



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 8th March 2018 at 7.00pm

Place

The Council Chamber, South Street, Farnham, GU9 7RN

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 8TH MARCH 2018, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

The Council meeting will be followed by a meeting of the Council acting as Trustee of the Farnham South Street Trust.

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to Ginny Gordon, by 5 pm on the day before the meeting.

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only. Members of the public may be recorded or photographed during the meeting and should advise the Clerk *prior to the meeting* if there are any concerns about this.

Questions by the Public

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

Members of the Public are welcome and have a right to attend this Meeting.

Please note that there is a maximum capacity of 30 in the public gallery



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

Please use the form below to state in which Agenda Items you have an interest.

If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)

As required by the Localism Act 2011, I hereby declare, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: 8TH March 2018

Name of Councillor

	Nature of interest (please tick/state as appropriate)	
Agenda Item No	I am a Waverley Borough Councillor/Surrey County Councillor*/Other	Type of interest (disclosable pecuniary or Other) and reason

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 8th March 2018

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting prayers will be said in the Council Chamber by the Revd Hannah Moore of the Parish of Badshot Lea and Hale. Councillors and members of the public are welcome to attend.

Presentation

Professor Bashir Makhoul (Vice-chancellor) and Alan Cooke, (Deputy Vice-Chancellor) will attend to inform Council of emerging proposals to provide new purpose-built student accommodation at the University for the Creative Arts.

1 Apologies

To receive apologies for absence.

2 Disclosure of Interests

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Cockburn, Fraser, Frost, Hargreaves, Hill, Hodge, Macleod, Mirylees, Potts, Ward and Williamson.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to being a councillor of Surrey County Council: Cllr Macleod*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting.*

Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.

3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 25th January 2018

Appendix A

4 Questions and Statements by the Public

In accordance with Standing Order 10.1, the Town Mayor will invite members of the public present to ask questions or make statements.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

6 Questions by Members

To consider any questions from councillors in accordance with Standing Order 9

Part 1 – Items for Decision

Working Group Notes

7 To receive the notes and any recommendations of the following Working Groups:

- i) Cemeteries and Appeals held on 8th February 2018 **Appendix B**
- ii) Strategy and Finance held on 27th February 2018 **Appendix C**

8 Internal Auditor's Report

Appendix D

To receive the Internal Auditor's interim report and officer comments

9 Planning and Licensing Applications

To receive the minutes of the Planning & Licensing Consultative Group meetings held on: 5th February, 19th February and 5th March 2018. **Appendices E & F & G**

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

10 Appointments to External Trusts

Appendix H

In accordance with the Trust Deed, to appoint Trustees to serve on the Dempster Trust, and endorse a change to the Trustee numbers

Part 2 – Items to Note

11 Actions taken under the scheme of delegation

To note any matters progressed under the scheme of delegation.

12 Reports from other Councils

To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council

13 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

14 Date of next meeting

To note the date of the next meeting of Full Council on 19th April 2018.

15 Exclusion of the Press and Public (if required)

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda in view of any confidential items under discussion.

Part 3 – Confidential Items

16 Any contractual or confidential updates from Working Groups (if required)

Council Membership:

Council Membership:

Councillors: Mike Hodge (Mayor), David Attfield (Deputy Mayor), David Beaman, Carole Cockburn, Paula Dunsmore, John Scott Fraser, Mrs Pat Frost, Jill Hargreaves, Stephen Hill, Sam Hollins-Owen, Mike Hyman, Andy Macleod, Kika Mirylees, Julia Potts, Susan Redfern, Jeremy Ricketts, John Ward, John Williamson.

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 25th January 2018

Place

The Council Chamber, South Street, Farnham

Councillors

- * Mike Hodge
- * David Attfield
- * David Beaman
- * Carole Cockburn
- * Paula Dunsmore
- * John Scotty Fraser
- * Pat Frost
- * Jill Hargreaves
- * Stephen Hill
- * Sam Hollins-
- * Mike Hyman
- * Andy Macleod
- A Kika Mirylees
- * Julia Potts
- * Susan Redfern
- * Jeremy Ricketts
- A John Ward
- A John Williamson

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk), Iain McCreedy (Business and Facilities Manager), Karen Johansen-Berg (Corporate Governance Officer)

There were 2 members of the public in attendance.

Prior to the meeting, prayers were said by the Revd Conrad Hicks of the Farnham Methodist Church.

- C132/17 **Apologies for Absence**
Apologies were received from Cllr Mirylees, Cllr Ward, and Cllr Williamson.
- C133/17 **Minutes**
The Minutes of the Farnham Town Council Meeting held on 21st December were agreed and signed by the Mayor as a correct record.
- C134/17 **Declarations of interests**
Apart from the standard declarations of personal interest by councillors and by those who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, there were no other disclosures of interest made.
- C135/17 **Questions and Statements by the Public**
None received.
- C136/17 **Town Mayor's Announcements**
i) The Mayor informed Council about a number of engagements he had attended since the December Council meeting including:
 - a visit to Phyllis Tuckwell Hospice on Christmas Dayii) a visit to Brightwells Gostrey Community Centre Christmas lunch. The Mayor paid tribute to the volunteers for doing a fantastic job.
- iii) The Mayor thanked the Deputy Mayor for deputising at the International Students Reception and the Rotary Pilgrim Marathon presentation evening.
- iv) The Mayor welcomed Karen Johansen-Berg to the Council and Lettie Buxton of the Farnham Herald who was attending her first meeting.
- C137/17 **Questions by Members**
i) Cllr Bearman asked whether there had been any progress in relation to the height restriction barriers in car parks and whether the Town Council had been informed in advance.
- The Town Clerk advised that the Town Council had not been informed in advance but he had spoken to the Head of Environmental Services at Waverley Borough Council and he had asked that an apology be passed on to Council for having overlooked advising the Council of the situation, and accepted there should have been a discussion with members. Cllr Frost said she was unhappy on absence consultation as this kept happening and asked if any mechanism or process could be put in place for alerting Councillors when other authorities were planning to do things in Farnham.
- Cllr Cockburn was equally disappointed given the joint Farnham Conservation Area Management Plan committee. The Plan had been adopted by the Planning Authority and it was clear that design and materials needed to be of excellent quality in the conservation area. The barrier installation adjacent to the New Ashgate Gallery, was one of the worst example of recent work. Cllr Cockburn suggested that members continued lobbying for consultation.

Part I – Items for Decision

C138/17 **Tourism and Events Working Group**

Cllr Hargreaves reported on the notes from the Working Group meeting on held on 9th January 2018, at Appendix B to the agenda.

Cllr Hargreaves reported that the Gin Festival had been a great success, and had sold out within three days. It was suggested the event could be held over a longer time in future.

The Food Festival had also been another successful event, with the format similar to previous events but that visitor numbers had increased. The event had been filmed by the BBC for *The Farmers' Country Showdown*, and included features on the Hogs Back Brewery and South Downs Venison from Petworth. The resulting film was excellent and showed Farnham at its best. The effort and time invested by the Tourism and Events team and others who had supported it were noted and thanks were given on behalf of the Council. Cllr Hargreaves suggested it would be good to show an extract to the Annual Town Meeting if possible.

Cllr Hargreaves also noted that the Christmas festivities in general had gone very well but the unfortunate cancellation of the Christmas Market due to severe weather conditions was very disappointing particularly for stallholders. The Working Group proposed, as a goodwill gesture, that producers that were affected could be given a discount of 30% on the 2018 booking during the 'Early Priority Booking' period.

It was RESOLVED *nem con* that stallholders at the 2017 cancelled Christmas market be offered a 30% discount for the 2018 Christmas Market, provided bookings were made by the end of March 2018.

The Mayor advised members that he had met with organisers of the proposed Mike Hawthorn event in October to celebrate the sixtieth anniversary of Mike Hawthorn becoming Britain's first formula one champions. A church service, car parade and a visit to Mike Hawthorn's grave was proposed. Further details would be advised in due course

Cllr Frost alerted members to the imminent anniversaries to commemorate one hundred years since the end of World War One, and the 100th anniversary of the establishment of the RAF, and asked if Farnham Town Council had plans to do anything about either. The Town Clerk advised that there had been initial discussion about the WWI anniversary and this would be an item on the next Strategy & Finance Working Group agenda.

