47pm.

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 Parish Councils 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: 19 NOVEMBER 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 19 November 2009

Report of

Roland Potter (Town Clerk)

Title

Proposed Budget 2010/2011

PROPOSED BUDGET 2010/11

AUTHOR:

*Roland Potter
Town Clerk*

PRESENTED BY:

*Cllr J Ward
Lead Member of Corporate Development and
Audit Working Group*

PRODUCED FOR:

FULL COUNCIL 19 November 2009

DATE OF REPORT:

12 November 2009

PURPOSE OF REPORT

Is to consider the recommendations of the Corporate Development and Audit Working Group for:

1. The Council Budget for the Financial Year 2010/2011.
2. A capital grant of £2,000 to the Maltings for the Financial Year 2009/2010.
3. To pay off the balance of the outstanding Public Works Loan Board Loan.

SUMMARY OF KEY ISSUES

The draft budget as recommended by the Corporate Development and Audit Working Group is attached at **Annexe A** together with associated notes where relevant for consideration by the Council. It is not the intention of this paper to agree the precept which will be considered by Full Council in January 2010.

The Draft Budget contains three sections.

1. The Draft Budget for 2010/2011 with notes on variations between the actual figures for 2008/09 and the draft budget for 2009/10. (**Annexe A**)
2. The Consolidated budget for 2010/11 (**Annexe B**)

3. The Reserves Schedule: **(Annexe C)** containing the predicted level of the Council's Reserves at 31 March 2010.

NOTES TO THE BUDGET:

1. The staff cost for the delivery of services and central costs could be allocated to all cost centres to give a more accurate picture of the cost of services. Members will note that in particular the cemeteries service and allotments appear to make a surplus, however this is before the allocation of staff costs and central administration costs when both services are operated at a loss.
2. The budget does not make any allowance for speculative income e.g. donations or sponsorship as these can not be guaranteed.

Significant Variations

Grants – Account Code 1400/1

In 2007 the Council agreed a three year financial strategy to reduce grants by 20% year on year for the following three years. The Budget Year 2010/2011 is the final year of this strategy. In line with the Council's grant making policy the Corporate Development and Audit Working Group received presentations from all applications for Revenue grants and also considered within the grants budget, seven applications for Community grant funding.

The Corporate Development Working Group has applied the agreed financial strategy and makes the following recommendations to Council for payments from the Grants Budget in 2010/2011.

Name of Organisation	Amount requested	Amount recommended
40Degreez (Revenue)	£7,414	£3,840
Farnham Hoppa (Revenue)	£12,800	£12,800
Citizens Advice Bureau (Revenue)	£30,000	£19,200
Farnham Maltings (Revenue)	£24,000	£16,000
40 Degreez	£2,000	£600
Farnham Local Food Initiative	£2,000	£200
Friends of St Andrews	£2,000	Nil
St Martin's Hall Community Trust	£2,000	£2,000*
Vivaldi Singers	£500	Nil
We're going for it Surrey	£1,500	£280
TOTAL	£82,214	£51,360

- Conditioned on them obtaining the balance of funding for the overall project.

In addition the Working Group also considered an application from the Farnham Carnival and the Safer Waverley Partnership which will funded from other budget headings within the overall budget.

The Corporate Development and Audit Working Group also considered an additional application from the Farnham Maltings for a grant of £2,000 in the current financial year 2009/2010, towards the cost of providing disabled toilets.

The Corporate Development Group have recommended this grant for approval by Full Council.

Loan Charges – Account Code 1700/1

The Council currently has a loan with the Public Works Load Board which was raised to pay for the extension to provide offices to the Town Council at the Locality Office in Farnham. The current balance outstanding at 29 October 2009 is £82,919. The interest rate on this loan is 8.125 %.

The Working Group considered the impact of the significant falls in interest rates received on investments which currently averages 0.25% per month on balances in excess of £1,000,000.

The Working Group recommends to Council that a settlement figure be obtained and the balance of the loan should be paid from General Reserves thereby reducing the Council's net operating expenditure by £10,230 per annum.

Since the Meeting a settlement figure has been obtained: £108,145

Tourism – Account Code 2300

The Tourism and Events Working Group has asked the Corporate Development and Audit Working Group to consider additional funding of £14,850 to extend its current successful programme. This includes a Spring Festival, a programme of Band Concerts, Farnham Feast of Food, Christmas Events and Continental Markets. In addition it is proposed to provide an additional event to be called Picnic in the Park to provide music prior to the start of the Farnham Carnival.

These events will allow the Council to generate some income from letting stalls etc which is anticipated to generate an additional £8,000 income.

In addition the Tourism and Events Working Group have identified an additional £7,500 to pay staff wages for weekend working due to the shortage of other forms of assistance at events.

Legal and Policy Implications

The Council are required to make a decision at this meeting to inform Full Council at the meeting to be held in January 2010 to set the Precept for 2010/2011.

Financial Implications

The financial implications are stated within the report.

Recommendations

- 1. To approve the draft budget for 2010/2011.**
- 2. To approve a grant of £2,000 to the Farnham Maltings in 2009/2010 for disabled toilets.**
- 3. To agree that a settlement figure be obtained from Public Works Loan Board and that the outstanding balance of the loan should be paid from General Reserves.**
(Since the Meeting a settlement figure has been obtained: £108,145)

12 November 2009

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

Distribution: To all Councillors (by post)

FARNHAM TOWN COUNCIL **ANNEX A**
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the budget
		Actual	Budget	Budget	Expenditure at 30/09/09	projected out turn at 31/03/10	Estimate	
	Corporate Management	£	£	£	£	£	£	
1100/1/1	Accounts Support	2,173	3,100	2,250	613	2,250	2,250	
1100/2	Bank Charges	1,596	1,700	2,000	828	1,900	2,000	
1100/1/3	Legal and Professional Fees	1,402	1,500	3,000	2,350	3,000	3,000	
1100/1/4	Other professional fees	11,861						
1100/1/2	Audit Fees	9,020	5,800	6,300	0	6,300	7,000	The Audit fees are set by the Audit commission, in addition there will be costs for the transfer to SORP Accounting
1100/3	IT Support & Equipment	9,451	9,225	9,225	3,748	9,225	9,225	
1100/4	Web Site	8,749	6,850	10,000	7,200	12,000	12,500	The maintenance and ongoing development of the Council Web site is delivered more effectively and economically by using or web site provider
		44,252	28,175	32,775		34,675	35,975	
	GROSS EXPENDITURE	44,252	28,175	32,775	14,739	34,675	35,975	
	Democratic Representation	£	£	£		£	£	
1200/2	Mayoral Allowance	3567	2,600	2,600	896	2,600	2,600	
1200/3/1	Members Courses	0	1,000	1,000	0	0	1,000	
1200/3/2	Members Travel	0	200	200	0	0	200	
1200/4	Civic Functions	4068	4,300	4,300	658	4,300	5,300	Additional costs for the provision of Farnham Awards.
1200/5	Public Building Hire	145	600	600	0	600	600	
	GROSS EXPENDITURE	7,780	8,700	8,700	1,554	7,500	9,700	

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/10/09	projected out turn at 31/03/10	Estimate	
	Administration Rechargeable	£	£	£		£	£	
1300/1/1	Salaries/NI/Pension	265,865	306,615	316,548	150,749	316,548	320,000	There has been an allowance of 1.1% for a cost of living allowance in 2010/11
1300/1/3	Staff Training	2,561	2,750	3,000	1,055	3,000	3,000	
1300/1/2	Staff Travel	2,219	2,500	2,500	1,571	2,750	2,600	
1300/2	Office Costs/Hospitality	2,408	2,050	2,050	1,394	2,050	2,100	
13002/2	Rent	15,713	29,760	29,760	0	28,000	34,000	
1300/3/2	Telephone	4,098	3,485	3,485	2,689	4,000	4,000	The capital cost for the new telephone system has been identified from within reserves
13003/3	Postage	3,892	4,700	4,250	2,042	4,250	4,500	
1300/3/4	Stationery	5,396	6,500	8,000	3,836	8,000	8,000	
1300/4	Subscriptions	5,465	3,750	6,000	5,647	6,000	5,000	The fees have been amended to reflect the reduction in charges from the National Association and Surrey Association of Local Councils
13002/7	Insurance	14,536	14,000	16,000	15,464	16,000	16,000	
1300/3/5	Publications	464	500	500	55	500	500	
1300/3/6	Photocopying Charges	1,808	1,900	3,000	2,858	4,300	4,300	The increase in charges reflect the lease of a new photocopier
1300/1/4	Staff Advertising	281	1,000	1,000	0	1,000	1,000	
1300/3/7	Other Advertising	128	500	500	0	500	500	
1300/3/8	Office Equipment Maintenance	1,179	2,100	2,100	103	2,100	2,100	
	Less Income or Office Cleaning	-2,000			0	-5,200	-5,200	
	GROSS EXPENDITURE	326,013	382,110	398,693	187,463	393,798	402,400	

