



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 20 December 2018

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 20 December 2018, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

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.

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:

Date 20th December 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 reason	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 20th December 2018

Place

The Council Chamber, South Street, Farnham

Prior to the start of the meeting prayers will be said by Revd Alan Crawley, Vicar of Badshot Lea with Hale

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, disclosure of any disclosable pecuniary or other interests, or of any gifts and hospitality, in line with the Town Council's Code of Conduct.

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 agree the Minutes of the meeting held on 1st November 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

- 7 **Co-option of a Councillor**
Following the resignation of Cllr Sam Hollins-Owen and the fact that there was no call for a by-election, the Council invited expressions of interest for eligible candidates to stand to be co-opted until the end of the Council term and the next normal elections in May 2019. Five people put their names forward and have met the criteria for co-option in accordance with legislation. The application forms are distributed to Councillors in advance of the meeting. Each candidate will make a presentation lasting for up to three minutes having chosen the order by lot. Councillors will then vote for their preferred candidate with the candidate receiving the fewest votes being removed from the ballot until one candidate receives a majority of those present and voting. In case of a tie, the Mayor will have a casting vote. Following the vote the co-opted councillor will make the declaration of acceptance of office and serve as councillor with immediate effect.
- 8 **Working Group Notes**
To receive the notes and any recommendations of the following Working Groups:
i) Tourism and Events held on 6th November 2018 **Appendix B**
ii) Community Enhancement held on 14th November 2018 **Appendix C**
iii) Strategy and Finance held on 11th December 2018 with recommendations for the 2019/20 budget **Appendix D**
- 9 **Planning & Licensing Applications** **Appendices E, F & G**
i) To receive the minutes of the Planning & Licensing Consultative Group held on 12th and 26th November, and 18th December 2018.
ii) To consider any significant Planning Applications.

Part 2 – Items to Note

- 10 **Actions taken under Scheme of Delegation**
- 11 **Reports from other Councils**
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council.
- 12 **Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 13 **Date of next Meetings**
To note the date of the next meeting as Thursday 24th January 2018

Part 3 – Confidential Items

- 14 **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. The Notes of the Strategy & Finance Working Group include a property matter that may be discussed in confidential.

Council Membership:

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

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.

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 1st November 2018

Place

The Council Chamber, South Street, Farnham

Councillors

- * David Attfield (Mayor of Farnham)
- * Paula Dunsmore (Deputy Mayor)
- * David Beaman
- * Carole Cockburn
- A John Scotty Fraser
- A Pat Frost
- * George Hesse
- * Jill Hargreaves
- A Stephen Hill
- * Mike Hodge
- * Mike Hyman
- A Andy Macleod
- A Kika Mirylees
- A Julia Potts
- * Susan Redfern
- A Jeremy Ricketts
- * John Ward

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Iain McCready (Business and Facilities Manager)

There were five members of the public in attendance.

Prayers.

Prayers were said by Revd John Morris - Vicar of The Bourne and Tilford.

Presentation by the Hale Community Centre and Sandy Hill Inclusive Partnership

Prior to the meeting, a presentation was made by Norma Corkish and Melissa Ellenden about the work being undertaken at Hale Community Centre (formerly known as The Bungalow) and Sandy Hill. The area was the most disadvantaged super output area in Waverley and the fifth most disadvantaged in Surrey. The renamed Hale Community Centre had been in operation since 2009 as the hub of the community helping build up resilience and enable the community to flourish. Activities included a community garden, Girls Club, the Farnham Timebank, and other services such as those provided by Opportunities.

The Trustees comprised half residents and half with other skills and there was one member of staff working alongside volunteers. The Sandy Hill inclusive Partnership organised family activities and holiday clubs enabling some families that did not leave the estate for the whole of the summer to have things to do. The aim is to create a cleaner safer place in Sandy Hill where everyone has a voice. The Partnership works closely with the Clinical Commissioning Group and has started a Women in Sandy Hill project to assist with well-being. In the longer term, the group hopes to obtain funding to appoint a community worker.

Mrs Corkish noted the important role played by children's Centre in building up the resilience of families in the area and the importance of their base which contributes to the costs of the Hale Community Centre. She also thanked Farnham Town Council for its support and funding without which much of the activities could not happen.

C087/18 Apologies for Absence

Apologies were received from Cllrs Fraser, Frost, Hill, Macleod, Mirylees, Potts and Ricketts

C088/18 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 disclosures of interest.

C089/18 Minutes

The Minutes of the Farnham Town Council Meeting held on Thursday 20th September 2018 were agreed to be signed by the Mayor as a correct record.

C090/18 Questions and Statements by the Public

There were no questions from the public.

C091/18 Town Mayor's Announcements

- i) The Mayor announced that he had received the resignation of Cllr Sam Hollins-Owen.
- ii) The Mayor reported on a number of engagements attended since the last meeting including:
 - a) The Farnham In Bloom Awards at Squire's Garden Centre noting that it had been a privilege to hand out the awards.
 - b) The successful Mike Hawthorn parade of historic cars commemorating the 60th anniversary of Mike Hawthorn becoming the first British Formula 1 World Champion.
 - c) The launch of the Surrey poppy appeal
 - d) The Waverley BIG Awards celebrating local business at which Farnham businesses won three of the four categories.

C092/18 **Questions by Members**
There were no questions by members in accordance with Standing Order 9.

Part I – Items for Decision

C093/18 Cllr Beaman had stepped down from the Community Enhancement Working Group. Cllr Hesse had offered to replace him and was duly appointed.

C094/18 **Strategy and Finance Working Group**

Cllr Cockburn introduced the notes of the Strategy and Finance Working Group meeting held on 22nd October 2018, at Appendix B to the Agenda.

- i) The Working Group had reviewed the six month financial papers for the period 1 April to 30 September 2018 noting expenditure was some 46% of budget and overall income being ahead target with 101% received after the second tranche of the precept had been paid. The Trial balance, investments and debtors list had all been considered and the detailed papers had all been circulated to all members of Council. There were no matters of concern. A 90 day notice deposit account had been opened with Nationwide Building Society
- ii) Council noted that the application for the Arts Council grant for the Maltings railings project had not been successful and the decision of the Council to underwrite the balance of funding for the project would be implemented.
- iii) Cllr Cockburn advised that the Working Group had agreed to support additional Christmas lights in Cambridge Place and Wrecclesham and had agreed a virement of £10,000 from the Community Initiatives budget to reflect the current consolidated costs for the Christmas lights. She was proud of what the Town Council does with the Christmas lights in contributing to the vibrancy of the town.
- iv) Cllr Cockburn advised that the Infrastructure Planning Group had been busy finalising its responses to comments that had come from the Regulation 14 consultation and further work was ongoing.
- v) The Working Group recommend to Council that the wooden bollards in Castle street be replaced to conservation standard.]

It was RESOLVED *nem con* that the bollards in Castle Street be upgraded to reflect those required in the Conservation area with the difference in cost met by the Community Enhancement budget.

C095/18 Cllr Cockburn reported that the Waverley Local Plan Part 2 process had been put back and was not expected to be adopted until 2020 giving more opportunity for input from town and parish councils.

Cllr Beaman expressed amazement and despair about news of the possible closure and inappropriate relocation of the Post Office and hoped the Council would respond in the strongest possible terms.

Cllr Ward agreed, expressing concern over the levels of customer service experienced in WH Smiths. He was also concerned about the Surrey County Council consultations and the potential closure of the tip being closed which would lead to increased flytipping and a decrease in recycling. It was no surprise that the substandard facility was seeing a reduction in use now it was closed three days a week and the site needed investment not closure. Cllr Cockburn agreed and asked for councillor comments on the consultations.

The Mayor expressed concern over the proposed work to the car parks in the run up to the Christmas trading period and it was agreed the Town Clerk should write to Waverley Borough Council to express concern and to clarify the position.

C096/18 Cllr Cockburn thanked the officers of the Town Council for all that they did. It was clear that they all put in more than they need to supporting events and achieving so much with limited resources allowing the Town Council to punch well above its weight. These sentiments were seconded by the Mayor, with the support of all councillors present, adding that the profile of the Town Council was recognised as a result of what the staff do for the town.

Planning & Licensing Consultative Group

C097/18 Cllr Hyman introduced the minutes of the Planning & Licensing Consultative Group meetings held on 1st October 2018, 15th October 2018 and 29th October 2018. He advised that a response was still awaited to concerns expressed over the redesign of the entrance by the Sports Centre which still appeared unsuitable particularly for fire access.

Members asked whether the level of detail was required in the presentation by the Lead Member. The Town Clerk suggested that officers could include additional detail in the notes when more debate had taken place to allow councillors to digest the issues ahead of the meeting.

In relation to the application to vary the hours for the closure of the bypass to finalise the bridge for the development, the Working group had debated whether longer hours for a shorter period of time would be best for residents and there had been concern about the closure in the busy Christmas trading period.

C098/18 **External Auditors Report**
Cllr Cockburn presented the report at Appendix F setting out details of the External Auditor's unqualified audit for 2017-18. Council was concerned to note that the External Auditor PKF Littlejohn had made an error and had incorrectly added an 'except for' matter on the Audit Certificate. As a result of a legislative restriction, a corrected certificate could not be issued but the Auditor had submitted an apology and correction by way of a letter dated 21st September which had to be read in conjunction with the Report and Certificate.
It was RESOLVED *nem con* that Council receive and adopt the unqualified Audit and letter of apology from PKF Littlejohn in relation to the 2017/18 accounts.