Cllr Dunsmore arrived at this point.

C139/17 **Strategy and Finance Working Group**

Cllr Cockburn introduced the notes of the Strategy and Finance Working Group meeting held on 16th January 2018. Members were advised that considerable time had been spent looking at detailed finance papers to the end of December, the Budget, and Investment Strategy ahead of the Precept discussion. The Investment Strategy at Annex I was recommended for adoption.

It was RESOLVED *nem con* that the Investment Strategy for 2018/19 be adopted.

C140/17 It was noted that the Precept would be dealt with later in the agenda. Cllr Cockburn outlined the Grants report and sources of funding, at Annex 3 to Appendix C, and proposed that the recommendations for grants totalling £78,150 be taken together if there were no detailed questions.

It was RESOLVED *nem con* that:

- i) Service agreement contributions to Waverley Hoppa Service, Farnham Maltings, Citizens Advice Waverley, 40 Degreez, and The Gostrey Centre be approved;**
- ii) The award of community grants to organisations be as set out in Annex 2 be approved.**

C141/17 **Infrastructure Planning Group**

Cllr Cockburn informed members that Government had won a legal challenge by a number of developers' following a Ministerial Statement which specified that only a three-year land supply was needed where there was an adopted Neighbourhood Plan. It was agreed that this was hopefully good news for Farnham's deferred appeals that remained to be determined.

Cllr Cockburn also confirmed that the Inspector's decision on the Waverley Local Plan was still awaited but Farnham had submitted a number of Green Spaces for the Local Plan Part 2. It was noted that fewer spaces had been included, following advice, as sites already protected under the other designations could not be included.

Cllr Cockburn went on to advise that a cross-organisation meeting had been held to address Farnham traffic issues. Attendees included the Member of Parliament and a architects, and other bodies. Discussion included

- looking at any measures that could improve air quality;
- looking at a variety of options to improve traffic flow.

It had been suggested that Farnham Town Council should take a leading role in the project once its scope was agreed.

It was RESOLVED *nem con* that That Farnham Town Council takes an active role in the Farnham Traffic Group and reviews the level of support once proposals are drawn up.

C142/17 Cllr Cockburn advised on the consultation regarding the Community Infrastructure Levy (CIL), and a letter had been drafted to submit to Waverley Borough Council.

It was RESOLVED *nem con* that Farnham Town Council send Waverley Borough Council the draft letter in response to the CIL consultation.

C143/17 Cllr Cockburn drew members' attention to the recent improvements made in Green Lane and West Street cemeteries, and members agreed how much better they looked as a result. The Town Clerk updated members on Green Lane Cemetery pathway improvements advising that there would be an additional cost (of £5,000 on top of that in the report) to undertake the work in one part rather than two but that the cost could be met within the current year's budget.

The Working Group had recommended that the Council undertake the pathway resurfacing and to purchase a replacement polytunnel at an estimated cost of £2,500.

It was RESOLVED *nem con* that additional expenditure up to the sum of £17,500 to cover the cost of the pathway re-surfacing and the replacement polytunnel be approved.

CI44/17 Community Enhancement

Cllr Hill reported on the Community Enhancement Working Group held on 17th January 2018, attached at Appendix D to the agenda. The principal items of note was to welcome the transfer of the Weybourne allotments and the progress on the Community Protection Notices issued to deal with the commercial bins in alleyways.

The Working group had agreed to contribute to the improvements taking place at the Bourne Recreation Group by purchasing additional seats at an estimated cost of £1,000.

It was RESOLVED *nem con* that Farnham Town Council purchase two new benches for the Bourne Recreation Ground.

CI45/17 Planning and Licencing Applications

Cllr Hyman advised that there had been two meetings of the Working Group on 8th and 22nd January. Of the 60 applications, Council had objected to 14 either because they were out of character of an area or conservation area, or not in accordance with the Neighbourhood Plan.

It was noted that the Neighbourhood Plan had been the principal planning document since July 2017 but that decisions were still being delayed by the Secretary of State,

Cllr Fraser arrived at this Point

CI46/17 Precept 2018/19

Members were referred to the Precept 2018/19 Report, Appendix G to the Agenda.

Cllr Cockburn advised that the budget had been slightly revised since the December Council to increase income targets. The Working Group had also looked at where to make savings and whether to make use of reserves as there was still a shortfall of £32,068.

The Working recommended that Council should be aware of what it wanted to achieve and consolidate rather than innovate, and maintain capability and flexibility to take on work that other authorities cannot undertake if needed.

Council noted the need for restraint but also the steady rise in inflation since 2015 with CPI at 3.1% and RPI at 3.9% (November 2017). Council also noted the pressures for household with significant increases anticipated from other authorities recognising that Farnham's precept was just 3% of the total. The revised budget and proposed precept would see Farnham's share of the Council tax increase by a modest three pence per week (£1.59 per annum or 2.6%) from £ £61.03 to £62.62 per annum.

It was RESOLVED *nem con* that the precept for 2018/19 should be £1,064,987 equating to a Band D cost of £62.62 per annum (£1.20 per week).

C147/17 Risk Management and Health and Safety

Council considered to the 2017/18 Risk Assessment Management and Health and Safety report and related policies at Appendix H to the agenda noting its corporate responsibilities and those as an employer.

In Autumn 2017, the Working Groups had reviewed Council's Risk Management and Health and Safety, with contributions by the Internal Auditor (particularly in relation to financial and corporate risks) and the Council's external health and safety advisors, Ellis Whittam. There were no significant issues to address, as demonstrated in the Safety Action Plan shown in Annex 2.

The Town Clerk encouraged Councillors to have training on health and safety. It was noted Cllr Hargreaves was trained to use the Evac Chair but that other members interested in doing so would be welcomed at the forthcoming course.

It was RESOLVED *nem con* that:

- 1) the Risk Management Report and progress made be welcomed;**
- 2) the Action Plan arising out of the General Risk Assessment as contained in Annex 2 be approved.**
- 3) the Health & Safety Policy (Annex 3), the Environmental Policy (Annex 4) and the Fire Safety Management Policy (Annex 5) be adopted.**

Part 2 – Items Noted

C148/17 Actions under the Scheme of Delegation

The Town Clerk advised there were no actions which had not already been reported.

C149/17 Reports from other Councils

- i) Cllr Macleod reported that he had had a meeting with Liz Hart (Surrey County Council) regarding the inappropriate bollards installed at the Farnham library. Quotes had been received for replacing bollards in line with the Heritage design for conservation areas.

Cllr Cockburn commented that Surrey County Council had signed up to the Conservation Area Management Plan and they should correct the desecration and so it followed that any additional cost to address this issue should be borne by Surrey County Council. Cllr Frost agreed that Surrey County Council should replace the existing bollards with those that had been designated initially using funds collected from on-street parking.

- ii) Cllr Hyman asked if any progress had been made on the Brightwells development discussions as agreed at the Strategy and Finance meeting. The Town Clerk responded that a meeting with Waverley Borough Council was due to take place in February as the original date scheduled had to be changed.

C150/17 Reports from Outside Bodies

- i) Cllr Cockburn reported that the Farnham Public Art Trust were proposing the installation of a water feature on the land between Hawthorn Lodge and the river by the Maltings.
- ii) Cllr Ricketts complimented the Farnham Herald on the work it did for the town for their outstanding support and the excellent coverage undertaken.

C151/17 **Date of next meeting**
Members noted that the next Council Meeting would take place on Thursday 8th March 2018.

C152/17 **Exclusion of the Press and Public**

The Mayor proposed and it was **RESOLVED *nem con* to exclude members of the public and press from the meeting/ in view of the confidential items under discussion.**

Part 3 Items Confidential Items

C153/17 **Services to Farnham Awards**

Council considered whether there was any reason not to award Services to Awards medals to those listed at Exempt Appendix I.

It was RESOLVED *nem con* that the awards proposed by the Awards Panel under the Services to Farnham Awards scheme in 2018 be awarded.

C154/17 **HR Panel Report**

Members considered the report of the HR Panel held on January 3rd at Exempt Appendix I.