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/10/09	projected out turn at 31/03/10	Estimate	
	Grant Aid	£	£	£		£	£	
1400/1	Grants	91,127	97,127	79,902	33,400	79,000	60,000	
	Total Grant Aid Expenditure	91,127	97,127	79,902	33,400	79,000	60,000	
	Other Services to the public							
1500/1	Elections	4000	4,000	4,000	0	4,000	4,000	The Council sets aside in reserves a sum of money equivalent to 25% of its election costs or for the cost of a by-election.
1500/2	Newsletter	0	5,000	5,000	0	0	1,500	The principle cost of producing the news letter are absorbed within other budget costs
	GROSS EXPENDITURE	4000	9,000	9,000	0	4,000	5,500	

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/10/09	projected out turn at 31/03/10	Estimate	
Non Distributed costs								
1600/1	Pension Additional payments	4,367	10,530	4,350	2,175	4,350	4,350	The additional pension contribution has been recalculated by the pension authority.
	GROSS EXPENDITURE	4,367	10,530	4,350	2,175	4,350	4,350	
	Other operating Expenditure							
1700/1	Loan Charges	10,227	10,200	10,230	5,113	10,226	10,230	See Note xx of covering report
	GROSS EXPENDITURE	10,227	10,200	10,230	5,113	10,226	10,230	
	Other Income							
100	Precept	-841,725	-841,725	-866,960	-433,488	-866,976	0	
105	Bank Interest Received	-50,806	-37,000	-22,000	-1,838	-4,800	-3,500	The potential income from investments has been reduced to reflect the current economic climate
	GROSS INCOME	-892,531	-878,725	-888,960	-435,326	-871,776	-3,500	

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/09/09	projected out turn at 31/03/10	Estimate	
	External Works	£	£	£		£	£	
1800/1/1	Salaries, NI Pension	142766	133,125	127,364	74,764	142,700	137,500	. There is a provision of 1.1% for cost of living salary increases in 2010/11.
1800/2/1	Rates	2633	2,700	2,750	1,656	2,760	3,000	
1800/2/2	Water rates	0	0	300	0	300	300	
1800/2/3	Electricity & heating	175	500	825	540	825	825	
1800/2/4	Telephone	1245	1,500	1,500	698	1,500	1,500	
1800/1/4	Protective clothing	1444	1,275	1,300	1,236	1,300	1,300	
1800/2/5	Property maintenance	1119	1,500	1,000	411	1,000	1,000	
1800/3/1	Equipment maintenance	4842	3,500	4,500	2,734	5,300	5,000	The budget has been increased to reflect the cost of additional machinery and due to additional work the machines require additional maintenance
1800/3/2	Vehicle costs	7386	4,000	7,400	4,012	7,700	8,000	The budget has been increased to reflect the cost of additional vehicles, the increasing work load and increasing fuel charges.
1800/4	War memorial	45	750	750	0	500	750	
	Training	0	1000	1000	0	1000	1000	
	GROSS EXPENDITURE	161,655	149,850	148,689	86,051	164,885	160,175	

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/09/09	projected out turn at 31/03/10	Estimate	
	Parks and Public Spaces	£	£	£		£	£	
1900/1	Open Space Enhancement	27714	24,150	24,150	13,664	24,150	28,000	Costs of Farnham In Bloom and associated projects
1900/3	Bus Shelter maintenance	0	1,000	1,000	0	500	1,000	
1900/2	Black Water Valley Countryside Management Scheme	797	800	800	0	800	800	
1900/4	Public seats maintenance costs	5	1,500	1,500	58	0	1,500	
	GROSS EXPENDITURE	28,516	27,450	27,450	13,722	25,450	31,300	The cost of this service does not include staff time or administration.
	Gardens and Open Spaces							
2000/2	Library garden Upkeep	89	1,000	1,000	126	250	1,000	
	Income: SCC Grant	-3000	-3,000	-3,000	0	-3,000	-3,000	The Town Council manages the Library gardens on behalf of Surrey County Council who pay an annual fee for this service.
	NET EXPENDITURE	-2,911	-2,000	-2,000	126	-2,750	-2,000	The cost of this service does not include staff time or administration rechargeable costs.

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/09/09	projected out turn at 31/03/10	Estimate	
	Allotments	£	£	£		£	£	
2100/4	Allotment maintenance	1,137	1,500	1,500	316	1,500	1,500	
2100/3	Allotment Utilities	1,396	1,000	1,000	1,022	1,400	1,400	
	GROSS EXPENDITURE	2,533	2,500	2,500	1,338	2,900	2,900	
210	Income - Allotments	-5,341	-2,800	-4,805	-5,665	-5,800	-6,175	
	NET EXPENDITURE	-2,808	-300	-2,305	-2,989	-2,900	-3,275	The cost of this service does not include staff time or administration rechargeable costs.
	Wrecclesham Community Centre							
	Maintenance Costs	22,153	3,500	3,500	1,190	3,500	3,500	
	GROSS EXPENDITURE	22,153	3,500	3,500	1,190	3,500	3,500	
215	Rents Received	-2,395	-2000	-1000	-1150	-2300	-2500	
	NET EXPENDITURE	19,758	1,500	2,500	40	1,200	1,000	

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/09/09	projected out turn at 31/03/10	Estimate	
	Tourism	£	£	£		£	£	
2300/3	Heritage Open days	1459	1,000	1,500	2,150	2,150	1,500	
2300/4	Tourist Publications	2709	4,200	4,200	1,639	4,200	4,200	
2300/5	Tourism Developments and Events	18595	27,000	27,000	20,673	27,000	41,850	The programme for events is attached
	additional staffing costs						7,500	
	Touch Screens	0	10,000	0	6,148	10,000	7,000	
2300/6	Community Carnival Events	6000	6,000	6,000		5,000	3,500	
	Less Income					-5,000	-8,000	
	GROSS EXPENDITURE	28763	48,200	38,700	30,610	43,350	57,550	The cost of this service does not include staff time or administration rechargeable costs.

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/09/09	projected out turn at 31/03/10	Estimate	
	Cemetery	£	£	£		£	£	
	Waste Disposal	737	1,850	621	336	675	750	
2400/2	Rates	2,995	3,300	3,600	1,751	3,250	3,600	
2400/2	Cemetery Energy Costs	757	700	775	488	775	775	
2400/3	Miscellaneous Administration	462	500	675	784	784	675	
2400/4	Cost of Burials	14,488	20,500	21,000	8,488	18,000	21,000	
2400/5	Cemetery Upkeep	11,012	10,275	10,500	6,642	10,500	10,500	
	Cemetery Building maintenance	0	2,000	2,000	0	2,000	2,000	
2400/2	Training	1,755	1,500	1,500	0	1,500	1,500	
	GROSS EXPENDITURE	32,206	40,625	40,671	18,489	37,484	40,800	
230	Income - Cemetery	-76,740	-40,300	-38,620	-39,947	-60,000	-65,000	
	NET EXPENDITURE	-44,534	325	2,051	-21,458	-22,516	-24,200	The cost of this service does not include staff time or administration rechargeable costs.
	COMMUNITY SAFETY							
2500	Community Safety & CCTV Provision and maintenance	4,042	21,500	15,000	8,262	15,000	15,000	
	GROSS EXPENDITURE	4,042	21,500	15,000	8,262	15,000	15,000	

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/09/09	projected out turn at 31/03/10	Estimate	
	Public Conveniences	£	£				£	
2600/1	Operating Costs	12969	25,800	22,500	8,747	22,000	22,600	
2600/1	Salaries	39566	40,000	44,500	22,224	44,500	45,000	
	GROSS EXPENDITURE	52535	65,800	67,000	30,971	66,500	67,600	
	Subsidy from WBC	-9000	-10,000	-10,000	0	-4,000	-4,000	Funding from WBC is tailored and will be reduced during the financial year
	NET EXPENDITURE	43535	55,800	57,000	30,971	62,500	63,600	