Part 2 – Items Noted

C099/18 **Actions under the Scheme of Delegation**
The Town Clerk reported that he had commissioned further technical advice in relation to the Neighbourhood Plan on behalf of the Infrastructure Planning Group.

C100/18 **Reports from other Councils**
Councillor Beaman reported that he had asked a question of Surrey County Council about the Library Gardens. He had been informed that the Japanese Knotweed has been removed from the tennis courts and that a contract had been let for the outstanding repairs to the wall:

The contract for the maintenance of the gardens was due for renewal in the new year. Council agreed that Farnham Town Council should again submit a formal bid for this work.

C101/18 **Reports from Outside Bodies**
Cllr Beaman reported on the AGM of the Hale Recreation Ground Committee.

C102/18 **Date of next meeting**
Members noted that the next scheduled Council Meeting would take place on Thursday 20th December 2018

The Mayor closed the meeting at 8.15.

Date

Chairman



FARNHAM TOWN COUNCIL

B

Tourism & Events Working Group

Time and date

10am on Tuesday 6 November 2018

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Councillors D Beaman, J Hargreaves, A Macleod, S Hill, M Hodge and K Mirylees

Officers Present: Iain Lynch (Town Clerk), Iain McCready (Business & Facilities Manager), Sophie Walker (Events Manager)

Others in attendance: Lee Moran, Bryan Blenowe, Miles Auckland (Farnham Soapbox), Ben Knowles (Red Leaf Management)

1. Apologies

Apologies were received by Cllr Cockburn

2. Notes of the last meeting

The notes of the meeting of 4 September 2018 were agreed as an accurate record.

3. Disclosure of Interests

There were no disclosures of interest.

4. Soapbox Race 2019

POINTS	ACTION
Members received a presentation by the organising committee for the first Farnham Soapbox Race, proposed to take place on 18 August 2019, in aid of Phyllis Tuckwell Hospice. The committee provided an overview of the event, which is a race of self-built gravity propelled karts down a 500m course, with Castle Street as the suggested location. The committee talked through the proposed plan including road closures, health and safety, support from the local community and discussed the positive impact the event will have on the Phyllis Tuckwell charity. Cllr Macleod updated all members that at the recent Castle Street AGM meeting residents had expressed concern over another road	

<p>closure. Members discussed other hills in Farnham as alternative options to the steep hill by The Castle. It was agreed that getting support from Waverley's Safety Advisory Group was paramount and the Working Group would provide their final decision on the matter following their feedback.</p>	<p>Event Manager to provide feedback to the Soapbox Committee.</p>
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The Soapbox Committee left the meeting at this point.

5. Risk Assessment

POINTS	ACTION
<p>Members received a review of the current Risk Assessment in place for Farnham Town Council, with a specific focus on events. It was noted that Farnham Town Council work closely with all suppliers and partners ahead of each event to identify and mitigate any potential issues or risks that could arise. In addition, Farnham Town Council ensure up to date insurances are in place and risk assessments have been carried out for all equipment hired eg. stage and fun fair rides at lights switch on.</p> <p>Recent incidents for example at the Woking Fair are managed by avoiding any inflatable slides or high rides which may pose a potential risk, as well as ensuring sufficient staffing in place to man each area.</p>	<p>Report to Council in the new year.</p>

6. Recent & Upcoming Events

POINTS	ACTION
<p>Gin Festival It was agreed that the recent Gin Festival was a great success and expanding to two days had been a good idea. The Events Manager provided a brief update on the recent debriefs with The Maltings, Red Mist and other partners, and Members noted the plans for 2019 event on 14 and 15 September.</p> <p>Christmas Lights Switch on Plans for the upcoming event on 17 November were discussed. Officers noted how busy the Meadow gets for this event and discussed health and safety concerns over having a horse-drawn carriage in the Meadow for Father Christmas to arrive on. Members agreed the alternative options to have the horse drawn carriage proceed down Union Road and deliver Father Christmas to the entrance to Gostrey Meadow. Father Christmas would then greet the crowd and proceed to the stage to turn on the Christmas lights.</p> <p>Iain McCready left the meeting at this point.</p> <p>Food and Drink Festival Members noted the success of the 2018 Food and Drink festival, with up to 15,000 visitors throughout the day. It was noted that many members of the public sat on Castle Street residents' doorsteps despite warning notices. The Events Manager to ensure adequate signage and volunteers to steward the areas where possible at the Christmas Market.</p>	<p>Action Events Manager</p> <p>Action Events Manager</p>

Mike Hawthorn Grand Prix

Members noted the positive reaction from people across the town for this event organised by the Friends of Mike Hawthorn. The Town Clerk informed members that there had been a number of challenges for the organising committee to overcome, specifically related to road closures and the emergency plans that were in place. However, it was noted that this was a very successful event for the community despite the poor weather.

7. Christmas 2018

POINTS	ACTION
<p>Christmas Market Members received an update from the Events Manager on plans for the upcoming market on 9 December. It was noted that stall holder pitches were almost sold out. Members volunteered their support during the day and the Events Manager to circulate proposed staffing list to all Councillors to confirm their attendance.</p> <p>Christmas Brochure The Events Manager provided an update on the design and content of the 2018 Christmas in Farnham brochure. It was noted that additional promotion on Christmas events including Community and Charity Christmas events were a focus this year. The Events Manager noted that the brochure will be ready for distribution during week commencing 12 November.</p>	<p>Events Manger to circulate proposed staffing list to all Councillors.</p>

8. Other Events

POINTS	ACTION
<p>Music in the Vineyard Members briefly discussed the programme for the 2019 events noting the Charities and Bands that were involved in the 2018 programme. The Events Manager to pull together the 2019 programme and contact those parties who could be involved.</p> <p>Carnival Defer to next meeting.</p>	<p>Events Manager to pull together 2019 programme.</p>

9. Business Matters

POINTS	ACTION
<p>Customer Excellence Programme: The Events Manager provided a brief update on the initiative and the awards evening that was taking place this event (6 November). Members noted there had been a significant increase in the customer service rating since 2016 and there are five overall winners scoring 100%: 101 Collectors Records, Farnham Furnisher's, Nineteen, Bells Solicitors and Farnham Library.</p>	

Waverley BIG Awards

The Town Clerk provided a brief update on the awards ceremony that took place last month at the Lythe Hill Hotel which had seen Farnham businesses do very well.

East Street/Cambridge Place business liaison

Members noted that ongoing support was being provided and that the Christmas lights would be installed in Cambridge Place with some business contributions.

Small Business Saturday

The Events Manager provided a brief update on the initiative which encourages the community to support local businesses on 1 December to celebrate Small Business Saturday.

10. Budget and Invest in Farnham 2019

POINTS	ACTION
Members received a report on the current budget position, noting that the 2019 budget would be submitted for review at December Council. The Events Manager provided an update on the 2019 Sponsorship Guide which will be finalised and printed in December.	

Date of Next Meeting

The next meeting was agreed as Tuesday 8th January 2019 at 10am.

Notes taken by Sophie Walker (Events Manager).



FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

9:30am Wednesday 14 November 2018

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors George Hesse, Stephen Hill, Mike Hyman and Susan Redfern.

Officers: Iain Lynch (Town Clerk), Iain McCready (Business and Facilities Manager), Lara Miller (Community Enhancement Officer)

In attendance: Martin Billett (Farnham in Bloom Community Group) and Jo Aylwin (Blooming Art).

1. Apologies

Apologies were received from Councillor Carole Cockburn and Jeremy Ricketts.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 5 September 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom

POINTS	ACTION
<p>Farnham in Bloom Community Group</p> <p>i) Members received an update on the Community Group's recent activity from Martin Billett. Members noted that the recent Bloomin' Kids Gardening Workshops in October had gone very well, concluding a third year of running the workshops. Members also noted that the Community Group would be meeting the following week for a strategy meeting to discuss what may and may not be working, future plans etc. Members also noted that Martin Billett would Chair the Community Group again in 2019. Members commended the great work of the Community Group and their pivotal role in the success of Farnham in Bloom.</p> <p>ii) Jo Aylwin of Blooming Art set out her proposal for a community arts based bunting project. Councillors voiced concerns over how the bunting would be hung and also the</p>	