The Panel had reviewed the external evaluation and benchmarking of job roles and remuneration. It was good practice to review job roles from time to time to ensure pay responds to the level of jobs in an organisation and ties up with the wider job market. Council noted this was the third exercise undertaken since 2010 following the National Joint Conditions (Green Book) process for evaluations.

One of the recommendations, in light of pay changes nationally, was to consolidate the five Farnham pay grades into four, effectively removing the lowest one. This would facilitate recruitment and retention. It was noted that the pay benchmarks indicated that the payment of the Outer London Fringe allowance was no longer needed and it was recommended that this allowance be consolidated into pay for new staff and that existing staff should retain the allowance in their present roles. The Panel had considered whether to pay an allowance for deputising for the Town Clerk, but agreed that the existing arrangement of considering each circumstance on a case by case basis would continue.

Cllr Frost commented that it was a good report and Council concurred.

It was RESOLVED *nem con* that:

- i) Council adopt and implement the 4-Grade staffing structure with effect from 1 March 2018.**
- ii) Payment of the Outer London Fringe allowances cease for all employees recruited to Town Council posts on or after 1st March 2018;**
- iii) Flexibility over additional pay for deputising for the Town Clerk continue on an 'as required' basis.**

The Town Mayor closed the meeting at 8.05pm.



FARNHAM TOWN COUNCIL

B

Notes

Cemeteries and Appeals Working Group

Time and date

9.30am on Thursday 8th February 2018

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Councillors David Attfield, Carole Cockburn, Susan Redfern

Officers present: Iain Lynch (Town Clerk), Iain McCready (Business and Facilities Manager), Adrienne Owen (Cemetery Services Administrator)

1. Apologies for Absence

Apologies were received from Cllrs John Williamson, Jill Hargreaves and John Ward

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting

POINTS	ACTION
The notes of the meetings held on Thursday 7 th December 2017 were agreed	

4. Cemetery Regulations

POINTS	ACTION
The Working Group was updated on the progress of the implementation of the new cemeteries regulations in relation to overplanting and non-approved fencing around the graves.	The Officers to continue with the enforcement of the rules and regulations.

5. Memorial Repairs

POINTS	ACTION
1. The Working Group was informed on the current status of the memorial repair programme within West Street Cemetery. Phase 1 and 2 had been completed by A Prince memorials and Officers were waiting on the final list for the 3 rd phase of the programme from the stonemason.	1. The Business and Facilities Manager to progress with the programme in line with budgets.
2. The Working Group considered a letter from Waverley Borough	

<p>Council about three memorials which had failed memorial safety testing at St Andrew's Church (closed churchyard) asking if FTC would contribute to the cost of fixing the memorials. The Working Group asked for more information to see if they were of people of note within the Farnham Area before deciding on any contribution.</p>	<p>2. The Business and Facilities Manager to investigate and report back to the Working Group.</p>
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6. Maintenance of the Cemeteries

POINTS	ACTION
<p>The Working Group was briefed on the current maintenance scheme, Tree Survey and pathways work.</p> <ol style="list-style-type: none"> 1. The Working Group noted that the Probation Services team would start painting the railings at Green Lane Cemetery in the next two weeks. The Working Group were also informed that Oliver Russell (Blacksmith) would be pricing repairs gaps and damaged sections in the fence. Oliver Russell was also pricing up remedial work at West Street Cemetery and would be working on a design for the section of wall without railings. 2. The Working Group was updated on the progress of the pathway refurbishments being carried out by Heathyfields. Further work would be carried out in Green Lane Cemetery this financial year. The Town Clerk noted that during the recent works at West Street Cemetery a tree root appeared to have been cut and the tree would have an inspection if any signs of distress were showing throughout the year. 3. The Working Group noted that the hedging had been planted by Green Lane Cemetery Chapel by the Plymouth Brethren but the shrubs were not high enough to hide the air conditioning units. The Business and facilities Manager would be contacting the Brethren to ask for the air conditioning units to be screened. 4. The Working Group considered planting and fencing designs for the Garden of Reflection. The Working Group liked the designs and have asked that Officers look to increase the size of the garden so as to improve the look, re-orientating the book of reflection and effectively doubling the garden of reflection in size. The cost of the fencing, was awaited and would be provided to the Strategy & Finance Working Group. 5. Officers also showed the Working Group some columbaria designs and offered for those who wished a chance to meet with the columbaria company. The Working Group asked to see designs for proposed columbaria situated alongside the Garden of Reflection at the next meeting. 	<ol style="list-style-type: none"> 1. The Business and Facilities Manager to monitor and action in line with current Budgets 2. The Business and Facilities Manager to progress with the commissioned works and monitor the trees. 3. The Business and Facilities Manager to progress. 4. The Business and Facilities Manager to action.

Date of next meeting

The date of the next meeting is the Thursday 29th March 2018 at 9:30

The meeting closed at 12:00 Notes by Iain McCready



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 27th February 2018

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Attfield, Carole Cockburn, Pat Frost, Jill Hargreaves, Stephen Hill, Jeremy Ricketts and John Ward

Other councillors in attendance: Councillor David Beaman

Officers present:

Iain Lynch (Town Clerk)

Iain McCready (Business & Facilities Manager) present from agenda item 7.

Karen Johansen-Berg (Corporate Governance Officer)

1. Apologies

Apologies were received from Councillor John Williamson.

2. Declarations of Interest

There were no declarations of interest.

3. Notes of Meeting held on 16th January 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Annual Town Meeting 22 March 2018

POINTS	ACTION
Members noted that the event would be held at 7pm in The Bush Hotel and the format would be the same as previous years: short presentations by Councillors on achievements, followed by a break with refreshments, and ending with a question and answer session. Information boards on the work of the Council and Working Groups would be on display.	Officers to work with Lead Members on preparing presentations

5. Finance

POINTS	ACTION
<p>i) Internal Auditor's Report Appendix B: The Town Clerk introduced the Interim report and officers' comments (Annex I). It was noted that the report with the Internal Auditor's comments is also part of the external Audit.</p> <ul style="list-style-type: none"> • Members discussed the points arising and the changes in recording overtime introduced to avoid a repeat of the payroll error that had occurred. • It was agreed to recommend the extension of Mr Paul Hartley's contract for a further year to enable consistency with the appointment of the new external auditor. <p>ii) External Audit 2016/18 – 2021-22 (Annex C). The Town Clerk commended the new External Auditor's video briefing (PKF Littlejohn) which informs how they conduct an audit (available on their website) and that there was likely to be some differences of emphasis in the approach taken compared to FTC's previous external auditor BDO. The Town Clerk advised the process would retain its 'light touch' approach, and would be the same cost for the next three years as a result of the tender by the sector body (Smaller Authorities' Audit Appointments Ltd -SAAA). Members also noted the timetable for the 2017/18 audit as outlined in Appendix C.</p> <p>iii) Income & Expenditure Update – Appendix D Members reviewed the latest financial position as at 24th February including receipts in advance and commitments. The Town Clerk confirmed that the income target profile had been exceeded but this had already been reported at full Council.</p> <p>iv) Proposal to invest an additional lump sum in the Pension Fund (Appendix E) – The Town Clerk referred to the paper circulated to members from Hymans Robertson LLP with the potential benefits and disbenefits of paying an additional employers contribution of £50,000 or £100,000 into the pension fund.</p> <ul style="list-style-type: none"> • It was noted that in the past, there had been a deficit with an annual backfunding contribution (although this had been cleared prior to the last triennial review). • With changes in the way the pension scheme worked, the Farnham 'pot' now reflects the membership rather than being pooled across all employers in Surrey. This meant that as a small employer the Town Council could be subject to a significant one-off cost if there were for example an ill-health retirement. • The Town Clerk considered it might be prudent to make an additional contribution at this point which could result in a reduced employer's contribution at the next triennial actuarial review or cushion against any reduction in the Farnham pension fund 'pot' as a result of revaluation rather than leave the surplus in the bank at low interest rates.. 	<p>Recommendation to Council:</p> <ol style="list-style-type: none"> 1) The report of the Internal Auditor and Officers comments be welcomed. 2) Mr Paul Hartley's contract be extended to cover the 2018/19 financial year. <p>Farnham Town Council is recommended to authorise the Town Clerk in</p>