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/09/09	projected out turn at 31/03/10	Estimate	
	Farmers Market	£	£	£		£	£	
2700/1	Farmers market Supervision	1485	1,680	1,680	750	1,680	1,680	
	Farmers Market Insurance	65	1,000	0		0	0	
2700/3	Adverts/Publicity/Stationery	1841	4,150	3,000	623	2,800	3,000	
	Stall Hire	2234	2,500	500	0	0	500	
2700/5	Equipment Hire	5252	4,400	4,500	2,520	4,500	2,500	
2700/6	Enhancement Projects	2800	1,280	1,280	445	1,280	1,280	
	GROSS EXPENDITURE	13677	15,010	10,960	4,338	10,260	8,960	
235	Income- farmers market	-17847	-19,176	-19,176	-11,114	-18,000	-19,176	
	NET EXPENDITURE	-4,170	-4,166	-8,216	-6,776	-7,740	-10,216	

FARNHAM TOWN COUNCIL
DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2011

Account Code	Description	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11	Notes to the Budget
		Actual	Budget	Budget	Expenditure at 30/09/09	projected out turn at 31/03/10	Estimate	
	Town Centre Development	£	£	£		£	£	
2800/2	Projects	5995	15800	15800	6386	15800	15800	
2800/4	Christmas Lights	25335	30,000	30,000	0	32,000	30,000	
	Bus Shelters	0	10,000	10,000	0	0	0	
	GROSS EXPENDITURE	31,330	55,800	55,800	6,386	47,800	45,800	
	Rural Development							
3000/2	Graffiti Management	6506	8000	7250	3300	7250	7250	The graffiti management project allows for 12 targeted visits on graffiti within Farnham.
	Projects	0	12100	12100	2670	12100	12100	
	GROSS EXPENDITURE	6,506	20100	19350	5970	19350	19350	

Farnham Town Council ANNEX B						
Consolidated Draft Budget for 2010/11						
	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11
	Actual	Budget	Budget	Out turn at 30/09/09	projected out turn at 31/03/10	Estimate
	£	£	£	£	£	£
Services						
Central Services						
Corporate Management	44,252	28,175	32,775	14,739	34,675	35,975
Democratic Representation	7,780	8,700	8,700	1,554	7,500	9,700
Administration Rechargeable	326,013	382,110	398,693	187,463	393,798	402,400
Other Services to the Public	4,000	9,000	9,000	0	4,000	5,500
Non Distributed Costs	4,367	10,530	4,350	2,175	4,350	4,350
Other Services						
Grant Aid	91,127	97,127	79,902	33,400	79,000	60,000
Community centres	19,758	1,500	2,500	40	1,200	1,000
Cultural & Related Services						
External Works	161,655	149,850	148,689	86,051	164,885	160,175
Parks and Public Spaces	28,516	27,450	27,450	13,722	25,450	31,300
Gardens & Open Spaces	-2,911	-2,000	-2,000	126	-2,750	-2,000
Allotments	-2,808	-300	-2,305	-2,989	-2,900	-3,275
Tourism	28,763	48,200	38,700	30,610	43,350	57,550
Environment Services						
Cemetery and Burials	-44,534	325	2,051	-21,458	-22,516	-24,200
Community Safety	4,042	21,500	15,000	8,262	15,000	15,000
Public Conveniences	43,535	55,800	57,000	30,971	62,500	63,600

Farnham Town Council						
Consolidated Draft Budget for 2010/11						
	2008/09	2008/09	2009/10	2009/10	2009/10	2010/11
	Actual	Budget	Budget	Out turn at 30/09/09	projected out turn at 31/03/10	Estimate
	£	£	£	£	£	£
Planning & Development Services						
Farmers Market	-4,170	-4,166	-8,216	-6,776	-7,740	-10,216
Development Projects						
Town development	31,330	55,800	55,800	6,386	47,800	45,800
Rural development	6,506	20,100	19,350	5,970	19,350	19,350
Capital and Special project Exper	30,990	0	51,500			0
NET COST OF SERVICES	778,211	909,701	938,939			872,009
Interest and Investment Income	-50,806	-37,000	-22,000	-1,838	-4,800	-3,500
Loan Charges	10,227	10,200	10,230	5,113	10,226	10,230
NET OPERATING COST	737,632	882,901	927,169			878,739
Town Precept	-841,725	-841,725	-866,960	-433,488	-866,976	0
SHORTFALL	0	41,176	60,209			878,739

Farnham Town Council - Projected Reserves at 31/03/10						ANNEX C
Description	Balance @ 01/04/09	Transfer from General Fund	Transfer to General Fund	Approved Expenditure 2009/10	Projected balance @ 31/03/10	Explanation of Approved Expenditure in 2009/2010
Election Fund	22,962	4,000			26,962	The Council sets aside an annual sum for election costs
Legal Expense Fund	10,000				10,000	
New Equipment	60,000	20,000		-32,300	47,700	Cost of mower and trailer and new telephone system (£20,000)
Wrecclesham Community Centre Funds	26,000				26,000	
Traffic & Highways Fund	50,000				50,000	
Bus shelters	31,816				31,816	
CCTV provision	52,388	45,470		-63,470	34,388	New CCTV cameras in Gostrey Meadow, new relays to allow monitoring of all cameras and £20k to new memory at Guildford Control Room
Cemetery Building enhancements	139,407			-35,000	104,407	Repairs to walls and roof at West Street Chapel
Cemetery enhancements	17,807			-10,000	7,807	Garden of Reflection
Cemeteries Memorial Health and Safety Project	0	25,500		-25,500	0	Provisional funding for additional works for inspection and repair of memorials
Christmas Lights infra structure	25,000	5,000		-30,000	0	Cost of providing new independent electrical infrastructure for Christmas Lights
Farmers' Market	2,000				2,000	
Gostrey Meadow lighting	15,000			-15,000	0	Cost of additional lighting around War Memorial
Bandstand Gostrey Meadow	35,103			-35,103	0	Cost of providing new Band Stand in Gostrey Meadow
Public Conveniences	10,000				10,000	
The Bungalow - Sandy Hill	12,000			-12,000	0	Council contribution to cost of new bungalow
Farnham Design Statement	4,580			-4,580	0	
Tourism development	20,000				20,000	
Office enhancements	20,000			-20,000	0	Cost of providing new reception area
Mayors Charity	10,152			-10,152	0	
Project Sky Walker	25,956			-25,956	0	Earmarked costs for due diligence exercise regarding the purchase of assets
Total Ear Marked Reserves	590,171	99,970	0	-319,061	371,080	
General Fund	544,638	-99,970	0		444,668	
Total reserves	1,134,809				815,748	



FARNHAM TOWN COUNCIL

For Services to Farnham Award Selection Board

TERMS OF REFERENCE - DRAFT 3 - 23 October 2009

Membership

The Group will comprise of:

- The Town Mayor
- One Representative from the Tindle Newspaper Group
- One Representative from the Farnham Volunteer Centre
- At least Two Town Councillors – one elected member from the majority party and one elected member from other parties
- Sir Ray Tindle (ex officio)

The Town Mayor shall chair the Selection Board
The quorum of the Group shall be three members.
There will be a minimum of two meetings per year

Purpose

To promote, seek, receive and consider nominations for the For Services to Farnham Award for approval by Farnham Town Council. The nominee need not necessarily live in Farnham. To be publicised in the local media and on the Farnham Town Council Web site etc.

Criteria

- To consider awards for people who have given outstanding service to the community and people of Farnham
- The For Services to Farnham Award is open to anyone
- Nominations will be accepted from local organisations and/or members of the public
- Every application must be nominated and seconded
- The For Farnham Awards Selection Board will recommend possible recipients to Farnham Town Council for approval
- Nominations and presentations of awards will normally take place twice a year
- Every nomination must be submitted on the approved nomination form

APPENDIX C

Each winner will receive a For Services to Farnham Award

APPENDX D

Dear Town Councillors,

After eight years as Governor of Potters' Gate School on your behalf I feel the time has come to step down and let someone else have a turn. I have really enjoyed my years as Governor and I shall miss being closely involved with the school. After several changes in management the school is now doing really well under Jane Whittington as Head Teacher.

I recommend Mrs Sue Phillips of 24 Beavers Road as a possible Governor to replace me. Her children attended the school & she was on the Parent/Teacher Committee (Friends of P.G.). She is a retired Maths Teacher & has had Special Needs experience, useful for the Special Needs Governor Vacancy.

Yours faithfully

Anne M. Byre

(Mrs)



FARNHAM TOWN COUNCIL

E

Notes

Corporate Development and Audit Working Group

Time and date

8.00am on Monday 21 September 2009

Place

Town Clerks Office, South Street, Farnham

Attendees: Cllr C Cockburn, Cllr J Hargreaves, Cllr S Hill, Cllr O'Grady, Cllr J Ward.