<p>potential for the overall effect to look disparate. Councillors were in agreement that the bunting should not go over any roads and should be contained within an area such as Gostrey Meadow. Overall, members felt there needed to be more clarity in terms of the theme of the project and specifically how it would tie in with Farnham in Bloom.</p> <p>iii) Members reviewed the S&SEiB judges' reports and commended the hard work of the Farnham in Bloom Team. Members noted that a couple of the comments in the Town Centre report were incorrect or perhaps slightly naïve. These being that they had noted that it was a shame not to see flowers on Robert Dyas shop front when indeed the Council had fitted new flower troughs to its frontage and the other comment that it was a shame not to see larger corporate names on the sponsor board, something which is a struggle for In Bloom groups nationwide.</p> <p>Members noted an action point to be taken from the reports was to repair the structure of the carpet bedding display with sleepers to make it more robust.</p> <p>iv) Members reviewed the Farnham in Bloom Awards at Squire's Garden Centre, which they felt was excellent and the best layout to date. Members also agreed that a second screen would be useful on the night to ensure that everyone can see. Members felt that the canapés were a little sparse this year and should be reviewed for 2019.</p> <p>v) Members discussed the Farnham in Bloom video and agreed to budget £2,000 plus VAT again for 2019. Members felt if the price was to go higher then it would need to go to tender.</p> <p>vi) Members noted that Farnham in Bloom had been nominated to take part in Britain in Bloom next year (confirmation awaited and news is currently embargoed), but in a new Town Centre category. Members noted that Peter Holman, Chairman of S&SEiB, had agreed to come in in the New Year to go through the criteria for the new route. Members noted that space2grow would be an excellent addition to the route next year.</p> <p>vii) Members noted that the new polytunnel would be constructed once the spring bedding had gone out.</p>	<p>Action: Business and Contracts manager</p> <p>Action: Community Enhancement Officer</p> <p>Action: Community Enhancement Officer</p>
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5. Budget 2018/19 update and sponsorship2019/20

POINTS	ACTION
<p>i) Members congratulated officers on the amount of sponsorship raised this year. Members noted that a Corporate sponsor had been secured for the next four years, 2019-2020 would be the Farnham Institute Charity and 2021-2022 would be The Patio Black Spot Removal Company. Members were asked to review costs and income for various service areas and to look at whether there needed to be any changes in</p>	

<p>direction on how the Council does things such as any impact due to Surrey County Council budget changes.</p> <p>Members noted a request for funding from the Farnham Rivers Group. Their monitoring of the River Wey at Haren Garden had picked up pollution entering the river from the South Street storm water culvert on a number of occasions but their equipment is basic and they would like to purchase more sophisticated chemical testing kits for approximately £206.00. Members were in favour of supporting the group and agreed to purchase the equipment for the Rivers Group.</p>	<p>Small Grant to be allocated to the Farnham Rivers Group</p>
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6. Street Furniture

POINTS	ACTION
<p>i) Members noted that Waverley Borough Council had not supported situating a litter bin by the bus stop at the train station, citing that the land was owned by Network Rail. Initial discussion with Network Rail had thus far not led to anything promising.</p> <p>Members noted that there were a lot of cigarette butts around Cambridge Place, especially around the Slug and Lettuce. It was noted that officers were working with local businesses over Christmas lights and would raise the matter with them.</p> <p>Cllr George Hesse put forward a suggestion to plant five trees with plaques on the grass verge by the Memorial Hall on West Street to represent the five fallen soldiers. Members agreed that they would like to support this proposal.</p> <p>Members also noted that Waverley Borough Council had recently replaced litter bins in Castle Street but they did not fit heritage guidelines. Currently FCAMP documents to do not state the specific criteria for bins in a conservation area but cast iron would be appropriate rather than steel/tin, which had been used.</p>	<p>Community Enhancement Officer to approach Waverley Borough Council again and offer to fund a waste bin at the train station if WBC agree to empty it.</p> <p>Town Clerk to discuss the trees and bins at an upcoming meeting with Waverley Borough Council.</p> <p>Community Enhancement Officer to raise with Waverley Officers</p>

7. Famous Names Wall

POINTS	ACTION
<p>i) Members reviewed a request for the late Ron Stonehouse to be added to the Famous Names of Farnham wall. Members felt that Mr Stonehouse, a Farnham athlete, respected coach and lynch-pin of Farnham Athletic Club was very deserving of a place. The Community Enhancement Officer would liaise with the proposers and arrange a plaque and unveiling in Spring 2019.</p>	<p>Recommendation to Council: That Ron Stonehouse be added to the Famous names of Farnham Wall.</p> <p>Community Enhancement Officer to arrange a plaque and unveiling in Spring 2019.</p>

8. Bins by Boots Opticians

POINTS	ACTION
<p>i) Members noted that the car washing facility in Central Car park had now been removed so this area could now be used for a bin storage unit.</p> <p>Waverley Borough Council had requested that Farnham Town Council facilitate another meeting with the businesses directly involved before anything is implemented.</p>	<p>Community Enhancement Officer to arrange a meeting in the New Year with Waverley Borough Council and the businesses.</p>

9. Allotments

POINTS	ACTION
<p>i) Members received an update on Farnham allotments, noting that Farnham Town Council remained unable to take on the Weybourne Allotments because the lease had still not been sorted by Waverley.</p> <p>Members noted the current situation on vacancies, unpaid rent and waiting list numbers.</p> <p>Members noted that some winter works were due to be carried out across the allotments including general maintenance and the installation of a perimeter fence at the Council's Six Bells site.</p> <p>Members also noted that the Allotment Liaison Group were in favour of moving the Allotment Show from the busiest period in July to September and to tie the event together with Music in the Meadow in Gostrey Meadow. This would be discussed with the Tourism and Events Working Group.</p> <p><i>Iain McCready left the meeting at 11:11am.</i></p>	<p>Action: Business and Contracts Manager to progress.</p> <p>Action: Community Enhancement Officer</p>

10. Public Rights of Way Maintenance Funding

POINTS	ACTION
<p>i) Members noted the briefing note from Surrey County Council on the reduced resources available for public rights of way maintenance. Members also noted that Surrey County Council have just agreed an additional contribution for Farnham Town Council for 2018/19 of £4,000 to go towards greenspace and rights of way improvements in more rural parts of the town. Members were asked to identify areas of concern and report them back to Council officers to compile for a future meeting with SCC.</p> <p><i>Cllr Redfern left the meeting at 12:12pm</i></p>	<p>Members to identify areas of concern and forward to Community Enhancement Officer to compile a log.</p>

11. Consultations

POINTS	ACTION
<p>i) Members reviewed Waverley Borough Council's Air Quality Monitoring Sites and agreed that the designated locations were appropriate but that further tubes were needed in Hale, by St John's Church and the traffic lights turning into Farnham Hospital and also by Park Row on Castle Street. Members were asked to consider any other potential locations and send them across to Lara Miller by the following Monday.</p> <p>ii) Members considered the impact of the proposed closure of the Guildford Road recycling centre and felt that as the third biggest town in Surrey, Farnham should certainly retain its recycling facility. To close it would likely increase the amount of fly tipping in the area.</p>	<p>Community Enhancement Officer to circulate the monitoring sites to members of the Health & Wellbeing Group for further comment.</p>

12. Items for future meetings

POINTS	ACTION
<p>i) Members agreed to discuss railings in Farnham at a future meeting and invite the relevant officer from Waverley Borough Council to attend the meeting to discuss obstacles to removing them, alternative options etc.</p>	<p>Community Enhancement Officer to invite Adrian Selby to a future meeting in 2019.</p>

13. Date of Next Meeting

POINTS	ACTION
<p>It was agreed that the date of the next meeting would be Wednesday 9 January 2018 at 9.30am.</p>	

Meeting ended at 12.40am

Notes taken by Lara Miller



FARNHAM TOWN COUNCIL

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Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 11th December 2018

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, David Beaman, John Ward,

Other councillors in attendance: The Mayor, Cllr David Attfield

Officers: Iain Lynch (Town Clerk), Iain McCready (Contracts and Facilities Manager)

1. Apologies

Cllrs Pat Frost, Jill Hargreaves, Stephen Hill,

2. Declarations of Interest

There were no declarations of interest.

3. Notes of Meeting held on 22nd October 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Open Spaces

POINTS	ACTION
i) Councillors considered a report at Appendix B to its agenda on the potential for some areas of land to be transferred to the Town Council (on a long lease at a peppercorn) from Waverley Borough Council. Members noted the proposed areas recommended by officers and the potential cost implications. The list is attached at Exempt Annex I. It was agreed to recommend to Council that the Town Clerk be authorised, in consultation with the Leader, to progress the discussions with the Borough Council with a view to concluding the discussions in the current financial year.	Recommendation to Council: That the Town Clerk, in consultation with the Leader, progress discussions with Waverley Borough Council on the potential transfer of the land set out in Exempt Annex I and that provision be made in forward budgets
ii) Members noted that if this were achieved then there would	

<p>be a phased transfer of the maintenance costs to the Town Council over a four year period with the costs being cost-neutral in the first year apart from any enhancements the Town Council wished to apply. A further report would be made to Strategy & Finance in due course.</p> <p>iii) Members also discussed the Library Gardens, and noted that Officers had again been in touch with Surrey to express an interest in taking over the maintenance and management of the Gardens as an important community asset. It was further noted that a recent response by officers at Surrey to a question at the Local Committee had contained inaccuracies.</p>	<p>to take on the costs of managing the land.</p> <p>Action: Town Clerk</p>
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5. Finance