<ul style="list-style-type: none"> Members noted that although surplus monies could not be withdrawn from the Pension Fund, there was the option of taking a payment holiday. The Town Clerk advised that there were no identified tax implications and the Working Group agreed to recommend to Council that an additional contribution of up to £100,000 be made in the 2017/18 financial year. <p>v) Other Financial Matters</p> <p>The Bungalow, Sandy Hill: The Town Clerk clarified the position for the grant for The Bungalow. It had been agreed in 2017/18 that a contribution of £1,000 would be made in 2018/19. Members agreed that any future funding would be reviewed through the next grant application process.</p> <p>Farnham Music Festival: The Town Clerk advised that due to extenuating circumstances a grant application had not been received from the re-launched Farnham Festival whose activities were being consolidated into one location over four days. It was noted that the overall cost was £5,000. It was agreed to recommend that Farnham Town Council would provide funding of £1000 towards the cost of venue hire.</p>	<p>consultation with the Leader to make an additional contribution of up to £100,000 to the Pension Fund.</p> <p>Grant of £1,000 be paid in 2018/19.</p> <p>Farnham Town Council is recommended to award £1000 to the Farnham Festival 2018.</p>
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6. Farnham Neighbourhood Plan – early review

POINTS	ACTION
<p>Councillor Cockburn gave an update and referred members to Appendix F.</p> <ul style="list-style-type: none"> The new call for sites had commenced on 22nd February and would last until 23rd March. This date linked with the five appeals outstanding with Government inspectors which were due for decision by the end of March. Once determined it would be clearer how many additional sites would need to be provided. Councillor Cockburn believed there would be relatively few items in the Neighbourhood Plan to be reviewed and the early review meant Farnham Town Council could use the current evidence base. It was noted that a further public consultation would be needed once Council had agreed the proposed sites and that a further referendum would be required on the revised Neighbourhood Plan. It was hoped this would be long before the May 2019 elections. Assessments of sites put forward would be based on previous approved methodology which had withstood a legal challenge. It was agreed to recommend that the end date be 2032 to harmonise with the amended Local Plan end date. The Infrastructure Planning Group would be meeting to progress the review and the Council's Planning Consultant would again be assisting. It was hoped to provide an update to the April Council meeting but that a special meeting may need to be called. 	<p>Farnham Town Council is recommended to agree a revised Neighbourhood Plan end date of 2032</p> <p>Farnham Town Council is recommended to endorse the approach being taken in the Neighbourhood Plan review and the call for sites.</p>

7. Contracts update

POINTS	ACTION
<p>The Business & Facilities Manager gave an update on Contracts and Assets, as outlined in Appendix G.</p> <ul style="list-style-type: none"> Members were advised that the size of the Garden of Remembrance was being doubled which would result in the allotment gate being moved. A schedule was in place for re-planting with a white theme, along with additional trees and a number of seats. A quote for decorative fencing in that area had been received from Jacksons, in the sum of £3,400 which included a 25 year guarantee. Members were advised that metal railings rather than wood were recommended for the West Street cemetery boundary wall locations where an informal footpath had arisen across the area of the cemetery currently used for burials. Costs for the works had been sought at an estimated cost of £11,000 for steel palisade fencing. It was proposed that Council be recommended to agree to the installation and funding with the Cemeteries and Appeals Working Group to review the phasing. Members noted that Waverley had contracted out dog control enforcement. The Town Clerk suggested that in view of the continuing problems of dog owners allowing dogs to foul the cemeteries, Waverley Borough Council's contractors be approached to provide an enforcement service on Farnham Town Council land, where needed. It was reported that installation of additional CCTV in Victoria Garden was on track for completion by 5th March 2018. It was confirmed that the replacement vehicle was on target for delivery in March and once received would be vinyl wrapped as this had worked successfully with the electric hybrid vehicle The Working Group noted that completion of the lease of Weybourne allotments from Waverley Borough Council was on target for end of February 2018. 	<p>Farnham Town Council is recommended to:</p> <ol style="list-style-type: none"> Note the improvements to the Garden of Reflection Agree the installation of an extended boundary fence at a cost of £3,400 The boundary of West Street Cemetery with the Bishops Meadow be secured with a new fence at a cost of up to £11,000 with the costs met from the 2017/18 Cemeteries Maintenance budget. <p>Town Clerk to pursue with Waverley Borough Council.</p> <p>Farnham Town Council is recommended to agree the use of the Council Seal on the lease for the Weybourne allotments</p>

8. General Data Protection Regulation (GDPR)

POINTS	ACTION
<p>The Town Clerk gave an update on GDPR and reported that Farnham Town Council was taking steps to comply with the 25 May 2018 deadline, and that work had already started. Recent guidance suggested a separation of roles to avoid a conflict of interest. The Town Clerk suggested that the Corporate Governance Officer was nominated as Data Protection Officer. This was agreed.</p> <p>The new regulation mandated that the Data Controller would hold responsibility for any data breach and that the Council were deemed to be the Data Controller. The Town Clerk advised that any loss of data must be reported to the ICO within 72</p>	<p>The role of Data Protection Officer be included within the role of Corporate Governance Officer.</p>

<p>hours and any particularly sensitive data could attract large fines.</p> <p>Members were informed that the Council holds relatively little data that would fall under the new Regulation compared to larger authorities, and that an audit of data and processes was currently being undertaken, including in areas such as remote access and encryption. A data cleansing exercise of the current data held (including that in the Council's archives) was planned over coming months.</p> <p>It was confirmed that approval for any data held that was in the public domain would not need to be sought, nor would any information that had been given willingly or held for an official purpose (eg Councillor contact details and details of contractual information such as allotment holder details). Clear guidance for staff and Councillors would be provided in due course and a further update would be given at the next meeting.</p> <p>It was noted that South Street Trust data would need to be on the Information Commissioner Registration as some personal data may be held.</p> <p>Town Clerk advised that he and the Business & Facilities Manager would be meeting with the Council's IT provider, ISS, to discuss GDPR in relation to encryption and that all contracted suppliers who had access to Farnham Town Council data would be asked to certify that they complied with the GDPR legislation.</p>	<p>The Town Clerk and Corporate Governance Officer would review the new templates being issued for councils as soon as they were published.</p> <p>A toolkit and guidance for staff and councillors would be compiled and circulated before the GDPR compliance deadline date of 25th May 2018.</p> <p>Town Clerk to action.</p> <p>Business and Facilities Manager to action.</p>
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9. Hale Chapels

POINTS	ACTION
<p>As reported previously, the application for Heritage Lottery Funding for the Hale Chapels restoration project had not been successful. The Town Clerk advised that a telephone conference call was booked with Heritage Lottery to explore if the application could be resubmitted.</p> <p>The Town Clerk had a meeting with Hale Chapel Trust to review the alternatives, and a number of suggestions had been put forward. And these were being reviewed (including the option to demolish) along with their cost implications.</p> <p>It was noted that in the past Farnham Building Preservation Trust had recommended that the chapels be demolished.</p> <p>Members noted that the £30,000 grant agreed by Surrey County Council was now likely to be lost.</p>	<p>Town Clerk to speak with Heritage Lottery Fund</p> <p>Business & Facilities Manager to compile report for the next Cemeteries & Appeals Working Group meeting on 29th March.</p>

10. End of World War I commemoration

POINTS	ACTION
<p>The Working Group considered options for recognising the centenary of the end of World War I and that Waverley Borough Council was coordinating a list of activities taking place around the Borough. The Town Clerk advised there were a number of beacons being lit around the country including one at Farnham Castle.</p> <p>Councillor Attfield suggested Silent Soldiers be purchased to flank the War Memorial and this was agreed. Members noted</p>	<p>Silent soldiers be purchased funded from the War Memorial budget.</p>

commemorative bedding was being devised as part of Farnham in Bloom but that additional ideas from members would be welcome. Members suggested that the Council encourage other groups to take forward ideas.