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

1. Apologies

Apologies for absence were received from Cllr J Maines.

2. Presentation from HOPPA

POINTS	ACTION
Cllrs received a presentation from Steve Forward from HOPPA. Mr Forward outlined the current situation regarding the number of trips and passengers that the HOPPA had dealt with, both the Farnham Hospital HOPPA and the HOPPA that runs to the Royal Surrey County Hospital.	
Mr Forward explained that HOPPA was finding it difficult to attract passengers and users to the HOPPA. Members suggested that the HOPPA come to the Farmers' Market to promote the HOPPA service. It was also suggested that the HOPPA forms could be filled in at the Farnham Town Council reception and that the forms could be faxed directly to the HOPPA main office to help facilitate the registration process.	HOPPA to liaise with Mrs Gordon re allocation of space at the Farmers' Market.
Mr Forward asked the Members whether they could give any indication as to whether Farnham Town Council	

<p>would give HOPPA the reduced Revenue Grant for 2010/2011.</p> <p>Members responded that there would be no guarantees on grant allocations until all grant applications had been received as there was only a limited budget for grants.</p>	
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3. Grants Process

POINTS	ACTION
<p>It was brought to Members' attention that 2010/2011 was the last year of the three year agreement with Revenue Grant applicants that funding be reduced by 20% each year.</p> <p>Members noted that the Grants Process would be reviewed in 2010/2011.</p>	
<p>It was agreed that the Grants Process for 2010/2011 would take the following format:</p> <p>All Revenue Grant applicants would be invited for interview by the Corporate Development and Audit Working Group before recommendations were made to Full Council.</p> <p>All Revenue Grant applicants would be asked to answer questions regarding their applications and the time for the presentations would be limited.</p>	<p>Officers write to Revenue Grant Applicants inviting to present to Corporate Development and Audit Working Group.</p>

4. Notice Boards.

POINTS	ACTION
<p>Members raised concern regarding the lack of Farnham Town Council notices in the notice boards around Farnham.</p>	
<p>Members agreed that at least 50% of the notice boards should be dedicated to the Town Council, agendas, maps and events.</p>	
<p>It was agreed that Ms Rayner and Mrs Sydenham would carry out an audit of all the Farnham Town Council notice boards.</p> <p>All notices would be taken off the boards until the audit had been completed.</p>	<p>Ms Rayner and Mrs Sydenham to carry out an audit on all notice boards.</p>
<p>It was agreed that notices could be put up in the downstairs reception area, however, if the notices were for businesses or commercial enterprises then a fee would be charged.</p>	

It was agreed that information would be given in the form of a Press Release regarding the new format for the notice boards.	
Members also asked about the directional signage in the town and it was agreed that Ms Rayner would carry out an audit of all the signage in the town to access the current situation.	Ms Rayner to carry out audit on all directional signage in the town.

5. Budget Process

POINTS	ACTION
It was agreed that a Workshop would be held with Members to discuss the Budget process for 2010/2011. It was agreed that the Workshop would take place on Thursday 29 th October 2009 at 7pm. All Members would be emailed with the date and time.	WRC to email Members with date and time of Budget Workshop.

6. Accommodation Update

POINTS	ACTION
RP updated Members on the current situation regarding the office accommodation. The new wall had been built and would be plastered and painted in the next two weeks. Works would be carried out on the downstairs office to make safe electrical supply. The new reception counter would be in place by mid November. The new telephone system was connected and all calls were being recorded. VOIP phones had been connected to the system.	
Members noted that additional licences were being purchased to allow all in coming and outgoing calls to be recorded, as only 4 lines had originally been connected.	

7. Date of next meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be confirmed by email.	



FARNHAM TOWN COUNCIL

F

Notes

Cemetery Appeals and Working Group

Time and date

10.30am on Thursday 10 September 2009

Place

Town Clerk's Office, South Street, Farnham

Attendees: Cllr Cockburn, Cllr V Duckett, Cllr G Hargreaves, Cllr J Ward, Mr K Taitt (Grounds and Services Manager) and Miss W Coulter (Committee and Members Services Coordinator)

1. Apologies

Apologies were received from Cllr S O'Grady.

2. Garden of Reflection

POINTS	ACTION
<p>KT gave a verbal report on the progress of the Garden of Reflection at West Street Cemetery.</p> <p>The base for the memorial book had been installed week commencing 31st August. The foundations were being given time to set. The installation of the book would be undertaken week commencing 14 September.</p> <p>All the land in the Garden of Reflection had been cleared and once the book was installed the contractors would begin to lay the path.</p> <p>Members commented that the information board was working well informing the public of the work that was being carried out.</p> <p>The Members wished to be reminded of how the book would look once it had been installed and how the plaques would be managed.</p> <p>It was agreed that the Cemeteries Appeals and Working</p>	

Group would visit Leatherhead Crematorium where there was already a book in use.	
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3. Friends of Farnham Cemeteries – Update Report

POINTS	ACTION
<p>Members received a report on the current progress of the formation of a Friends of Cemeteries Group.</p> <p>It was reported that a launch event had taken place in Green Lane Cemetery on 18 July 2009. Some interest had been shown and members of the public had come forward to offer assistance. However, there were not enough people involved with enough time to form a Friends of Farnham Cemeteries Group.</p> <p>Therefore it was suggested that a further event be held at West Street Cemetery on 24 October following an advertising campaign in the library and on the website.</p>	<p>Officers organise an Open Day at West Street Cemetery for 24 October 2009.</p> <p>Officers co-ordinate the group until such time as a committee can be established.</p>

4. Stonecrest Memorial Masons

POINTS	ACTION
<p>It was reported that following the Group's meeting with Stonecrest on 30 July 2009 a full report answering all the issues raised had been formulated.</p> <p>The report, along with a covering letter had been sent to Stonecrest.</p> <p>CC explained that the letter had been written to clarify the Council's position.</p> <p>All correspondence between Stonecrest and Farnham Town Council had been forwarded to BRAMM with an explanation of the current situation and informing BRAMM of the action the Town Council would take.</p> <p>However, since the report and letter had been sent to Stonecrest, two memorial applications had been received which were not within the Cemetery Regulations.</p> <p>The Working Group considered the applications and agreed that unfortunately permission could not be given for the memorials.</p>	<p>Letters to be written to the families explaining the reason for refusal.</p>

5. Badshot Lea Cemetery

POINTS	ACTION
<p>Members received a report on unauthorised embellishments to memorials and the placing of unauthorised tributes in Badshot Lea Cemetery.</p>	<p>Officers to identify a date for a seminar and write to all known contacts.</p>

It was suggested that all contacts on the Council's records for Badshot Lea Cemetery should be written to inviting them to attend a seminar with the Working Group to discuss the future of Badshot Lea Cemetery and whether it would be a good idea to enter the cemetery into the Cemetery of the Year Award Scheme.	
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6. Renovation of West Street Chapel

POINTS	ACTION
Members received an update on the progress of renovation at West Street Chapel. It was reported that work had started on the walls and work would start on the roof shortly. Members asked officers to report back on the proposed use of the chapel buildings for the next meeting.	Officers to draw up flow chart for the use of Chapel Buildings and Cemetery Services.

7. Update on Cemetery Projects

POINTS	ACTION
Members received a report on the current progress of Cemetery Projects. Members requested officers to provide more detail in the report for the next meeting.	Officers to provide more detail in progress report.

8. Date of the next meeting

POINTS	ACTION
It was agreed that the date and time of the next meeting would be Thursday 19 November 2009 at 10.30am.	WRC to email Members Agenda and papers nearer the time.



FARNHAM TOWN COUNCIL

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Notes

Tourism & Events Working Group

Time and date

09:00 on Wednesday 16 September 2009

Place

Council Offices, South Street, Farnham

Attendees: Cllr O'Grady, Cllr Hill, Cllr Hargreaves, Cllr Le Gal (Items 3-6), Catherine Cooper (CC) Major Projects Co-ordinator, Cath Sydenham (CS) Rural Development Co-ordinator.