POINTS	ACTION
<p>Budget Strategy and detailed budget</p> <p>i) Members considered the budget and precept strategy for 2019/20 and the report at Appendix C to its meeting. Members discussed the detail of the draft budgets and made some small amendments for submission to Council for comment and approval. Most Working Groups had considered their own budget allocations and agreed no significant variations would be required. Individual areas had been updated to reflect spend or additional income being delivered.</p> <p>ii) The Town Clerk advised that the base budget was prepared along similar lines to the current financial year with some flexibility again retained to support the potential transfer of services from principal authorities and the precept requirements proposed by Council. Additional sums had been allocated for investment in the public conveniences (part funded from capital also) particularly in Gostrey Meadow once the property issues had been resolved.</p> <p>iii) Members noted that the salary budget headings combined included the costs for the agreed pay settlement, and included a discount on full costs to cover vacancies and reflect the fact that not all staff were at their maximum scale points.</p> <p>iv) The Working Group noted that a separate allocation had again been made for the costs of specialist advice needed for the Farnham Neighbourhood Plan and to respond from a Farnham perspective to the emerging Waverley Local Plan Part 2.</p> <p>v) The Town Clerk advised that Town and Parish Councils were not expected to be capped for 2019/20 in line with the previous commitment by Government. However the Working Group were keen that the growth in the budget and precept be kept to a modest level whilst reflecting the need to invest in services to meet the aspirations of the local community for improvements in the town.</p> <p>vi) The Working group noted that the growth in Band D properties would result in income growth of just £6024 based on the 2019/20 precept of £62.62. The Working Group also</p>	<p>Recommendation to Council: That the budget report at Annex ii to the minutes be agreed and that the budget for 2019/20 be set at £1,362,652.</p>

<p>noted that the adopted Council Tax scheme resulted in an annual loss of some £67,100 per annum. This was again partly offset by a small grant paid via Waverley Borough Council of £12,130 but Members noted this would cease in 2023/234.</p> <p>vii) The Budget report to Council reflecting amendments from the Strategy & Finance Working Group is attached at Annex ii) to these notes with appendices setting out the budget summaries and budget notes by way of clarification of specific points.</p> <p>viii) The Working Group recommends to Council a budget of £1,362,652 with income (assuming no precept increase) of £1,330,214 meaning a shortfall of income at this stage of £31,939.</p> <p>ix) The Working Group noted this potential shortfall could be met by reductions in expenditure, additional income targets or an increase in precept. This would be reviewed at the January Strategy & Finance meeting following any adjustments by Council.</p> <p>Fees and charges</p> <p>i) The Working Group reviewed the proposals at Appendix D to its agenda, agreeing that as cemeteries income was unpredictable, the current target should be maintained for 2019/20 with some minor charges to be increased.</p> <p>ii) The Working Group agreed to maintain the charges for the Farmers' Market at the same level noting the challenges faced in view of the uncertain economic climate. It was agreed that a comparator review be undertaken ahead of the 2020/21 budget.</p> <p>iii) It was agreed that fees for attending events continue to be delegated to the Town Clerk in discussion with the Tourism and Events Working Group to optimise income for each event.</p> <p>iv) It was agreed that other fees and charges be maintained for 2019/20 and noted that there were new sponsorship opportunities in the Invest in Farnham Brochure.</p> <p>v) It was agreed to recommend to Council that allotment rents be maintained for 2019/20 at their current level but be increased by £1.50 per standard plot (125sqm) effective from 1st January 2020 to £59, with the public liability insurance policy for tenants charges at an additional cost (in the region of £2 per tenant)</p>	<p>Action: Farmers' market charges review by the Tourism Manager.</p> <p>Recommendation to Council: That Fees and charges be as maintained as set out in Appendix D to the Strategy & Finance agenda; that allotment rents be increased from 1st January 2020 to £59 per typical plot.</p>
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6. Task Group Updates

POINTS	ACTION
<p>Infrastructure Planning Group</p> <p>i) Cllr Cockburn updated the Working Group on the latest timetable for the Regulation 15 Neighbourhood Plan. New Neighbourhood Planning Regulations had been laid before Parliament effective from 28th December. The Council Meeting on 24th January would be asked to approve the Regulation 15 Neighbourhood Plan reflecting the new National Planning Policy Framework. The Plan would then</p>	

<p>be submitted to Waverley Borough Council on 25th January in order to undergo a further six week period of Consultation which was expected to take place in February and March with the Independent Examiner carrying out his role in April. The Town Council view remains that the changes do not change the nature of the adopted plan and as such will not need a Referendum, although that is a decision for the Examiner.</p> <p>ii) Cllr Cockburn advised that Local Plan Part 2 was undergoing further consultation and the timetable for adoption had changed to 2020.</p> <p>iii) Cllr Cockburn reminded the Working Group that this was a good opportunity for an audit of Green spaces in the town and each ward to be completed for inclusion in Local Plan Part 2.</p> <p>FCAMP</p> <p>i) The Working Group received an update following the recent meeting the Farnham Conservation Area Management Plan Group.</p> <p>Section 106 Task Group</p> <p>i) The Working Group received an update on discussions at the latest Section 106 Task Group, noting that the Borough Council was preparing a detailed list of all section 106 schemes and how much money was allocated for which purposes. The table would be one suitable for the new CIL payments too.</p> <p>ii) The Working Group considered the Task Group's proposal that it would now be appropriate to extend the terms of reference of the Task Group to consider what projects should be carried out once the new Community Infrastructure Levy funding were paid to the Council (first payments not expected until October 2019 or April 2020). It was agreed to recommend amplified Terms of Reference to Council.</p> <p>Health and Well-being Task Group</p> <p>No update was presented although it was noted that a further well-being day would be held in March 2019 in conjunction with the Rotary Cyclathon.</p>	<p>Application to be submitted to</p> <p>Action: All councillors to submit details of local green spaces for inclusion in a list for Local Plan part 2.</p> <p>Recommendation to Council: That the Terms of Reference of the Section 106 Task Group be extended to include advising the Strategy & Finance Working Group on matters relating to the Community Infrastructure Levy (CIL)</p> <p>Action: All Councillors to identify infrastructure improvements required in each ward for inclusion in the new CIL Infrastructure delivery plan.</p>
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7. Contracts and Facilities Update

POINTS	ACTION
The Working group received a verbal update on current contracts noting that this year's Cemetery pathway repairs would be carried out in February and that quotations for the public convenience cleansing and IT support were currently being analysed.	

8. Risk Assessments

POINTS	ACTION
Members reviewed the Risk Assessments that fell under the responsibility of the Working Group (attached at Appendix F to	

the agenda) and were satisfied that they continued to be appropriate. A composite report would be presented to Council in the new year once the annual Ellis Whittam Inspection had taken place.

Action: Business and Contracts Manager.

9. Consultations

POINTS	ACTION
<p>1) Surrey County Council. The Working Group received details of the six consultations being undertaken by Surrey County Council on changes to service provision:</p> <ol style="list-style-type: none"> Family Resilience: Children's Centres Concessionary bus travel Special Educational Needs and Disabilities Libraries and Cultural Services Community Recycling Centres <p>It was noted that whilst not originally on the list, Farnham had now been allocated a consultation drop-in session for members of the public to meet with Surrey County Council officers in the Farnham Library on 17th December from 10-12.</p> <p>The proposed changes could have far reaching implications for service provision in Farnham and everyone was encouraged to make a response prior to the closing date on 4th January. It was noted that Cllr Beaman would draft the Concessionary Bus Travel response and that Cllr Macleod was drafting some issues for the other responses.</p> <p>2) School admissions arrangements. The Working Group noted there were a number of consultations on admissions policies for local schools and agreed that each Ward Councillor should review these and respond individually.</p> <p>3) Post Office Closure. The Working Group noted with concern that there was a proposal imminent to close the Crown Post Office and transfer it to WH Smith which was both unsuitable and unsatisfactory given its location. It was agreed that a formal response would be made once the consultation was issued by the Post Office.</p>	<p>Recommendation to Council: Comments be provide to the Town Clerk on each of the consultations for inclusion in the Town Council's formal response.</p> <p>Action: All councillors to review school admission consultation in their respective wards.</p> <p>Consideration of the response in the new year.</p>

10. Property Matters

POINTS	ACTION
<ol style="list-style-type: none"> The Town Clerk advises that the rent review of the West Street Cemetery Chapel had been undertaken and the figures were noted. It was agreed to recommend to Council that the lease be extended by a further ten years and that the six months' notice period be removed as a basis for the Town Clerk to agree the rent review with the tenant and any adjustments to the lease required. The Town Clerk advised Strategy & Finance of the retirement of two of the Trustees of the Wrecclesham 	<p>Recommendation to Council: The Town Clerk be authorised to conclude the rent review and amended terms of the lease as set out.</p>

Community Centre Trust and that new Trustees were being sought. The Trust leases the Community Centre from the Council. The Trust was about to employ a part time administrator for the Community Centre bookings and it was noted that whilst operating well it operated 'on a shoestring'.	
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11. Town Clerk Update

POINTS	ACTION
<p>1) In discussion with the Town Clerk the Working Group agreed that offices would close for Christmas at 1pm Monday 24th December and reopen at 9am on 2nd January.</p> <p>2) The Working Group noted that during the closure period two statutory days leave were taken and one day of staff leave was taken. The Mayor proposed, and unanimously agreed by the Working Group, that in view of the exceptional work of the staff team and the achievements noted in 2017 and 2018, an additional day's leave be awarded over the Christmas period.</p> <p>3) The Town Clerk updated the Working group on the long standing Cemetery matter.</p> <p>4) The Town Clerk advised of the process for the co-option of the councillor for the Bourne. It was agreed that lots would be drawn for the order of presentations to Council.</p> <p>5) The Town Clerk advised that the Town Crier had advised that he would be retiring in 2020, giving notice for a replacement to be recruited in 2019. A report would be made to a meeting of Strategy & Finance in the new year.</p>	<p>Recommendation to Council: That an additional day's leave be granted to staff in view of the excellent contribution to the achievements of the Council.</p> <p>Action: Town Clerk.</p>

12. Date and time of next meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 15th January 2018 at 9.30am	Town Clerk to circulate agenda

The meeting ended at 12.01pm.