11. Town Clerk update

POINTS	ACTION
<p>i) The Town Clerk updated members on the latest situation relating to the long standing cemetery complaint and hoped that the matter was close to being resolved.</p> <p>ii) Staffing Changes:</p> <ul style="list-style-type: none"> • Members were advised that Dixon Chau, Graduate Projects Assistant, had finally received a start date for his new position with the MoD and would be leaving on Friday 2nd March. • Members noted that the Outside Workforce Supervisor role had now been filled via an agency on an initial three month contract. <p>iii) Wrecclesham Relief Road: Members were advised that the Infrastructure Planning Group would consider this matter as part of preparing the Council's response to the Government's Major Road Network consultation and it would be reported to the Council meeting on 9th March.</p>	<p>Town Clerk to progress.</p> <p>Infrastructure Planning group report</p>

12. Date and time of next meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 10 April 2018 at 9.30am	Town Clerk to circulate agenda

The meeting ended at 11:07am.

Notes written by Karen Johansen-Berg



FARNHAM TOWN COUNCIL

D

Report
Council

Date: 8th March 2018

Internal Auditor's Report

Attached at Annex 1 is the report from Mr Paul Hartley (Internal Auditor) following his first two visits for 2017/18. The final visit is scheduled to take place mid April. Officer comments have been added to the report for ease of reference.

It is proposed that Mr Hartley be engaged for one further year to cover the period 2018/19 during which the role be advertised for a three year period from financial years 2019/20.

Recommendation

The Strategy & Finance Working Group recommend that:

- 1) The report of the Internal Auditor and Officers comments be welcomed.**
- 2) Mr Paul Hartley's contract be extended to cover the 2018/19 financial year.**

FARNHAM TOWN COUNCIL**INTERNAL AUDIT 2017-2018****INTERIM REPORT**

I visited the Town Council Office on Wednesday 1st November 2017 to commence the Internal Audit process for 2017-2018. During this first visit I reviewed the implementation of recommendations from last year's report, and checked Petty Cash controls, and some elements of Income procedures. I also reviewed documents available on Council's website and discussed staffing matters.

A second visit was made on 20th December to continue the process. On this occasion, I reviewed income procedures relating to Events and Sponsorship, started reviewing the 2018-9 Budget process, and visited several of Council's properties. On 31st January, I checked other income procedures, bank reconciliations, Trusteeship and the final budget.

A further visit will be made at the end of the financial year to check final aspects of Risk Management (including further site visits), and the Annual Return figures.

The comments below are in the order of the headings in Section 4 of the Annual Return, and cover matters considered in the first two visits.

Recommendations are shown in **bold and underlined**, and any responses received from Council are noted in *italics*.

A. BOOKS OF ACCOUNT

Council's accounts continue to be maintained on the RBS Omega package, with entries made and balanced weekly against on line current account statements.

Council is registered for VAT, which is charged appropriately. Last VAT return was at 31 December 2017.

Loan repayments continue as previously.

B. FINANCIAL REGULATIONS

Financial Regulations and Standing Orders on website date from December and January 2015 respectively.

Content should be reviewed and updated if required.

OFFICER COMMENT

Agreed. Review due Spring 2018

Contract management and initial procedures are satisfactory. Expenditure is properly controlled, with release of on-line payments authorised by two Members. Correct use is made of corporate cards for minor items.

C. RISK MANAGEMENT

Following staff changes, the risk management procedure for Allotments is being brought into line with other sites shortly, including checking of old risk assessments.

A visit to several sites – cemeteries and allotments – indicated a good standard of maintenance, with appropriate action taken to deal with any risks arising from inspections. One instance of obscene graffiti, which was subsequently removed by Council staff, was noticed on the derelict Hale chapel site,.

Risk assessments are in place for all events, including specific items such as the need for First Aid attendance, electricity supply cable routing, safety barriers. Staff regularly monitor offices for the usual office-based risks such as trailing cables, overloaded cabinets, etc.

The annual external supplier inspection of Health and Safety matters takes place in October, with a follow-up in April to check progress with any matters of concern.

Council's annual risk management report was considered at its meeting on 25th January.

OFFICER COMMENT

The winter programme of work has seen a focus on the allotments with hedging and boundaries being improved and miscellaneous items left by allotment holders being removed. Allotment tenancy agreements will be brought up-to-date in 2018, in liaison with the allotment representatives group with changes to include incorporating the group insurance policy for allotment holders.

D. BUDGET & PRECEPT

A comprehensive draft budget and fees tariff was considered by Strategy and Finance Working Group on 12th December, and after modification, was approved by Council. A 2.6% increase in precept has been agreed, after careful assessment of income sources, Council Tax Base, projected expenditure, and use of Reserves.

E. INCOME

A satisfactory procedure is in place for dealing with income received at Reception, with weekly banking of cash and cheques. Small amounts of cash held pending banking is kept in Waverley BC safe in Reception area, with rarely held larger sums kept in main safe. The process involves a 4-part receipt book, with copies for Bookkeeper, invoice originator and customer.

Procedures for dealing with income from Events and Sponsorship work well, with a shared spreadsheet providing good control of the various amounts from different sources.

Income from cemeteries and memorials is properly controlled, with all payments received in advance of interment or memorial work.

The allotment record system, although provided by RBS, does not interact with Omega, but a satisfactory manual system is in place to ensure all rents are received, with chasing as appropriate. Plots are monitored for condition before renewal papers are sent to tenants. Council provided insurance is mandatory for new tenants, optional for existing.

F. PETTY CASH

There are separate floats - £300 general petty cash, £25 projects and £25 Depot. Satisfactory procedures are in place for control of Petty Cash - Expenditure is justified by receipts, and a weekly schedule of all Petty Cash payments is prepared by Receptionist for checking by Finance Officer twice monthly, with monthly reimbursement by cheque.

Expenditure is coded appropriately, and VAT is reclaimed when VAT invoices are provided.

G. PAYROLL

Payroll is carried out externally by Moorepay, using a software package producing very comprehensive reports. Input is by RFO or Accountant only.

Salary enhancements following the general review at 1 April 2017 have been implemented accordingly.

Satisfactory procedures are in place for ensuring base salaries are correct, and that additional payments are properly authorised and recorded. However, one member of staff was overpaid for two months because overtime was added on top of a revised hours basic. Town Clerk has amended time sheet procedures accordingly to ensure this cannot happen again. The amount concerned is being repaid in instalments.

Head of HR Panel carries out random checks on payroll, as recommended last year.

Overtime is normally compensated by TOIL, but for some staff and functions, extra hours at basic rate or overtime at contractual rates, or a fixed remuneration amount approved by Council, is paid.

Salaries are paid on Spinal Column Points, with specific Farnham bands being adopted, together with a geographical weighting which is a legacy from before the 2004 agreement on Local Council salaries. A full job evaluation review took place in November 2017, resulting in minor adjustments and the reduction in "Farnham" Grades from 5 to 4 by eliminating Grade 1 which is unlikely to be used. Also, as suggested in a previous Internal Audit, the "London Allowance" payments will no longer be paid to new staff joining FTC. These changes have now been approved by Council.

Auto-enrolment in a pension scheme for new staff is now in place.

Two posts have switched from contractor basis to employee following the IR35 review.

Council has not adopted the Members Allowances scheme, and very few Members expenses are claimed.

H. ASSETS AND INVESTMENTS

A detailed Asset Register is maintained and reviewed annually. Acquisitions and Disposals are noted on the register to ensure adjustment at year end.

It is recommended that a physical check on the existence of assets should be carried out annually, either by Members, or a senior staff officer. This is in hand for completion by end of financial year.

OFFICER COMMENT

Agreed. Assets review due Spring 2018. Storage has also been reviewed to assist in inventory checks and in preparation for the introduction of the General Data Protection Regulation and checks of physical assets.

Council is aware of the capital nature of long-term or non-standard investments such as the CCLA Property Fund. As per regulations, the annual Investment Strategy has been considered and adopted by Council in January 2018.

I. BANK RECONCILIATIONS

Finance Officer reconciles current account weekly against on-line statement and prepares papers for a monthly review by Members of overall position, including investment accounts. A full financial position, including review of income and expenditure against budget, is available at quarterly Strategy & Finance meetings.