1. Apologies

Apologies were received from Cllr Storey

2. Minutes from the last meeting

The Minutes of the Tourism and Events working group meeting held on 20th July 2009 were agreed as a correct record. The following actions were discussed:

POINTS	ACTION
<p>The Christmas Publicity proposal from The Herald/Delta Radio was discussed by the group, as per the previous emails that were circulated. It was agreed that we would not proceed with the proposal. Therefore, Farnham Town Council will produce the publicity and use Eagle Radio as stage management at the Switch-on.</p> <p>CS said that Farnham Brass Band proved to be popular at the last Music in the Park concert.</p> <p>CC said that additional parking spaces have been found for the residents and retailers of Castle Street during the road closure for the Food Festival.</p>	

3. Feast of Food

POINTS	ACTION
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CC informed the group that the launch day is Friday 18th September 2009.

CC explained that a questionnaire will be distributed to the public at the Food Festival. Members were asked if they would like any specific questions asked. The following questions were suggested:

- Quality of stands
- Which stands did you enjoy the most / least?
- Where do you think we should advertise?
- Have you come especially into Farnham for the Food Festival?
- Is there a good variety of stalls?

Councillor help is needed on the day between the following hours:

9:00 – 11:00

11:00 – 13:00

13:00 – 15:00 – Cllr Hill

All other members said they would help for the duration of the day.

Cllr Le Gal asked for name badges to be provided.

CC informed members that the Town Council are working in partnership with The Chamber of Commerce to devise a shop around Farnham Food Trail Quiz to run between 25 September and 3rd October. There will be 20 questions about certain stalls at the Festival and shops in the town. Each question will have 3 answers although only 1 is correct. People taking part will have to visit the stalls and shops to obtain the correct answer. The Mayor will then pick the winner at random on Monday 5th October.

CC said additional radio publicity has been gained with interviews with BBC Surrey and Delta Radio.

Cllr Hargreaves asked how many stands are already confirmed to attend. CC replied 35 with a range of local companies and businesses that attend the Farmers' Market.

Action CC to add into questionnaire

Action ALL to add into diaries

Action CC to provide

4. Christmas

POINTS	ACTION
<p>Temporary flooring costs were circulated by email to the members and it was agreed to use TRAC Ltd who were the cheapest quote and used previously at Safe Street.</p> <p>CC said that 96.4 Eagle Radio have been booked to stage manage the Switch-on between 12 Noon and 7pm. The presenter set up would be as follows:</p> <ul style="list-style-type: none"> • 12noon - 2pm : Love Crew • 2pm – 6pm: Main presenters – requested Posh AI 	

- and PG between 5pm and 6pm
- Wise and Co have agreed to sponsor Santa's Grotto at the Switch-on event for £1000.

CC said that a decent looking Grotto would cost approx £900 to hire, and officers proposed that the bandstand be turned into a Santa's Grotto. Cllr Le Gal suggested creating an igloo and volunteered to help.

Cllr Hargreaves is away on business on Switch-on day and will be unable to help.

CC distributed the 2008 publicity leaflet for discussion. Members suggested that it needs to more clear that it is designed by Farnham Town Council and the front cover image could be Gostrey Meadow.

Cllr O' Grady suggested using advertising boards (not Farnham Town Council chalkboards) at the main entrances to the town. Cllr Le Gal said she would be able to help with highways permission.

Cllr O' Grady suggested having a colouring competition again in the leaflet and a Gazebo with a table at the switch-on for children to complete their entries.

CC and CS said that providing 'Scooby Doo' characters to switch-on the lights isn't progressing due to the lack of 'good' costumes. CS suggested a fancy dress competition on the day. Children and adults are invited to attend in costume, then go up on to stage and have a little interview with Eagle Radio. The winner can then be chosen by the audience, Eagle Radio and the Mayor. The winner's prize would be to turn the lights on. Eagle Radio were very enthusiastic about the idea.

Members were asked by CC and CS if they would like any particular bands invited to play at Switch-on. The following were suggested:

- Farnham Youth Choir
- Rock Choir
- 25 Miles
- Jeff Hiscott Jazz Band
- Schools
- Bourne Choir
- Farnham Operatic Society
- Alder Valley Brass Band

Cllr Le Gal and Cllr Hargreaves asked for the mulled wine to be better organised and to have cardboard cups as opposed to polystyrene ones.

Cllr O' Grady asked if the cups could have Farnham Town

Action Cllr Le Gal to help with the design of the Grotto
Action CC / CS to source overnight security

Action CC / CS to work with the designers on the leaflet

Action DL to speak to Highways

Action CC / CS to source crayons

Action CC / CS to ask

Action CC / CS to

<p>Council stickers on. Members agreed this would be a good idea and for the stickers to be handed out to children.</p> <p>Cllr Hill suggested a banner should be placed outside Gostrey Meadow to advertise the event</p>	<p>research</p> <p>Action CC / CS to investigate if Waverley Borough Council will allow this</p>
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5. Tourism Strategy

POINTS	ACTION
<p>The current Tourism Strategy currently expires in 2010. The Tourism and Events Group will be responsible for reviewing the strategy and CC suggested the following people to be invited into the process:</p> <ul style="list-style-type: none"> • Chris Shephard – Chair of Visitors Forum • Catherine Knight – Visit Surrey Partnership <p>CC asked if the members would like to involve anybody else. The Chamber of Commerce was suggested.</p> <p>A date to review meeting was set for Thursday 3rd December at 9am.</p>	<p>Action CC to invite</p>

6. 2010 Events

POINTS	ACTION
<p>CC circulated a list of proposed events for 2010.</p> <p>Cllr O' Grady suggested Proms in the Park should be named Picnic in the Park.</p> <p>Inside Catering have approached CC about organising a BBQ day in Farnham. CC suggested that they link into Picnic in the Park.</p> <p>Continental markets will hopefully be able to happen next year as the street trading issues should be rectified by Waverley Borough Council by the end of the year. The continental markets need to be in a position with passing trade but a conversation should be held with the Market. Market organisers to see if Gostrey Meadow is a suitable location. A market was suggested for April/May and another around Christmas time.</p> <p>On the circulated list, a column of how many members of staff are required for each event is listed. Including the Farmers' Markets, there are 97 working days, which are taken out of the office to staff the events.</p> <p>CC stressed that most of the days are taken by her but in order to organise the events, she needs to be in the office more.</p>	<p>Action CC to liaise with Inside Catering</p> <p>Action CC to talk to market organisers</p> <p>Action CC to email SO dates and SO to email and ask all Councillors to help and to also ask Councillors to help at Switch-on and Feast of Food this year</p>

CC said that it is essential she attends the 'core' events but not the smaller events such as Music in the Meadow. Other staff members will be asked if they would like to help but this can't be forced. To avoid additional days out from the office with TOIL, staff will be offered overtime. Cllr O' Grady suggested that Councillors could help more and will send an e-mail.

CC said the events budget for 2010/11, if it stays as it is will be stretched due to extra events and members need to bear this in mind when they are setting the budget for 2010/11.

Cllr Hill suggested that more emphasis should be given next year in finding sponsorship.

CC said that this could be done but the budget cannot be set with sponsorship in mind incase it cannot be sought.

7. Project Update Report

POINTS	ACTION
CC said the electronic Visitor Information Point is now installed in the new reception.	
CS said the website homepage will contain the Council's contact details by the end of the week and press releases are now added weekly.	

8. AOB

POINTS	ACTION
CS said Smith and Causey have submitted an application to attend the Farmers' Market. They have previously submitted applications, which have been rejected. The group considered the new application and the Farmers' Market rules. Smith and Causey would be a category 2 producer and the rules state ' <i>whose principle ingredients are primary farm produce from category 1</i> '. The application form does not show that the principle ingredients are from a local farm. Therefore, members agreed that a letter should be written to Smith and Causey stating we would like them to attend the Farmers' Market but they need to adhere to the rules and their principal ingredients need to be primary farm produce.	Action Ginny Gordon to write to Smith and Causey.

10. Date of the next meeting

POINTS	ACTION
It was agreed that the date and time of the next meeting would be on Wednesday 18 th November 2009 at 9am	CC/CS to email Members Agenda and papers nearer the time.



FARNHAM TOWN COUNCIL

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Notes

Farnham in Bloom Working Group

Time and date

10.00 on Tuesday 24 September 2009

Place

Council Chamber, South Street, Farnham

Attendees: Cllr David Atfield, Cllr Victor Duckett Cllr Jill Hargreaves (Chairman) Cllr Janet Maines, Cllr Ward , 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 4 August 2009 were agreed.