Notes written by Iain Lynch

Annual Budget - By Committee

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Strategy & Finance									
100 Professional Services & Admin									
	Total Income	0	10	0	500	0	0	0	0
	Overhead Expenditure	98,750	76,800	101,350	53,769	0	93,700	0	0
	Movement to/(from) Gen Reserve	<u>(98,750)</u>	<u>(76,790)</u>	<u>(101,350)</u>	<u>(53,269)</u>	<u>0</u>	<u>(93,700)</u>		
110 Governance & Democratic									
	Total Income	2,000	2,500	0	540	0	0	0	0
	Overhead Expenditure	171,500	125,335	156,250	77,419	0	160,100	0	0
	Movement to/(from) Gen Reserve	<u>(169,500)</u>	<u>(122,835)</u>	<u>(156,250)</u>	<u>(76,879)</u>	<u>0</u>	<u>(160,100)</u>		
120 Office & Customer Services									
	Total Income	500	1,393	0	410	0	0	0	0
	Overhead Expenditure	91,050	101,725	102,050	57,564	0	102,050	0	0
	Movement to/(from) Gen Reserve	<u>(90,550)</u>	<u>(100,332)</u>	<u>(102,050)</u>	<u>(57,154)</u>	<u>0</u>	<u>(102,050)</u>		
130 Grants									
	Overhead Expenditure	70,000	63,755	72,000	69,368	0	72,000	0	0
	Movement to/(from) Gen Reserve	<u>(70,000)</u>	<u>(63,755)</u>	<u>(72,000)</u>	<u>(69,368)</u>	<u>0</u>	<u>(72,000)</u>		
140 Planning									
	Total Income	0	2,880	0	0	0	0	0	0
	Overhead Expenditure	46,700	37,258	36,700	22,856	0	36,700	0	0
	Movement to/(from) Gen Reserve	<u>(46,700)</u>	<u>(34,378)</u>	<u>(36,700)</u>	<u>(22,856)</u>	<u>0</u>	<u>(36,700)</u>		

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Annual Budget - By Committee

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>141</u> <u>Elections</u>									
Overhead Expenditure	5,000	0	5,000	3,773	0	0	39,000	0	0
Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>0</u>	<u>(5,000)</u>	<u>(3,773)</u>	<u>0</u>	<u>0</u>	<u>(39,000)</u>		
<u>142</u> <u>Neighbourhood Plan</u>									
Total Income	0	78	0	0	0	0	0	0	0
Overhead Expenditure	22,000	12,080	41,500	41,217	0	0	36,500	0	0
Movement to/(from) Gen Reserve	<u>(22,000)</u>	<u>(12,002)</u>	<u>(41,500)</u>	<u>(41,217)</u>	<u>0</u>	<u>0</u>	<u>(36,500)</u>		
<u>145</u> <u>Publicity</u>									
Overhead Expenditure	0	0	0	50	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>(50)</u>	<u>0</u>	<u>0</u>	<u>0</u>		
<u>150</u> <u>Other Operating Income/Costs</u>									
Total Income	1,057,602	1,064,361	1,086,252	1,086,107	0	0	1,093,114	0	0
Overhead Expenditure	18,227	111,182	18,227	10,262	0	2,608	10,227	0	0
Movement to/(from) Gen Reserve	<u>1,039,375</u>	<u>953,179</u>	<u>1,068,025</u>	<u>1,075,845</u>	<u>0</u>	<u>0</u>	<u>1,082,886</u>		
<u>160</u> <u>Wreclesham Community Centre</u>									
Total Income	5,500	4,375	5,500	3,126	0	0	5,500	0	0
Overhead Expenditure	5,500	958	5,500	1,624	0	0	5,500	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>3,417</u>	<u>0</u>	<u>1,502</u>	<u>0</u>	<u>0</u>	<u>0</u>		
<u>170</u> <u>Community Development</u>									
Overhead Expenditure	24,000	27,545	22,000	19,367	0	0	23,000	0	0

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Annual Budget - By Committee

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>171</u>									
Movement to/(from) Gen Reserve	(24,000)	(27,545)	(22,000)	(19,367)	0	0	(23,000)	0	0
<u>Community Safety</u>									
Overhead Expenditure	8,300	13,767	8,300	4,167	0	0	20,800	0	0
Movement to/(from) Gen Reserve	(8,300)	(13,767)	(8,300)	(4,167)	0	0	(20,800)	0	0
<u>175</u>									
<u>Localism - New Initiatives/Pro</u>									
Total Income	0	0	0	3,885	0	0	0	0	0
Overhead Expenditure	65,000	37,093	55,000	2,943	0	0	55,000	0	0
Movement to/(from) Gen Reserve	(65,000)	(37,093)	(55,000)	942	0	0	(55,000)	0	0
<u>199</u>									
<u>Rechargeable Costs</u>									
Overhead Expenditure	0	0	0	2,036	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	(2,036)	0	0	0	0	0
<u>905</u>									
<u>Conservation Area Capital Proj</u>									
Total Income	0	0	0	38,281	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	38,281	0	0	0	0	0
<u>910</u>									
<u>Wreclesham Community Centre R</u>									
Total Income	0	1,458	0	-1	0	0	0	0	0
Movement to/(from) Gen Reserve	0	1,458	0	(0)	0	0	0	0	0
<u>Strategy & Finance - Income</u>									
Expenditure	1,065,602	1,077,056	1,091,752	1,132,848	0	0	1,098,614	0	0
Movement to/(from) Gen Reserve	626,027	607,497	623,877	366,414	0	2,658	654,577	0	0
Movement to/(from) Gen Reserve	439,575	469,558	467,875	766,434	0	0	444,037	0	0

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Annual Budget - By Committee

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19			Draft 2019-20			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Community Enhancement									
200 Grounds Services									
Total Income	0	-23	0	-400	0	0	0	0	0
Overhead Expenditure	43,350	114,357	52,850	43,385	0	10,861	71,200	0	0
Movement to/(from) Gen Reserve	<u>(43,350)</u>	<u>(114,380)</u>	<u>(52,850)</u>	<u>(43,785)</u>	<u>0</u>	<u>0</u>	<u>(71,200)</u>	<u>0</u>	<u>0</u>
201 Highways									
Total Income	10,000	15,647	0	0	0	0	0	0	0
Overhead Expenditure	10,000	5,000	10,000	0	0	0	10,000	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>10,647</u>	<u>(10,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(10,000)</u>	<u>0</u>	<u>0</u>
205 War Memorial									
Overhead Expenditure	3,500	3,204	7,000	6,520	0	0	5,000	0	0
Movement to/(from) Gen Reserve	<u>(3,500)</u>	<u>(3,204)</u>	<u>(7,000)</u>	<u>(6,520)</u>	<u>0</u>	<u>0</u>	<u>(5,000)</u>	<u>0</u>	<u>0</u>
210 Farnham In Bloom									
Total Income	23,000	20,265	24,000	22,218	0	0	24,000	0	0
Overhead Expenditure	100,650	104,286	105,900	71,378	0	670	105,900	0	0
Movement to/(from) Gen Reserve	<u>(77,650)</u>	<u>(84,020)</u>	<u>(81,900)</u>	<u>(49,161)</u>	<u>0</u>	<u>0</u>	<u>(81,900)</u>	<u>0</u>	<u>0</u>
220 Other Open Spaces									
Total Income	0	25	0	450	0	0	22,000	0	0
Overhead Expenditure	2,000	4,158	2,000	9,633	0	0	17,000	0	0
Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(4,133)</u>	<u>(2,000)</u>	<u>(9,183)</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>

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Annual Budget - By Committee

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
240									
Allotments									
Total Income	16,500	15,885	16,500	12,943	0	0	17,000	0	0
Overhead Expenditure	15,850	16,468	18,150	6,856	0	0	18,100	0	0
Movement to/(from) Gen Reserve	650	(583)	(1,650)	6,087	0	0	(1,100)		
250									
Public Conveniences									
Overhead Expenditure	87,000	68,110	79,500	10,366	0	0	96,500	0	0
Movement to/(from) Gen Reserve	(87,000)	(68,110)	(79,500)	(10,366)	0	0	(96,500)		
260									
Town Centre & Rural Dev									
Total Income	6,000	6,392	6,000	2,995	0	0	6,000	0	0
Overhead Expenditure	18,500	11,982	18,500	4,605	0	0	18,500	0	0
Movement to/(from) Gen Reserve	(12,500)	(5,590)	(12,500)	(1,610)	0	0	(12,500)		
Community Enhancement - Income	55,500	58,191	46,500	38,206	0	0	69,000	0	0
Expenditure	280,850	327,565	293,900	152,744	0	11,531	342,200	0	0
Movement to/(from) Gen Reserve	(225,350)	(269,373)	(247,400)	(114,538)	0	0	(273,200)		

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Annual Budget - By Committee