J. ACCOUNTING STATEMENTS AND YEAR END ACCOUNTS

To be considered at year end.

K. TRUSTEESHIP

FTC is the Trustee of the Farnham School of Science and Art, known as The South Street Trust. Separate accounts are maintained, and these are subject to independent examination. Accounts are properly lodged with the Charity Commission. Members of Council meet annually as Trustees to allocate grants from the income derived from Trust assets. Separate Minutes are maintained.

OFFICER COMMENT

Independent Examination and Charity Commission Return for 2016/17 completed November 2017.

OTHER ITEMS

Implementation of a Social Media Policy is in hand.

It was noted that the latest Annual Report on the website was for 2015-16. That for 2016-17 should be added.

Freedom of Information policy dates from 2012 and should be revised/re-adopted

OFFICER COMMENT

Social Media policy deferred as a result of staff changes and higher priorities. Annual report for 2016/17 (not a statutory document) now added. Annual Return and other required documents were already published. Freedom of Information policy to be reviewed as part of preparations for General Data Protection Regulation introduction (May 2018).

Paul Hartley
Internal Auditor
4th February 2018



FARNHAM TOWN COUNCIL

E

Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 5 February 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor M Hyman – Chair
Councillor D Beaman
Councillor J Fraser
Councillor A MacLeod
Councillor J Ricketts

Officers in attendance: Jenny de Quervain

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

1. Apologies

Apologies were received from Councillors C Cockburn and J Williamson

2. Declarations of Interest

None were received

3. Applications for comment

Farnham Bourne

WA/2018/0054 Farnham Bourne Jane McMullan

Application under Section 73A to remove Condition 6 of WA/2014/0513 (permitted development rights removed) to allow permitted development rights.
TWO ACRES, MONKS WALK, FARNHAM GU9 8HT

Farnham Town Council objects to the removal of Condition 6. This is a sensitive site in Green Belt and is Outside the Built Up Area Boundary of the Farnham Neighbourhood Plan, any further changes should be submitted as a full planning application.

WA/2018/0048 Farnham Bourne Mr Chris Turner

Erection of a two storey extension and alterations (revision of WA/2017/0633).
55 FRENHAM ROAD, FARNHAM GUI0 3QE

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

WA/2018/0056 Farnham Bourne Jane McMullan

Erection of extensions and alterations.

19 DENE LANE, FARNHAM GU10 3PW

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.

WA/2018/0057 Farnham Bourne Mr Chris Turner

Erection of a dwelling and detached garage.

LAND ADJACENT TO BRAMWELL HOUSE, MONKS WALK, FARNHAM GU9 8HT

Farnham Town Council objects to the erection of a dwelling at land adjacent to Bramwell House. This is inappropriate development in the countryside beyond the Green Belt and is land Outside the Built Up Area Boundary of the Farnham Neighbourhood Plan Policy FNPI and Policy FNPI0 and would cause material harm to the openness of the site.

WA/2018/0104 Farnham Bourne Mr Chris Turner

Application under Section 73 to vary Condition 1 of WA/2017/0083 (approved plans) to allow an alteration to raise the ridge of the proposed garage.

FOXWOOD PLACE, 6B LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Farnham Town Council has no objections.

WA/2018/0114 Farnham Bourne Mr Chris Turner

Application under Section 73 to vary Condition 1 of WA/2017/0649 (approved plans) to allow alteration to size of garden room.

6 GREENHILL ROAD, FARNHAM GU9 8JN

Farnham Town Council has no objections.

WA/2018/0140 Farnham Bourne Ruth Dovey

Erection of an extension to sports hall.

EDGEBOROUGH SCHOOL, FRENHAM ROAD, FARNHAM GU10 3AH

Farnham Town Council has no objections.

TM/2018/0010 Farnham Bourne Mr A Clout

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER WA241 5 MAVINS ROAD FARNHAM GU9 8JT

Farnham Town Council objects to the removal of trees, subject to the Arboricultural Officer's comments, suggests maintenance rather than removal.

CA/2018/0010 Farnham Bourne Mr A Clout

GREAT AUSTINS FARNHAM CONSERVATION AREA

WORKS TO A HORSE CHESTNUT TREE

11 GREAT AUSTINS MANOR, VICARAGE HILL FARNHAM GU9 8AF

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

TM/2018/0014 Farnham Bourne Steve Tester

APPLICATION FOR WORKS TO A TREE SUBJECT OF TREE PRESERVATION ORDER 49/99 PASVALE, 2 DOUGLAS GROVE, FARNHAM GU10 3HP

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

Farnham Castle

WA/2018/0127 Farnham Castle Jane McMullan

Installation of air cooling plant to roof.

16 SOUTH STREET, FARNHAM GU9 7RP

Farnham Town Council would question if this work has already been carried out, is this a retrospective application? New plant has been situated on the roof within the past 3 weeks.

Farnham Firgrove

WA/2018/0133 Farnham Firgrove Rachel Kellas

Certificate of Lawfulness under Section 192 to confirm the Multi Use Games Area approved under reference WA/2016/0105 is ancillary to Farnham Sixth Form College and falls within Use Class D1.

FARNHAM COLLEGE, MORLEY ROAD, FARNHAM GU9 8LU

Farnham Town Council has no objections to the approved Multi Use Games Area being ancillary to the college use within Class D1.

Farnham Hale and Heath End

WA/2018/0059 Farnham Hale and Heath End Jane McMullan

Erection of extensions and alterations following demolition of existing conservatory.

24 OAST HOUSE CRESCENT, FARNHAM GU9 0NR

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials are in keeping with existing.

WA/2018/0089 Farnham Hale and Heath End Philippa Staddon

Erection of conservatory.

121 UPPER WEYBOURNE LANE, FARNHAM GU9 9DD

Farnham Town Council has no objections subject to the conservatory being in line with Farnham Neighbourhood Plan Policy FNP16 and not impacting on the neighbour's amenity.

NMA/2018/0012 Farnham Hale and Heath End Philippa Staddon

Amendment to WA/2017/1335 for alterations to elevation and fenestration.

4 WHITMORE GREEN, FARNHAM GU9 9AF

Farnham Town Council has no objections.

Farnham Moor Park

WA/2018/0081 Farnham Moor Park Jane McMullan

Certificate of Lawfulness under Section 192 for the erection of an extension.

3 HALE ROAD, FARNHAM GU9 9QQ

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials are in keeping with existing.

WA/2018/0090 Farnham Moor Park Ruth Dovey

Erection of 3 dwellings along with new access from Tilford Road following demolition of existing dwelling.

CORNER COTTAGE, MENIN WAY, FARNHAM GU9 8DY

Farnham Town Council objects to this application for 3 dwellings not being in line with Farnham Neighbourhood Plan Policy FNPI, is overdevelopment of the site and not in keeping with the existing streetscene. The development is too intensive for the site and has no surrounding greenspace making it out of character for the area and impacting negatively on neighbour's amenity.

WA/2018/0106 Farnham Moor Park Jane McMullan

Certificate of Lawfulness under Section 192 for the use of the site as a mechanical and bodywork repair garage including MOT testing.

UNIT 4, ROMANS BUSINESS PARK, EAST STREET FARNHAM GU9 7SX

Farnham Town Council has no objections.

WA/2018/0134 Farnham Moor Park Jane McMullan

Erection of extensions and alterations to provide additional office accommodation.

LIONSGATE, 74 EAST STREET, FARNHAM

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

Farnham Shortheath and Boundstone

WA/2018/0096 Farnham Shortheath and Boundstone Philippa Staddon

Erection of garage and formation of new vehicular access, following demolition of existing garage.

OAK RIDGE, 2 VINE LANE, WRECCLESHAM GU10 4TD

Farnham Town Council has no objections to the erection of a garage and vehicular access subject to the public footpath being kept clear.

WA/2018/0099 Farnham Shortheath and Boundstone Kayleigh Taylor

Erection of replacement dwelling following demolition of existing dwelling and other outbuildings.

8 BURNT HILL WAY, WRECCLESHAM GU10 4RN

Farnham Town Council objects to the proposed replacement dwelling not being in line with Farnham Neighbourhood Plan Policy FNPI and Farnham Design Statement and not in keeping with the area.