3. The S&SE in Bloom result 2009

POINTS	ACTION
<p>Cllr Mrs Jill Hargreaves congratulated everyone who had contributed to Farnham's Town Centre entry being awarded a silver-gilt certificate.</p> <p>The members noted the following areas which had not received full marks and discussed ways to address those areas. The following areas have not scored full marks: (Max 4 stars)</p> <ul style="list-style-type: none">• Conservation and biodiversity (understanding the plant and animal species present in the town and their relative importance)(3 stars)• Resource management (recycling, minimising demand placed on natural resources and any harmful impact on the environment)(2 stars)• Local environmental quality-management	

<p>of vacant premises and plots, litter, graffiti, fly posting, dog fouling etc (3 stars)</p> <ul style="list-style-type: none"> • Pride of place(management of street furniture, signage, art in the landscape and hard landscaping (3 stars)) • Year round involvement(evidence of year round activity (3 stars)) • Funding and support(initiatives to secure on-going support for the local bloom campaign including local business support) (3 stars) <p>Kevin Taitt reported on the feedback session that he had attended with the judges immediately after the awards ceremony. In particular this concerned</p> <ol style="list-style-type: none"> 1. Tired planting in Gostrey Meadow 2. Lack of interpretation boards explaining local flora and fauna 3. Resource management such as recycling of compost 4. Lack of information about recycling facilities around the town 5. Unattractive vacant premises 6. Different waste bin model to WBC 7. Lack of community involvement outside the In-Bloom season <p>The Group discussed various ways to address these issues as follows :</p> <p>Install interpretation boards at Lidl's Wild Flower Meadow, Gostrey Meadow and Borelli Walk</p> <p>Explain recycling arrangements in the presentation and judges portfolio</p> <p>Continue to investigate Art In Shops</p>	<p>Sheila and Kevin to progress</p>
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4. Community Involvement

POINTS	ACTION
<p>The members considered a list of areas and tasks that could be offered to Youth Organisations to look after throughout the year as follows</p> <p>Areas for allocation to community groups</p> <p>Area 1 (pink) South Street Cambridge Place Brightwells Road Path between CAB and Council Office Path between CAB and Church leading to Dodflud</p>	

Way
Woolmead
Dogflud Way

Area 2 (green)

Borelli Walk
Station Hill
Area surrounding the railway station
Gostrey Meadow

Area 3 (orange)

Victoria Road
Central car park
Mosaic Courtyard
Path leading up to The Borough beside the Bush
Hotel
Union Road
Downing Street
Vicarage Lane
Church Lane

Tasks

Keep clear of litter
Remove weeds
Wash down noticeboards
Wash down litter bins
Repaint railings

Identify and report back defects such as:

Incidents of graffiti
Damaged traffic railings
Areas for planting
Damaged street name signs

The members agreed that the following organisations should be invited to meet Kevin/Sheila with a view to allocating areas:

Boy Scouts
Girl Guides
The Girls' Brigade
Air Cadets
Community Payback Teams

The officers were advised to first check the Public Liability Insurance situation in relation to such activities.

Sheila to arrange meetings

Sheila to check insurance situation

4. Involvement of WBC/SCC

POINTS	ACTION
The members agreed that Sheila and Kevin should arrange a regular meeting with WBC/SCC colleagues	Sheila to arrange

5. Provision of brooms

POINTS	ACTION
It was agreed that before retailers could be asked to sweep the areas in front of their shops, WBC would need to provide information about the time and regularity of street sweeping in the town centre.	Sheila to discuss with Paul Redmond WBC

6. Girl Guides Floral tribute 2010

POINTS	ACTION
<p>The members were reminded that 2010 was the Centenary Year of the Girl Guides. Kevin was waiting to hear if they were able to sponsor a floral tribute. The group discussed possible locations</p> <ul style="list-style-type: none"> • The Police Station by relocating the Hop Cart further round the corner • Gostrey Meadow near The Bandstand <p>It was suggested that an alternative option would be for the Guides themselves to be given an area to develop their own centenary garden</p>	Kevin to discuss with the Girl Guides

7. Battle of Britain 70th Anniversary 2010

POINTS	ACTION
The Royal Air Forces Association were asking organisations to commemorate the 70 th 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.	Sheila to seek sponsors

8. Cllr Cockburn's comments

POINTS	ACTION
Cllr Cockburn's congratulations to all were noted together with her comments that some displays that did not combine well which the group took on board. Cllr Cockburn had also commented on the FIB flags which the group agreed should be abandoned in future years but that there should be a banner on every traffic barrier.	Sheila to order additional banners

9 Land at Low Lane Badshot Lea

POINTS	ACTION
Cllr Attfield mentioned land in Low Lane Badshot Lea which the Council had agreed approx 4 years ago FTC should register an interest in with the Land Registry	Sheila to request an update from the Town Clerk and ask him to arrange for the matter to be progressed with a report back to Cllr Attfield

10 Date of next meeting

Thursday 3 December 2009 at 10am	
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FARNHAM TOWN COUNCIL



Notes

Farnham Design Statement Task Group

Time and date

10.00am on Thursday 15 September 2009

Place

Town Clerks Office, South Street, Farnham

Attendees: Cllr R Steel, Cllr B Frost, Cllr C Genziani, Cllr J Maines, and Miss W Coulter (Committee and Members Services Coordinator)

1. Apologies for Absence

POINTS	ACTION
There were no apologies for absence.	

2. Allocation of Tasks

POINTS	ACTION
<p>Members discussed the allocation of tasks for the Design Statement.</p> <p>It was agreed that Cllr Cockburn and Cllr Steel would write a first draft of the Design Statement with the information that was available.</p> <p>Cllr Maines offered to take photographs and point out areas of importance in North Farnham to contribute to the first draft.</p> <p>Cllr Genziani agreed to write a short report for the Rowledge area.</p>	<p>Cllrs Cockburn and Steel to write a first draft of the Design Statement.</p>

3. Documents Available

POINTS	ACTION
<p>WRC explained that files had been collected with many documents that would assist with the writing of the Design Statement. The Group had already received 2 reports on the history of Farnham and Cllr Lovell had contributed a general overview document on traffic in Farnham.</p>	

All documents and files are available for inspection in the Corporate Services Office.	
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4. Agenda for meeting with Waverley Borough Council

POINTS	ACTION
<p>Members discussed what should be included in the agenda for the meeting to take place with Mathew Evans – Head of Planning from Waverley Borough Council.</p> <p>Members agreed that Mr Evans would be given:</p> <ul style="list-style-type: none"> • a copy of the results from the Workshops • the structure of the Design Statement • outline of Farnham Town Council’s consultation process <p>It was also agreed to ask Mr Evans what he could offer Farnham Town Council for officer support and guidance.</p>	

5. Planning the next round of consultation meetings

POINTS	ACTION
<p>Members discussed where and when to hold roadshows for the Design Statement.</p> <p>It was agreed that officers would identify dates, for no later than the middle of November for the following locations:</p> <p>Hale Institute or Hale School St Joan’s in Shortheath and Boundstone Ward St George’s Church Hall in Badshot Lea A venue in Rowledge The Library Classroom in central Farnham Wrecclesham Community Centre</p> <p>It was agreed that if these venue were not available officers would need to contact the local schools to arrange venues.</p>	<p>WRC to organise roadshows at identified locations by mid November 2009.</p>

6. Date of next meeting

POINTS	ACTION
Members noted the date of the next meeting – 29 September 2009 at 9.30am.	

The meeting closed at 11.20am.



FARNHAM TOWN COUNCIL

J

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 27 August 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
- 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.

WA 09/1097

Erection of two storey rear extension (revision of WA/2009/0538).
27b, The Borough, Farnham.

Concerned about the impact on the neighbouring properties.

WA 09/1099

Erection of two storey and single storey extensions following demolition of existing ground floor and first floor elements
7 Longley Road, Farnham

Objections, concerned about the proximity of the proposed extension to the boundary.

WA 09/1100

Erection of a four bedroom chalet bungalow and garage
16 Quennells Hill, Wrecclesham
Previous comments of the Planning Consultative Group held on 13 January 2005 were as follows: No objections.

No objections.

WA 09/1101

Use of site for storage; distribution and maintenance of modular buildings together with the erection of ancillary office and workshop buildings.
Plots 8 & 9 Coxbridge Business Park, Alton Road, Farnham.

No objections.

WA 09/1102

Consultation under Regulation 3 for the erection of a single storey extension
27 Arthur Road, Farnham

No objection.

WA 09/1107

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for proposed single storey extensions.
27 Frensham Vale, Lower Bourne, Farnham.

No objection.

WA 09/1108

Consultation under Regulation 3 for the construction of i) two storey extension to create additional art teaching space and ii) single storey extension to create PE store and WC.
Land at South Farnham School, Menin Way.