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Tourism & Events									
300 Tourism									
Total Income	0	7,434	0	100	0	0	0	0	0
Overhead Expenditure	40,625	36,674	36,625	17,205	0	0	35,925	0	0
Movement to/(from) Gen Reserve	<u>(40,625)</u>	<u>(29,241)</u>	<u>(36,625)</u>	<u>(17,105)</u>	<u>0</u>	<u>0</u>	<u>(35,925)</u>		
301 Hidden Heritage Project									
Total Income	0	0	0	10,900	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,900</u>	<u>0</u>	<u>0</u>	<u>0</u>		
310 Events									
Total Income	0	130	0	-259	0	0	0	0	0
Overhead Expenditure	66,950	46,208	62,550	25,551	0	0	49,050	0	0
Movement to/(from) Gen Reserve	<u>(66,950)</u>	<u>(46,078)</u>	<u>(62,550)</u>	<u>(25,810)</u>	<u>0</u>	<u>0</u>	<u>(49,050)</u>		
311 Picnic in the Park									
Total Income	1,650	2,515	1,650	1,495	0	0	1,650	0	0
Overhead Expenditure	4,650	4,774	4,650	4,480	0	0	6,190	0	0
Movement to/(from) Gen Reserve	<u>(3,000)</u>	<u>(2,260)</u>	<u>(3,000)</u>	<u>(2,985)</u>	<u>0</u>	<u>0</u>	<u>(4,540)</u>		
312 Food Festival									
Total Income	14,500	16,528	14,500	23,560	0	0	17,500	0	0
Overhead Expenditure	18,750	13,564	19,650	17,897	0	0	23,500	0	0
Movement to/(from) Gen Reserve	<u>(4,250)</u>	<u>2,963</u>	<u>(5,150)</u>	<u>5,663</u>	<u>0</u>	<u>0</u>	<u>(6,000)</u>		

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Annual Budget - By Committee

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
313	Music in the Meadow									
	Total Income	4,250	7,734	4,750	5,600	0	0	4,750	0	0
	Overhead Expenditure	7,300	10,096	9,300	5,853	0	0	10,725	0	0
	Movement to/(from) Gen Reserve	<u>(3,050)</u>	<u>(2,362)</u>	<u>(4,550)</u>	<u>(253)</u>	<u>0</u>	<u>0</u>	<u>(5,975)</u>		
314	Christmas Switch-on									
	Total Income	3,650	4,837	3,650	3,360	0	0	3,650	0	0
	Overhead Expenditure	9,800	9,833	9,800	2,050	0	0	11,925	0	0
	Movement to/(from) Gen Reserve	<u>(6,150)</u>	<u>(4,996)</u>	<u>(6,150)</u>	<u>1,310)</u>	<u>0</u>	<u>0</u>	<u>(8,275)</u>		
315	Heritage Open Days									
	Total Income	0	1,400	0	0	0	0	0	0	0
	Overhead Expenditure	1,500	4,478	1,500	1,966	0	0	1,500	0	0
	Movement to/(from) Gen Reserve	<u>(1,500)</u>	<u>(3,078)</u>	<u>(1,500)</u>	<u>(1,966)</u>	<u>0</u>	<u>0</u>	<u>(1,500)</u>		
316	Christmas Market									
	Total Income	11,650	19,602	16,950	30,565	0	0	21,150	0	0
	Overhead Expenditure	9,500	12,830	10,000	4,777	0	0	15,350	0	0
	Movement to/(from) Gen Reserve	<u>2,150</u>	<u>6,772</u>	<u>6,950</u>	<u>25,788</u>	<u>0</u>	<u>0</u>	<u>5,800</u>		
317	Spring Festival									
	Total Income	2,300	2,295	1,900	3,764	0	0	1,900	0	0
	Overhead Expenditure	4,250	3,865	4,250	3,482	0	0	5,220	0	0
	Movement to/(from) Gen Reserve	<u>(1,950)</u>	<u>(1,571)</u>	<u>(2,350)</u>	<u>283</u>	<u>0</u>	<u>0</u>	<u>(3,320)</u>		

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Annual Budget - By Committee

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
318									
<u>Gin Festival</u>									
Total Income	0	7,429	7,500	21,499	0	0	16,000	0	0
Overhead Expenditure	0	7,548	10,250	13,114	0	0	14,040	0	0
Movement to/(from) Gen Reserve	0	(119)	(2,750)	8,385	0	0	1,960		
320									
<u>Farmers' Market</u>									
Total Income	18,000	17,084	16,600	12,077	0	0	15,000	0	0
Overhead Expenditure	20,750	15,639	20,750	9,132	0	0	20,600	0	0
Movement to/(from) Gen Reserve	(2,750)	1,445	(4,150)	2,945	0	0	(5,600)		
330									
<u>Christmas Lights</u>									
Total Income	0	600	1,000	0	0	0	1,000	0	0
Overhead Expenditure	34,500	33,641	44,500	20,665	0	0	44,500	0	0
Movement to/(from) Gen Reserve	(34,500)	(33,041)	(43,500)	(20,665)	0	0	(43,500)		
340									
<u>Banners</u>									
Overhead Expenditure	0	289	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(289)	0	0	0	0	0		
Tourism & Events - Income	56,000	87,587	68,500	112,661	0	0	82,600	0	0
Expenditure	218,575	199,441	233,825	126,173	0	0	238,525	0	0
Movement to/(from) Gen Reserve	(162,575)	(111,854)	(165,325)	(13,511)	0	0	(155,925)		

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Annual Budget - By Committee

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Cemeteries									
400 Cemeteries									
Total Income	71,700	91,107	71,700	56,741	0	0	80,000	0	0
Overhead Expenditure	123,350	134,248	126,850	82,242	0	0	126,850	0	0
Movement to/(from) Gen Reserve	<u>(51,650)</u>	<u>(43,141)</u>	<u>(55,150)</u>	<u>(25,501)</u>	<u>0</u>	<u>0</u>	<u>(46,850)</u>		
903 Hale Chapels									
Overhead Expenditure	0	685	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(685)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Cemeteries - Income	71,700	91,107	71,700	56,741	0	0	80,000	0	0
Expenditure	123,350	134,933	126,850	82,242	0	0	126,850	0	0
Movement to/(from) Gen Reserve	<u>(51,650)</u>	<u>(43,826)</u>	<u>(55,150)</u>	<u>(25,501)</u>	<u>0</u>	<u>0</u>	<u>(46,850)</u>		
Total Budget Income	1,248,802	1,313,940	1,278,452	1,340,456	0	0	1,330,214	0	0
Expenditure	1,248,802	1,269,436	1,278,452	727,572	0	14,188	1,362,152	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>44,505</u>	<u>0</u>	<u>612,884</u>	<u>0</u>	<u>0</u>	<u>(31,939)</u>		

Annual Budget - By Combined Account Code

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Budget Income									
1000 Hall & Room Lettings Income	5,500	6,273	5,500	3,335	0	0	5,500	0	0
1030 Commercial Lettings Income	4,200	4,200	4,200	0	0	0	7,000	0	0
1040 Open Spaces Income	0	0	0	0	0	0	22,000	0	0
1060 Section 106 contributions	0	0	0	38,281	0	0	0	0	0
1080 Allotment Rents Income	16,500	15,143	16,500	11,770	0	0	17,000	0	0
1100 Interment Fees Income	30,000	32,105	30,000	17,625	0	0	30,000	0	0
1110 Allotment Admin fee	0	606	0	174	0	0	0	0	0
1120 Grave Purchases Income	35,000	47,271	35,000	35,420	0	0	40,000	0	0
1130 Memorials Income	2,500	5,175	2,500	3,225	0	0	3,000	0	0
1160 Cemeteries Other Income	0	206	0	146	0	0	0	0	0
1200 Grants Income	0	1,400	500	0	0	0	500	0	0
1201 Sponsorship Income (+VAT)	25,250	42,255	28,550	34,855	0	0	30,250	0	0
1202 Income - Contributions	12,350	20,660	8,850	10,133	0	0	8,850	0	0
1203 Donations - Income	0	3,230	500	2,040	0	0	500	0	0
1204 Bookings/Hire	43,900	49,643	48,100	61,156	0	0	52,500	0	0
1205 Ticket sales	0	6,654	6,000	17,479	0	0	14,000	0	0
1300 Banners Income	6,000	6,392	6,000	2,775	0	0	6,000	0	0
1522 Surrey Highways Contract	10,000	0	0	0	0	0	0	0	0
1900 Precept	1,035,819	1,035,819	1,064,987	1,064,992	0	0	1,070,984	0	0
1905 Local Parish Council Tax Grant	16,783	16,790	14,265	14,265	0	0	12,130	0	0
1910 Interest Received	5,000	7,950	5,250	5,486	0	0	7,000	0	0
1911 Dividends received	0	3,802	1,750	1,364	0	0	3,000	0	0
1915 Bank Charges reimbursement	0	10	0	0	0	0	0	0	0

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Annual Budget - By Combined Account Code