WA/2018/0111 Farnham Shortheath and Boundstone Jane McMullan

Erection of single-storey rear extension and porch following demolition of existing porch.

15 CHESTNUT AVENUE, FARNHAM GU9 8UL

Farnham Town Council has no objections subject to the porch and extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

WA/2018/0142 Farnham Shortheath and Boundstone Mr Chris Turner

Erection of extension and alterations.

39 BALDREYS, FARNHAM GU9 8RH

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.

Farnham Upper Hale

Already allowed

NMA/2018/0010 Farnham Upper Hale Philippa Staddon

Amendment to WA/2017/0570 for alterations to fenestration and tiles.

WISHING WELLS, 8 SPRING LANE WEST, FARNHAM GU9 0BX

WA/2018/0101 Farnham Upper Hale Kayleigh Taylor

Erection of a chalet bungalow following demolition of existing bungalow (revision of WA/2017/1066).

2 QUEENS LANE, FARNHAM GU9 0LU

S Gunner, 5 Queens Lane

Farnham Town Council has no objections to the application as it is a positive improvement on the existing.

Farnham Weybourne and Badshot Lea

WA/2018/0077 Farnham Weybourne and Badshot Lea Jane McMullan

Erection of extensions and alterations.

20 HILLSIDE ROAD, FARNHAM GU9 9DW

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials are in keeping with existing.

WA/2018/0112 Farnham Weybourne and Badshot Lea Philippa Staddon

Erection of a single storey extension.

10 WEYBOURNE ROAD, FARNHAM GU9 9ES

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials are in keeping with existing.

WA/2018/0128 Farnham Weybourne and Badshot Lea Mr Chris Turner

Construction of a dropped kerb.

92 LOWER WEYBOURNE LANE, BADSHOT LEA GU9 9LG

Farnham Town Council has no objections to the construction of a dropped kerb.

TM/2018/0012 Farnham Weybourne and Badshot Lea Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 26/01

7 COPSE AVENUE FARNHAM GU9 9ED

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

Farnham Wrecclesham and Rowledge

WA/2018/0107 Farnham Wrecclesham and Rowledge Jane McMullan

Erection of an extension following the demolition of the existing extension and garden store.

ENDWELL, 11 SHORTHEATH CREST, FARNHAM GU9 8SA

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials are in keeping with existing.

WA/2018/0135 Farnham Wrecclesham and Rowledge Jane McMullan

Erection of extensions and alterations.

9 HOLLIS WOOD DRIVE, WRECCLESHAM GU10 4JT

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials are in keeping with existing.

Cllr Fraser brought additional information on the ongoing application

Precis notes to Ruth Dovey 05/02/18

WA/2017/2223 Farnham Wrecclesham and Rowledge

Ruth Dovey

Construction of an energy storage facility and associated works.

LAND TO THE REAR OF SUBSTATION OFF WRECCLESHAM HILL, WRECCLESHAM GU10 4JX

Farnham Town Council has concerns of the risks of the proposal being close to a residential area.

Meeting closed 10.50

Notes by Jenny de Quervain

Date of next meeting 19 February 2018



FARNHAM TOWN COUNCIL

F

Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 19 February 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor M Hyman – Chair

Councillor J Fraser

Councillor A MacLeod

Officers in attendance: Jenny de Quervain

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

1. Apologies

Apologies were received from Councillors D Beaman, C Cockburn, J Ricketts and J Williamson

2. Declarations of Interest

None were received

3. Applications for comment

Farnham Bourne

WA/2018/0143 Farnham Bourne Mr Chris Turner

Erection of extensions.

31 MIDDLE BOURNE LANE, FARNHAM GU10 3NH

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Neighbourhood Plan Policy FNP16, all materials in keeping and no impact on the neighbours' amenity.

WA/2018/0206 Farnham Bourne Jane McMullan

Application under Section 73 to vary Condition 16 of WA/2015/1090 (plan numbers) to allow for minor alterations to internal layout and external details.

16 OLD CHURCH LANE, FARNHAM GU9 8HQ

Farnham Town Council relies on the Officer. Farnham Town Council would like to see a copy of the original Conditions included in applications when changes, alterations or variations are being proposed.

Description change only, FTC have previously provided comments

WA/2017/2257 Farnham Bourne Mr Chris Turner

Erection of extensions and alterations to garage roof to provide habitable accommodation; erection of entrance gates and boundary fence. Amended description.

CHERRY CORNER, 88 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

No further comments required.

WA/2018/0148 Farnham Bourne Mr Chris Turner

Erection of detached garage with room above following demolition of existing garage.

KINGS WOOD, 16 GONG HILL DRIVE, FARNHAM GU10 3HQ

Farnham Town Council has no objections subject to the detached garage with room above being in line with the Farnham Design Statement and Neighbourhood Plan Policy FNP16, all materials in keeping and it remaining ancillary to the dwelling.

WA/2018/0208 Farnham Bourne Jane McMullan

Erection of extension and alterations to existing garage to provide a parking barn with storage above following part demolition of existing garage.

MICHAELMAS COTTAGE, 11 UNDERHILL LANE, FARNHAM GU10 3NF

Farnham Town Council has no objections subject to the parking barn being in line with the Farnham Design Statement and Neighbourhood Plan Policy FNP16, all materials in keeping and it remaining ancillary to the dwelling.

Already refused

NMA/2018/0015 Farnham Bourne Harry Adams

Amendment to WA/2015/1782 for alterations to garage.

No further comments required.

TM/2018/0017 Farnham Bourne Mr A Clout

APPLICATION FOR REMOVAL OF TREES SUBJECT TO TREE PRESERVATION ORDERS 02/15 AND FAR2

BOURNE HOUSE, LODGE HILL ROAD, FARNHAM GU10 3RD

Farnham Town Council objects to the removal of trees, subject to the Arboricultural Officer's comments.

Farnham Castle

WA/2018/0186 Farnham Castle Victoria Choularton

Erection of replacement garage/store and fence following demolition of existing garage.

47 WEST STREET, FARNHAM GU9 7DX

Farnham Town Council objects to the inappropriate materials used not being in keeping with the Conservation Area.

WA/2018/0237 Farnham Castle Jane McMullan

Erection of a storage building.

LAND TO THE NORTH OF 25 THREE STILES ROAD, FARNHAM GU9 7DE

Farnham Town Council strongly objects to the erection of a storage building on land Outside the Built Up Area Boundary of the Farnham Neighbourhood Plan, not being in line with Policy FNPI0 Protect and Enhance the Countryside, in the Old Park's very sensitive landscape and in an Area of Great Landscape Value.

WA/2018/0153 Farnham Castle Mr Chris Turner

Erection of extension and alterations following demolition of existing garage and conservatory.

3 SAXON CROFT, FARNHAM GU9 7QB

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

WA/2018/0215 Farnham Castle Philippa Staddon

Erection of rear extension and alterations.

93 CRONDALL LANE, FARNHAM GU9 7BZ

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

WA/2018/0253 Farnham Castle Jane McMullan

Erection of side and rear single storey extensions and alterations.

30 ABBEY STREET, FARNHAM GU9 7RL

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

CA/2018/0021 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO AND REMOVAL OF TREES.

THE OLD VICARAGE, VICARAGE LANE, FARNHAM GU9 7PR

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

Farnham Firgrove

WA/2018/0191 Farnham Firgrove Mr Chris Turner

Erection of a detached outbuilding.

28 WEYDON HILL ROAD, FARNHAM GU9 8NX

Farnham Town Council objects to the size and scale of the outbuilding and the negative impact of the neighbours' amenity.

DW/2018/0009 Farnham Firgrove Jane McMullan

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.6m, for which the height would be 3.4m, and for which the height of the eaves would be 3m.