No objections.

WA 09/1109

Erection of single storey extension following demolition of existing single storey store/boiler room.

Beech House, 10 Beech Avenue, Lower Bourne, Farnham.

No objection.

WA 09/1110

Erection of first floor side extension.
Roc, Wrecclesham Road, Wrecclesham.

No objection.

WA 09/1114

Erection of single storey extensions.
7 Valley Lane, Lower Bourne, Farnham.

No objection.

WA 09/1115

Construction of vehicular access and parking area.
1 – 3 Portland Terrace, Hale Road, Farnham.

Farnham Town Council is pleased to see that the buildings are been save, but are concerned about the proximity to the junction of Osborne Road and the bus shelter to the proposed access and parking area and access onto the road.

WA 09/1116

Erection of single storey extension.
34 Upper Bourne Lane, Farnham.

No objections.

WA 09/1126

Erection of two storey and single storey extensions.
12 Byworth Road, Farnham.

Objections, overdevelopment of site at the rear of the property and concerned about the adverse affect on the amenities of the neighbouring properties.

WA 09/1132

Erection of single storey extension following demolition of existing single storey extension.
Buckland House, Tilford Road, Farnham.

No objections.

WA 09/1146

Erection of a replacement dwelling and garage
Field Cottage, 11 Leigh Lane, Farnham

Objections, concerned about the development as it will be contrary to the policies of BE3 and concerned that the proposed dwelling will be sited further into the plot which will encourage urbanization of the grounds around it. Concerned about the loss of the natural environment.

WA 09/1147

Erection of a single storey extension.
The White Cottage, Upper Hale Road, Farnham.

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

WA 09/1148

Application for Listed Building Consent for erection of single storey extension.
The White Cottage, Upper Hale Road, Farnham

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

WA 09/1152

Erection of front porch and cloakroom extension
24 Old Park Close, Farnham

No objection but materials should be in keeping with the existing building.

The meeting closed at 7.10 pm

Date

Chairman



FARNHAM TOWN COUNCIL

K

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 10 September 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
- o Cllr J E Maines
- * Cllr S Hill
- o 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.

WA 09/1175

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for a proposed garage extension.
8 Coniston Drive, Farnham.

Objections, concerned about adverse impact on the residential amenities of the neighbouring properties. Concerned about the discrepancy of description as the application says extension and this has been identified as proposed garage. Concerned about the size of the garage and that the garage should be conditioned solely for private use as a garage.

WA 09/1176

Erection of ground floor and first floor additions and alterations.
3 The Hatches, Farnham.

No objections.

WA 09/1182

Erection of ground floor and first floor extensions following demolition of existing single storey extension.
8 East Avenue, Farnham.

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

WA 09/1188

Erection of single storey extension following demolition of existing structure
14 St Johns Road, Farnham

No objection.

WA 09/1190

Amendment to condition 2 of WA/2007/2580 to allow the construction of a 1.8m high wall and gate.
Land to Rear of 7 – 12 Mead Lane, Farnham.

Previous comments of the Planning Consultative Group held on the 3 January 2008 were as follows: Concerned about the increase of traffic and access along this unmade road. Concerned about the adverse impact on the residential amenities of the neighbouring properties particularly number 13.

Previous comments still stand.

WA 09/1191

Erection of school assembly hall and kitchen facilities following demolition of existing hall and canteen buildings.
St Peters C of E Primary School, Little Green Lane, Farnham.

The new work does not appear sympathetic to the existing Victorian building.

WA 09/1192

Change of use from Class A1 (retail) to Class A3 (restaurants/cafes) and Class A5 (hot food take-away); installation of flue.
5 Station Hill, Farnham.

Objection, not suitable location for a take away restaurant due to the lack of parking and smells from cooking for the neighbouring residents. Concerned about the opening hours.

WA 09/1200

Alterations to access drive and construction of gates.
Ludlams Gate, 2 Monks Well, Farnham.

No objection.

WA 09/1203

Erection of part single storey and part two storey extension garage and pool house following demolition of existing porch, garage, conservatories and bay windows.
8 Gong Hill Drive, Lower Bourne, Farnham.

The proposed extension is not keeping with the existing property.

WA 09/1211

Erection of single storey side extension.
Spring Cottage, 4 Kiln Lane, Lower Bourne, Farnham.

Concerned at the loss of garage space.

WA 09/1221

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the construction of an outbuilding to be used for a purpose incidental to the use of the dwelling (revision of WA/2009/0748).
Bournelands, 10 Dene Lane, Lower Bourne.

Farnham Town Council wish the building to be conditioned solely as use as a timber store and outbuilding.

WA 09/1222

Erection of single storey extension and repositioning of condenser units
28 East Street, Farnham.

No objection.

WA 09/1227

Erection of ground floor and first floor extensions.
Apple Tree Cottage, 5 Firfield Road, Farnham.

No objections.

WA 09/1234

Two storey extension, first floor extension, replacement roof and new detached garage.
Oak Tree Cottage, 7 Kiln Lane, Lower Bourne, Farnham.

No objection.

WA 09/1237

Application for Listed Building Consent for refurbishment and alterations.
3 Castle Street, Farnham.

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

WA 09/1240

Change of use from B2 manufacturing to vehicle rental centre and ancillary office and repair/metal working facilities plus construction of hardstanding.
Plot 2 Farnham Business Park, Farnham.

No objections, pleased to see the continued use of the Business Park.

WA 09/1243

Erection of two storey extension (revision of WA/2009/0161).
26 Beacon Close, Wrecclesham.

Previous comments of the Planning consultative Group held on the 26 February 2009 were as follows: No objections.

No objection

The meeting closed at 7.05 pm

Date

Chairman



FARNHAM TOWN COUNCIL



Minutes

Planning Consultative Group

Time and date

4.30pm on Thursday 24 September 2009

Place

Town Clerks Office, South Street, Farnham

Members Present

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

WA 09/1313

Erection of a conservatory
5 Little Green Lane, Farnham

Concerned about the impact on the residential amenities of the neighbouring

properties.

WA 09/1315

Construction of 3 dormer windows
Dippenhall House, Dippenhall Road, Dippenhall

No objections.

WA 09/1319

Change of Use from office to residential and alterations to the Listed mansion and associated buildings to provide 10 residential dwellings; Erection of 14 new dwellings (as enabling development), estate workers dwelling, a spa building, associated garaging; parking and landscaping following demolition of cartilage stables and outbuilding.

Moor Park House, Moor Park Lane, Farnham.

No objections.

WA 09/1320

Application for Listed Building Consent for alterations to the Listed mansion and associated buildings to provide 10 residential dwellings (together with enabling development) following demolition of cartilage stables and outbuilding.

Moor Park House, Moor park Lane, Farnham.

No objection.

WA 09/1321

Erection of extensions including loft conversion to provide 2 bedrooms, study and bathroom (revision of WA/2009/0366).

23 Vicarage Hill, Farnham.

No objection.

WA 09/1328

Erection of single storey and two-storey extension and alterations.

8 Prospect Road, Rowledge.

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

WA 09/1335

Erection of detached home office.

Warrenhurst Cottage, 4 Old Farnham Lane, Fanham.

No objections, but would suggest use be restricted for home office use only.

WA 09/1340

Erection of single storey extension.
33 Badshot Park, Badshot Lea.

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

WA 09/1341

Construction of dormer windows to replace existing and alterations.
The Coach House, Runfold St George, Badshot Lea.

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

WA 09/1342

Application for Listed Building Consent for the construction of a dormer window to replace existing and alterations.
The Coach House, Runfold St George, Badshot Lea.

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

WA 09/1343

Erection of two storey and single storey extension following demolition of conservatory.
2 Lynch Road, Farnham .

No objection.

WA 09/1344

Erection of detached dwelling and garage.
Land adjacent to Dellside, Wings Road, Farnham.

Concerned about the road access and road not suitable for lorries. Proposed development out of character with neighbouring properties in an already crowded area.

WA 09/1346

Erection of replacement dwelling and garage (details pursuant to WA/2006/2679)
Previous comments of the Planning Consultative Group held on the 7 December 2006 were as follows: This application does not state what has been demolished on the site. As the site is behind another house it is important that the new house is not over dominating.
10 Valley Lane, Farnham.

No objections.

WA 09/1350

Listed Building Application for alterations.
91 West Street, Farnham.

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

WA 09/1352

Erection of a two storey extension.
8 Elm Crescent, Farnham.

No objections.