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1999 Miscellaneous Income	0	8,356	0	15,935	0	0	0	0	0
Total Income	1,248,802	1,313,940	1,278,452	1,340,456	0	0	1,330,214	0	0
Overhead Expenditure									
4000 Salaries	525,050	478,663	517,600	284,204	0	0	532,600	0	0
4001 Agency/Contract Staffing	60,000	63,232	62,000	81,274	0	0	66,000	0	0
4002 Actuarial Contribution	8,000	100,000	8,000	0	0	0	0	0	0
4003 Contracted Services	21,000	38,785	46,000	14,575	0	0	46,000	0	0
4020 Additional Staffing & Events	9,500	12,060	11,000	4,589	0	0	11,200	0	0
4025 Farmers' Market Supervision	1,500	1,250	1,500	1,290	0	0	1,600	0	0
4030 Staff Training	5,800	2,202	5,800	1,078	0	0	5,000	0	0
4041 Staff Travel	2,000	1,589	2,000	80	0	0	2,000	0	0
4050 Staff Recruitment/Advertising	1,500	0	1,000	290	0	50	1,000	0	0
4070 Protective Clothing	1,000	2,662	1,000	1,342	0	0	1,000	0	0
4100 Rent	0	0	2,500	0	0	0	0	0	0
4101 Venue hire	0	1,590	1,500	1,625	0	0	1,500	0	0
4110 Rates, rent	38,000	29,465	38,000	23,020	0	0	38,400	0	0
4115 Water Charges	5,150	3,741	4,650	-872	0	0	4,700	0	0
4120 Energy Costs	10,450	9,944	9,950	1,938	0	0	9,950	0	0
4130 Insurance	15,600	8,825	12,100	9,085	0	0	12,100	0	0
4140 Office Costs	2,250	3,527	2,250	3,138	0	0	2,250	0	0
4170 Property Maintenance/Refurbish	82,000	74,294	87,000	30,292	0	10,861	102,000	0	0
4175 Graffiti Removal	7,000	3,921	7,000	2,200	0	0	7,000	0	0
4176 Cleaning consumables	6,200	1,154	2,700	20	0	0	2,700	0	0
4181 Equipment Maintenance	3,500	2,544	3,500	234	0	0	3,500	0	0

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Annual Budget - By Combined Account Code

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4182 Equipment Purchase	4,500	11,475	5,500	10,863	0	0	10,000	0	0
4190 CCTV	7,500	13,156	7,500	3,752	0	0	20,000	0	0
4195 Alarms - Fire, Security	4,750	3,768	4,750	2,435	0	2,608	4,450	0	0
4196 Crime Prevention	500	423	500	0	0	0	500	0	0
4205 Waste Disposal	3,050	4,266	4,550	3,122	0	0	4,550	0	0
4215 Friends Of Cemeteries	0	183	0	0	0	0	0	0	0
4220 Memorials & Plaques	0	2,297	1,500	825	0	0	1,500	0	0
4225 Cemetery Memorial Maintenance	5,000	10,200	5,000	0	0	0	5,000	0	0
4300 Vehicle Costs - Fuel	7,000	5,037	5,000	3,607	0	0	5,000	0	0
4301 Vehicle Costs - LPG	1,500	339	2,500	288	0	0	2,500	0	0
4302 Vehicle Costs - Maintenance	3,000	3,382	3,000	938	0	0	3,000	0	0
4303 Vehicle Costs - Road Tax	750	485	750	432	0	0	750	0	0
4310 New Vehicles/Machinery	0	37,350	0	375	0	0	0	0	0
4400 Stationery	4,275	3,113	4,775	1,731	0	0	4,775	0	0
4410 Photocopying Charges	5,700	3,420	5,700	2,219	0	0	5,700	0	0
4411 Publications, books etc	700	308	3,000	789	0	0	3,000	0	0
4415 Printing & Design (External)	18,500	24,502	18,100	11,259	0	670	21,600	0	0
4425 Advertising	8,500	8,397	6,750	3,195	0	0	6,750	0	0
4426 Publicity and newsletter	9,500	8,518	10,500	8,567	0	0	11,500	0	0
4440 Telephones	8,100	7,034	8,100	4,527	0	0	7,500	0	0
4455 Postages & Distribution	12,000	7,653	11,950	3,867	0	0	10,000	0	0
4460 Subscriptions & Memberships	6,900	5,120	6,900	3,872	0	0	6,000	0	0
4461 Licences	5,350	5,463	5,350	4,742	0	0	5,350	0	0
4480 IT Equipment	5,000	4,506	6,000	736	0	0	6,000	0	0
4481 Web Site	19,000	5,246	17,250	3,541	0	0	10,000	0	0

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Farnham Town Council
Annual Budget - By Combined Account Code
Note: Draft Budget 2019/20 Council December 2018

	<u>2017-18</u>		<u>2018-19</u>				<u>Draft 2019-20</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4482 IT Support	10,000	7,183	10,000	7,432	0	0	10,000	0	0
4501 Mayoral Allowance 2018-19	0	0	2,700	50	0	0	0	0	0
4502 Mayoral Allowance 2019-20	0	0	0	0	0	0	2,700	0	0
4504 Mayoral Allowance 2017-18	2,700	2,700	0	37	0	0	0	0	0
4520 Members' Travel	200	166	200	0	0	0	200	0	0
4525 Members' Training	1,000	115	1,000	195	0	0	3,000	0	0
4540 Civic & Community Functions	8,500	5,845	7,500	2,473	0	0	7,500	0	0
4541 Christmas Civic Carol Service	2,000	2,064	2,000	195	0	0	2,000	0	0
4545 Twinning/Partnerships Expenses	1,000	1,088	1,000	18	0	0	1,000	0	0
4550 Bank Charges	2,500	2,306	2,600	1,146	0	0	2,600	0	0
4555 Legal & professional Fees	4,000	11,941	4,000	12,602	0	0	4,000	0	0
4560 Accountancy & Payroll Costs	5,000	5,404	5,000	3,197	0	0	5,500	0	0
4570 Audit Fees	5,000	3,275	4,500	1,775	0	0	4,500	0	0
4600 Tourism Developments & Events	12,600	7,740	13,000	6,229	0	0	12,500	0	0
4610 Horticultural Supplies	8,000	7,040	8,500	5,227	0	0	18,500	0	0
4611 Plants and Flowers	10,000	10,617	10,000	8,836	0	0	10,000	0	0
4612 Community Group	0	272	0	0	0	0	0	0	0
4613 Community Events	0	200	0	172	0	0	0	0	0
4625 Entertainment - Performers	9,500	9,739	10,250	9,314	0	0	12,500	0	0
4630 Events Costs	5,000	6,789	8,500	5,323	0	0	8,500	0	0
4641 Christmas Lights - Install	28,000	31,663	38,000	20,665	0	0	38,000	0	0
4642 Christmas Lights - Power	2,500	1,500	2,500	0	0	0	2,500	0	0
4643 Christmas Lights 2020	5,000	0	5,000	0	0	0	5,000	0	0
4650 Street Furniture	5,000	1,087	5,000	0	0	0	5,000	0	0
4655 Banners	6,000	7,129	6,000	4,162	0	0	6,000	0	0

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Annual Budget - By Combined Account Code

Note: Draft Budget 2019/20 Council December 2018

	2017-18		2018-19				Draft 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4702 Equipment Hire	18,500	18,116	19,000	14,737	0	0	19,500	0	0
4800 Grants	37,500	31,477	17,500	16,150	0	0	17,500	0	0
4801 Grant - Farnham Matings	13,000	13,000	13,000	13,000	0	0	13,000	0	0
4802 Grant - Citizens Advice Bureau	15,500	15,360	17,500	17,500	0	0	17,500	0	0
4803 Grant - 40 Degreaz	2,000	2,000	2,000	2,000	0	0	2,000	0	0
4804 Small Grants	2,000	2,052	2,000	718	0	0	2,000	0	0
4805 Farnham Carnival	1,500	1,500	1,500	1,950	0	0	1,500	0	0
4806 Sandy Hill Bungalow	2,000	2,000	0	1,000	0	0	1,000	0	0
4807 Community Initiatives	60,000	28,048	50,000	625	0	0	50,000	0	0
4808 Hoppa	0	0	10,000	10,000	0	0	10,000	0	0
4809 Gostrey Centre	0	0	10,000	10,000	0	0	10,000	0	0
4821 Elections	5,000	0	5,000	3,728	0	0	39,000	0	0
4830 Blackwater Valley CMS	1,500	1,500	1,500	1,500	0	0	1,500	0	0
4910 Loan Repayments	10,227	10,227	10,227	10,227	0	0	10,227	0	0
4999 Miscellaneous Expenses	0	3,041	0	272	0	0	0	0	0
6666 Bad Debt Write Offs	0	170	0	35	0	0	0	0	0
Overhead Expenditure	1,248,802	1,269,436	1,278,452	727,572	0	14,188	1,362,152	0	0
Total Budget Income	1,248,802	1,313,940	1,278,452	1,340,456	0	0	1,330,214	0	0
Expenditure	1,248,802	1,269,436	1,278,452	727,572	0	14,188	1,362,152	0	0
Movement to/(from) Gen Reserve	0	44,505	0	612,884	0	0	(31,939)	0	0