LAUREL COTTAGE, 42 RIDGWAY ROAD, FARNHAM GU9 8NW

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

Farnham Hale and Heath End

Carryover to 5 March, more information being sought

WA/2018/0152 Farnham Hale and Heath End Mr Chris Turner

Erection of 2 dwellings following demolition of existing dwelling, outbuildings and garage.
38 BROOKLANDS ROAD, FARNHAM GU9 9BS

WA/2018/0149 Farnham Hale and Heath End Mr Chris Turner

Erection of extensions and alterations to existing bungalow to provide a two storey dwelling.
1 HEATH LANE, FARNHAM GU9 0PR

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

WA/2018/0216 Farnham Hale and Heath End Mr Chris Turner

Erection of extensions and alterations.
7 WEST CLOSE, FARNHAM GU9 0RF

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

WA/2018/0222 Farnham Hale and Heath End Mr Chris Turner

Change of use of land to allow the siting of 2 no. food preparation units for a temporary period.
LAND NORTH OF PROPERTY KNOWN AS BRODICK FARMHOUSE CENTRED
COORDINATES 484838 148247, LOWER HALE, FARNHAM

Farnham Town Council objects to the inappropriate location of the food preparation units, the noise pollution, and the negative impact on the neighbours' amenity.

TM/2018/0018 Farnham Hale and Heath End Mr A Clout

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER WA243
WENTWOOD, ROWHILLS, FARNHAM GU9 9AT

Farnham Town Council relies on the Arboricultural Officer for appropriate action with the replanting of an oak specimen.

Farnham Moor Park

PRA/2018/0011 Farnham Moor Park Kayleigh Taylor

General Permitted Development Order 2015, Schedule 2 Part 3 Class P -Prior Notification
Application for proposed change of use from B8 storage/warehouse use to residential dwelling.
BARN SOUTH WEST OF WEST FARM, TONGHAM ROAD, RUNFOLD GU10 1PJ

Farnham Town Council STRONGLY OBJECTS to this application (previously refused applications PRA/2017/0010 and PRA/2017/0016). Farnham Town Council STRONGLY OBJECTS to the change of use from Class B8 (storage building) to C3 (dwelling). It is unsuitable for habitation, the location is isolated with no formal access road or provision for utilities and refuse collection. It is situated in Countryside beyond the Green Belt C2 and the Farnham/Aldershot Strategic Gap C4, Outside the Built Up Area Boundary Farnham Neighbourhood Plan in an area covered by Policy FNPI0 and FNPI1.

WA/2018/0179 Farnham Moor Park Philippa Staddon

Erection of extensions and alterations.

AMERSHAM HOUSE, 25 COMPTON WAY, FARNHAM GU10 1QT

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

WA/2018/0169 Farnham Moor Park Mr Chris Turner

Erection of extensions and detached garage following demolition of existing garage.

1 KEENS COTTAGES, GUILDFORD ROAD, RUNFOLD GU10 1PE

Farnham Town Council has no objections subject to the extensions and detached garage being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

WA/2018/0174 Farnham Moor Park Jane McMullan

Certificate of Lawfulness under Section 192 for the construction of a rear dormer window with insertion of roof lights to front elevations and internal alterations to provide a loft conversion.

30 PARK ROAD, FARNHAM GU9 9QN

Farnham Town Council has no objections subject to the loft conversion being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

DW/2018/0006 Farnham Moor Park Jane McMullan

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.9m, for which the height would be 2.712m, and for which the height of the eaves would be 2.4m.

20 ADAMS PARK ROAD, FARNHAM GU9 9QG

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

Farnham Shortheath and Boundstone

WA/2018/0145 Farnham Shortheath and Boundstone Kayleigh Taylor

Application under Section 73 to vary Condition 2 of WA/2015/2457 (approved plans) to allow alterations to dwellings including internal layouts.

SWANBOURNE, 25 THORN ROAD, WRECCLESHAM GU10 4TU

Farnham Town Council has no objections to this application. Farnham Town Council would like to see a copy of the original Conditions included in applications when changes, alterations or variations are being proposed.

WA/2018/0157 Farnham Shortheath and Boundstone Flo Taylor

Application under Section 73A to remove Conditions 6,7,8 and 9 of WA/2017/0981 (relating to pre-commencement requirements regarding trees on site) as no longer relevant to the development which is near completion.

LAND AT 6 BOUNDSTONE CLOSE, WRECCLESHAM GU10 4RW

Farnham Town Council objects to the removal of the Conditions and suggests replanting of trees. Farnham Town Council would like to see a copy of the original Conditions included in applications when changes, alterations or variations are being proposed.

WA/2018/0182 Farnham Shortheath and Boundstone Jane McMullan

Erection of extensions and alterations following demolition of existing conservatory; alterations to roof including installation of dormer windows.

14 GARDENERS HILL ROAD, WRECCLESHAM GU10 4RL

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.

WA/2018/0238 Farnham Shortheath and Boundstone Mr Chris Turner

Erection of a dwelling with new access off Greenhill Close.

LAND TO REAR OF 44 & 46 LITTLE GREEN LANE, FARNHAM GU9 8TB

Farnham Town Council objects to the erection of a new dwelling with access off Greenhill Close not being in line with Farnham Neighbourhood Plan Policy FNPI, the orientation not in keeping with the streetscene and garden-grabbing.

Farnham Upper Hale

WA/2018/0146 Farnham Upper Hale Jane McMullan

Installation of replacement entrance gates, entrance piers and fencing.

WOODSTOCK, OLD PARK LANE, FARNHAM GU10 5AA

Farnham Town Council objects to fencing inaccessible to wildlife.

WA/2018/0241 Farnham Upper Hale Flo Taylor

Erection of a detached dwelling with associated parking (revision of WA/2017/0619).

LAND TO THE REAR OF 102-104, UPPER HALE ROAD, FARNHAM GU9 0PB

Farnham Town Council has no objections subject to the dwelling being in line with Farnham Neighbourhood Plan Policy FNPI and Farnham Design Statement.

CR/2018/0003 Farnham Upper Hale Flo Taylor

Prior Notification Application G.P.D.O. Part 3, Class O - Change of use of the ground and first floors of the building from Use Class B1a (office) to Use Class C3 (residential) use to provide 4 one bedroom apartments and 1 two bedroom apartment.

THE OLD BAKERY, 122 UPPER HALE ROAD FARNHAM

Farnham Town Council objects to this application being within the SPA 400m buffer zone – no net new dwelling permitted.

Farnham Weybourne and Badshot Lea

WA/2018/0209 Farnham Wrecclesham and Rowledge Jane McMullan

Erection of a single storey rear extension and conversion of part of garage into habitable accommodation.

12 GLORNEY MEAD, BADSHOT LEA GU9 9NL

Farnham Town Council has no objections subject to the extension and conversion being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials are in keeping with existing and sufficient parking being available within the boundary of the property.

Farnham Wrecclesham and Rowledge

WA/2018/0150 Farnham Wrecclesham and Rowledge Jane McMullan

Alterations to garage to form habitable accommodation.

9 CHARTWELL, WRECCLESHAM GU9 8SU

Farnham Town Council has no objections subject to the alterations to the garage being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials are in keeping with existing and sufficient parking being available within the boundary of the property.

WA/2018/0185 Farnham Wrecclesham and Rowledge Rachel Kellas

Change of Use from ancillary residential accommodation to mixed use ancillary residential accommodation and holiday let.

ANNEXE, HILLSIDE FARMHOUSE, SUMMERFIELD LANE, FRENHAM GU10 3AN

Farnham Town Council has no objections subject to the annexe remaining ancillary to Hillside Farmhouse and sufficient parking available within the boundary for holiday let users.

WA/2018/0225 Farnham Wrecclesham and Rowledge Philippa Staddon

Erection of extensions and alterations to existing bungalow to provide a two-storey dwelling (revision of WA/2017/0929).

9 CHERRY TREE ROAD, ROWLEDGE GU10 4AB

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials are in keeping with existing, sufficient parking being available with the loss of the garage and first floor windows to the south-west be obscured glass to prevent overlooking of 11 Cherry Tree Road.

WA/2018/0249 Farnham Wrecclesham and Rowledge Jane McMullan

Erection of two-storey extension following demolition of garage; widening of existing vehicle crossover.

8 KEABLE ROAD, WRECCLESHAM GU10 4PW

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials are in keeping with existing and streetscene.

Meeting closed 11.30

Notes by Jenny de Quervain

Date of next meeting 5 March 2018