The meeting closed at 4.45 pm

Date 24 September 2009

Chairman



FARNHAM TOWN COUNCIL

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Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 15 October 2009

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Lead Member)
- o 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
- o 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.

WA 09/1358

Application for advertisement consent to display a non-illuminated fascia sign.
2 – 3 The Borough, Farnham

Objections, inappropriate sign for a Listed building

WA 09/1362

Erection of garden outbuilding following demolition of existing outbuilding
Clarks Hill Cottage, Dippenhall Road, Dippenhall

No objections but would suggest application be conditioned for private gardening use only.

WA 09/1363

Erection of two storey side extension and replacement of rear flat roof with pitched roof.
34 Upper Way, Farnham

No objections subject to materials matching existing building.

WA 09/1367

Erection of first floor extension to provide additional office space and ancillary facilities (revision of WA/2009/0965).
Cheyenne House, West Street, Farnham.

Previous comments of the Planning Consultative Group held on 30 July 2009 were as follows: No objections subject to the approval of the Listed Buildings Officer.

Previous comments still stand, no objections subject to the approval of the Listed Buildings Officer.

WA 09/1368

Application for Listed Building Consent for the erection of first floor extension to provide additional office space and ancillary facilities.
Cheyenne House, West Street, Farnham.

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

WA 09/1369

Erection of replacement dwelling.
Brocas Dene, Tilford Road, Farnham.

No objections.

WA 09/1371

Alteration to car park following demolition of existing building.
Aldershot Rifle Club, Badshot Lea Road.

No objections.

WA 09/1373

Erection of a pair of semi detached dwellings (revision of WA/2009/0045).
21 Wellington Lane, Farnham.

Farnham Town Council questions whether Upper Weybourne Lane can accommodate extra traffic from this development.

WA 09/ 1379

Conversion of garage to form additional habitable accommodation.
Dolphins, Old Frensham Road, Lower Bourne.

No objections.

WA 09/1380

Erection of a shed.
11 Three Stiles Road, Farnham.

No objections, however would suggest the application be conditioned for private use of shed only.

WA 09/1381

Retrospective planning application for the conversion of existing garage to habitable accommodation and the erection of a new detached garage.
Yardam, Birdhaven, Farnham.

No objections but Farnham Town Council deplores retrospective applications.

WA 09/1386

Erection of 2 new dwellings following demolition of existing dwelling.
Charlton House, Searle Road, Farnham.

No comment; there is no indication as to the alterations of the plans.

WA 09/1387

Application for a Lawful Development Certificate under Section 192 of the Town and Country Planning Act 1990 for a single storey extension and additions including provision of sky lights (revision of WA/2009/0727).
Tanglewood, The Long Road, Rowledge, Farnham.

No objections.

WA 09/1389

Erection of ground and first floor extensions (revision of WA/2009/1000).
Spruce Acres, Tilford Road, Farnham.

No objection.

WA 09/1390

Erection of extensions.
57 Shortheath Road, Farnham.

Objections; concerned about the window overlooking number 59.

WA 09/1398

Application for Listed Building Consent for construction of spiral staircase between ground floor and first floor.
5a Castle Street, Farnham.

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

WA 09/1407

Change of use of agricultural land to cemetery and woodland burial site.
Land at Hale Road, Farnham.

No objections.

WA 09/1413

Refurbishment, alterations to shop front and extension at second floor level to form additional office accommodation and pavilion, formation of decking area and enclosures.
2 – 3 The Borough, Farnham.

Suggest shop front be constructed from traditional materials.

WA 09/1414

Application for Listed Building Consent for refurbishment, alterations to shop front and extension at second floor level to form additional office accommodation and pavilion, formation of decking areas and enclosures.
2 – 3 The Borough, Farnham.

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

WA 09/1417

Erection of three bay garage following demolition of existing garage and extension to drive.
Stream Cottage, 41 Ford Lane, Farnham

No objection, suggest be conditioned for use as private garage only.

WA 09/1418

Erection of single storey rear extension and alterations including provision of half hipped roof to existing extension.
23 Weydon Hill Road.

No objection.

WA 09/1419

Application for a Certificate of Lawfulness under Section 192 of the Town and country Planning Act 1990 for the erection of a single storey extension.

Halfways End, Crondall Lane, Dippenhall, Farnham.

No objections.

WA 09/1420

Application for advertisement consent for the display of non-illuminated printed vinyl window graphics.

26 The Borough, Farnham.

Strongly object to the application, out of keeping with the Conservation area and not appropriate for a Listed Building.

WA 09/1429

Erection of a new dwelling and garage.

Land at Little Park, Packway, Farnham.

Objections, not suitable for BE3 and location not suitable for further development.

WA 09/1435

Application for Listed Building Consent for the erection of a single storey extension.

28 East Street, Farnham.

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

The meeting closed at 7.02 pm

Date

Chairman



FARNHAM TOWN COUNCIL

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Minutes

Planning Consultative Group

Time and date

5.30pm on Thursday 29 October 2009

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Lead Member)
- o Cllr D J Attfield (Deputy Lead Member)
- o Cllr R D Frost
- o Cllr G Hargreaves
- * Cllr J E Maines
- * Cllr S Hill
- o Cllr O'Grady
- o 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 09/0001

Amendment to WA/2008/1577 to provide amended dormer windows.
Moyenne, Vine Lane, Farnham

No objections.

NMA 09/0004

Amendment to WA/2007/0069 to provide a flat rather than a pitched.
5 Tongham Road, Farnham.

Previous comments of the Planning Consultative Group held on 21 June 2007 were as follows: No objections in principle but concerned about the proximity of the extension to the boundary and the impact that it may have on the residential amenities of number 7.

Objections; out of character with the street scene and existing property.

NMA 09/0007

Amendment to WA/2009/0011 to provide minor alterations to elevations and internal layout, relocation of service/fire exit door and provision of steps.
Erection of two storey extension to be used for retail/restaurant and café purposes (Class A1 and A3) following demolition of part of unit 26, two sheds, a wall and fence.
26 Lion and Lamb Yard, Farnham.

Previous comments of the Planning consultative Group held on 29 January 2009 were as follows: Concerned about the loss of retail space. The meeting became inquorate and Cllr Fleming made no comment due to prejudicial interest and the comment was not considered by the Planning consultative Group.

No objections.

WA 09/1436

Erection of single storey and two storey extensions following demolition of existing.
19 Hazell Road, Farnham.

Concerned about the impact on the residential amenities of the neighbouring property and the design does not match the existing dwelling.

WA 09/1439

Erection of single storey rear extension; extension to roof and dormer windows to provide loft conversion.
28 North Avenue, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties and the design is out of keeping with the existing building and the semi-detached building next door.

WA 09/1443

Erection of detached dwelling with associated parking and amenity area.
5 Pine Grove, Lower Bourne, Farnham.

Objections, over dominant proposal and out of character with the road of large detached, residential properties on large plots. This would be setting a precedent. Concerned about the impact on the residential amenities of numbers 76 and 78 Lodge Hill Road.

WA 09/1445

Erection of a new detached dwelling.
Black Lake Cottage, Tilford Road, Lower Bourne, Farnham.

Concerned about the loss of green space adjacent to BE3 and conservation area.

WA 09/1455

Alterations and single storey extensions.
5 Arthur Road, Farnham.

No objections.

WA 09/1458

Erection of detached dwelling and garage.
Plot 3, Little Park, Packway, Farnham.

No comment – concerned information not sufficient to decide on changes.

WA 09/1474

Relocation of non-illuminated advertisement
Millennium Centre, West Street, Farnham

No objections.

WA 09/1475

Erection of two storey and single storey extensions (revision of WA/2008/2137)
9 Hollis Wood Drive, Farnham

Previous comments of the Planning Consultative Group held on 15 January 2009 were as follows: Concerned about the impact on the residential amenities of the neighbouring properties and over development of the site. Also concerned at the use of Guildford Borough Council paperwork.

Same comments still stand.

WA 09/1478

Single storey and two storey extensions
1 Parkside Cottages, The Green, Upper Hale

Objections; overdevelopment of the site and concerned about the impact on the residential amenities of the neighbouring properties and destroying the character of the street scene.

WA 09/1479

Erection of two storey rear extension
5 Adams Park Road, Farnham

Objections; concerned about the impact on the residential amenities of the neighbouring properties. The proposed design is unsympathetic to the original house design and surrounding houses and the proposed materials are out of character with the original materials.

WA 09/1484

Application for Listed Building Consent for the erection of a porch.
The Hayloft, Runfold St George, Farnham.

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

The meeting closed at 6.15 pm

Date

Chairman