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4001	Agency/Contract Staffing	100	Professional Services & Admin	Agency Staff costs otherwise met under code 4000
4481	Web Site	100	Professional Services & Admin	Refresh of some elements in 2018/19 External costs
4482	IT Support	100	Professional Services & Admin	IT support contract
4555	Legal & professional Fees	100	Professional Services & Admin	Assets' licences transfers, advice etc. Combined with professional fees 4585.
4560	Accountancy & Payroll Costs	100	Professional Services & Admin	Accountancy support for month end and year end
4570	Audit Fees	100	Professional Services & Admin	Covers internal and external audit fees.
4001	Agency/Contract Staffing	110	Governance & Democratic	Agency Staff costs generally covering vacancies or sickness absence
4100	Rent	110	Governance & Democratic	Merged with Rates 4110 120
4130	Insurance	110	Governance & Democratic	Increase expected for playground responsibility if Gostrey Meadow transferred (can be absorbed)
4170	Property Maintenance/Refurbish	110	Governance & Democratic	Office and depot
4400	Stationery	110	Governance & Democratic	Paper costs for agendas etc
4425	Advertising	110	Governance & Democratic	Annual meeting etc
4426	Publicity and newsletter	110	Governance & Democratic	Vantage Point, Residents Guide, newsletter formerly 4822
4460	Subscriptions & Memberships	110	Governance & Democratic	Includes NALC/SALC/SLCC
4525	Members' Training	110	Governance & Democratic	New Council. Additional training for induction etc
4001	Agency/Contract Staffing	120	Office & Customer Services	Agency Staff costs otherwise met under code 4000
4110	Rates, rent	120	Office & Customer Services	Budget merged with with former 4100 100
4115	Water Charges	120	Office & Customer Services	Water charges for offices
4170	Property Maintenance/Refurbish	120	Office & Customer Services	Met from code 4170 100
4195	Alarms - Fire, Security	120	Office & Customer Services	Fire, intruder and keyholding service
4425	Advertising	120	Office & Customer Services	Covers Remembrance, mayoral, councillor
4804	Small Grants	130	Grants	Up to £250 during the year per request
4821	Elections	141	Elections	18/19 reserve provision for election or by-election expenses (approx £40,000 full election).
4001	Agency/Contract Staffing	142	Neighbourhood Plan	Provision for 2019/20 advice for Neighbourhood Plan and Local Plan issues

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4415	Printing & Design (External)	142	Neighbourhood Plan	Printing final Neighbourhood plan for consultation etc
4822	Publicity and newsletter	145	Publicity	Newsletters, residents Guide. Vantage point recorded to 4426
1900	Precept	150	Other Operating Income/Costs	Council Tax base rise to 17102.9 (99% collection rate at Oct 2018 (17006.7in current year)
1905	Local Parish Council Tax Grant	150	Other Operating Income/Costs	Waverley letter November 2018 phasing grant out by 2023/24
1910	Interest Received	150	Other Operating Income/Costs	interest on investments assumes increase
1911	Dividends received	150	Other Operating Income/Costs	Local authority property fund
4002	Actuarial Contribution	150	Other Operating Income/Costs	Previous Triennial Actuarial Review impact - No contribution for 2018/19 or 19/20
4910	Loan Repayments	150	Other Operating Income/Costs	Public Works Loan Board repayment for council offices extension. Ends on 29/10/22.
4170	Property Maintenance/Refurbish	160	Wrecclesham Community Centre	Covers landowner's responsibilities
4195	Alarms - Fire; Security	160	Wrecclesham Community Centre	Fire and intruder alarms and keyholding service
1202	Income - Contributions	170	Community Development	2015/16 includes SCC commuted sum for maintenance to go to reserves for future maintenance
4000	Salaries	170	Community Development	Will cover LocalPlan Part 2 also
4806	Sandy Hill Bungalow	170	Community Development	Contribution to the community trust to the costs of employing manager.
4120	Energy Costs	171	Community Safety	CCTV cameras
4190	CCTV	171	Community Safety	Camera repairs & maintenance & redcare line rental. Upgrades urgent. Could also fund from capital??
4807	Community Initiatives	175	Localism - New Initiatives/Pro	New initiatives fund and top up of principal authority services
4001	Agency/Contract Staffing	199	Rechargeable Costs	Agency Staff costs met from vacancies under code 4000
4130	Insurance	199	Rechargeable Costs	Should be against code 4130 110
4170	Property Maintenance/Refurbish	199	Rechargeable Costs	Costs allocated against some other budget codes - needs reallocating
4001	Agency/Contract Staffing	200	Grounds Services	Staffing costs otherwise met from 4000 200 for temporary cover
4182	Equipment Purchase	200	Grounds Services	More equipment req if new sites leased from WBC

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4195	Alarms - Fire, Security	200	Grounds Services	Alarm system maintenance and monitoring, keyholding at Depot
4301	Vehicle Costs - LPG	200	Grounds Services	New vehicle runs on LPG
4302	Vehicle Costs - Maintenance	200	Grounds Services	3 vehicles MOT and servicing reflects usage
4440	Telephones	200	Grounds Services	Depot broadband (cctv) and mobiles
4460	Subscriptions & Memberships	200	Grounds Services	Surrey Wildlife Trust
4610	Horticultural Supplies	200	Grounds Services	Assuming responsibility for various open spaces from WBC inc Gostrey
1202	Income - Contributions	201	Highways	No agreement for future funding
1522	Surrey Highways Contract	201	Highways	No confirmation of basis for scheme in 2017/18
1201	Sponsorship Income (+VAT)	210	Farnham In Bloom	Target income.
1202	Income - Contributions	210	Farnham In Bloom	Targetted contributions for baskets, troughs and planters
1203	Donations - Income	210	Farnham In Bloom	Donations not guaranteed
4003	Contracted Services	210	Farnham In Bloom	Video production agreed by Community Enhancement
4170	Property Maintenance/Refurbish	210	Farnham In Bloom	Amalgamate with 4610
4415	Printing & Design (External)	210	Farnham In Bloom	leaflets, Briefing packs, etc
4540	Civic & Community Functions	210	Farnham In Bloom	Covers launch, awards event, community events etc
4610	Horticultural Supplies	210	Farnham In Bloom	Expenditure covers non-plants related costs mostly in last quarter of year
4611	Plants and Flowers	210	Farnham In Bloom	Expenditure mostly in last quarter of year
1040	Open Spaces income	220	Other Open Spaces	Funding from WBC for maintenance costs if lease undertaken. Offset by expenditure
4000	Salaries	220	Other Open Spaces	Salary costs relating to new sites from WBC for 6mths
1202	Income - Contributions	230	Library Gardens	Ceased maintenance 1/12/13 as Surrey would not cover costs (their costs then increased to c £10k)
1080	Allotment Rents Income	240	Allotments	Assumes small increase in rents in Q1 2020
1999	Miscellaneous Income	240	Allotments	Seed sales
4115	Water Charges	240	Allotments	Refund of sewerage charges (incorrectly applied) in 18/19
4130	Insurance	240	Allotments	Public liability for allotment holders. Refunded.

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4140	Office Costs	240	Allotments	Annual lecture and meetings
4415	Printing & Design (External)	240	Allotments	Newsletter, show booklets
4455	Postages & Distribution	240	Allotments	Newsletter etc
4000	Salaries	250	Public Conveniences	Weekend allocation now under pilot contract code 4003
4003	Contracted Services	250	Public Conveniences	Contract now let for offices and conveniences cleaning
4120	Energy Costs	250	Public Conveniences	Reflect energy costs
4170	Property Maintenance/Refurbish	250	Public Conveniences	Possible underspend expected in 18/19 -awaiting Gostrey lease.
4176	Cleaning consumables	250	Public Conveniences	Reflects consumption levels and community toilet scheme contributions
1300	Banners Income	260	Town Centre & Rural Dev	Income offsets costs - aims for breakeven
4650	Street Furniture	260	Town Centre & Rural Dev	Replace finger posts, bus stops etc
4655	Banners	260	Town Centre & Rural Dev	Installation costs met by income
4000	Salaries	300	Tourism	Split allocation with events 310
4120	Energy Costs	300	Tourism	Lower consumption costs overall
4415	Printing & Design (External)	300	Tourism	Visitor Guide and Residents' Guide, walks leaflets
4455	Postages & Distribution	300	Tourism	Deliver residents' guide/leaflets to every household
4460	Subscriptions & Memberships	300	Tourism	visit survey
4805	Farnham Carnival	300	Tourism	Shared weekend with Picnic in the Park
1999	Miscellaneous Income	301	Hidden Heritage Project	Income in 208/19 for specific project will be completed 2019/20
4000	Salaries	310	Events	Reallocating staff time from tourism 300 heading to better reffect activity
4020	Additional Staffing & Events	310	Events	Costs for 2017/18 being allocated across each event
4630	Events Costs	310	Events	Walking Festival and emerging events
1204	Bookings/Hire	311	Picnic in the Park	Income allocated to specific activities
4020	Additional Staffing & Events	311	Picnic in the Park	Costs for 2017/18 being allocated across each event
4702	Equipment Hire	311	Picnic in the Park	Staging, toilets etc

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1204	Bookings/Hire	312	Food Festival	Stall holder income increased based on experience
4003	Contracted Services	312	Food Festival	Road closure, St John Ambulance
4020	Additional Staffing & Events	312	Food Festival	Costs for temporary help for event (staff or external) paid from event code
1202	Income - Contributions	313	Music in the Meadow	Stall income
4020	Additional Staffing & Events	313	Music in the Meadow	Funded from code 310. Costs for 2017/18 being allocated across each event
4625	Entertainment - Performers	313	Music in the Meadow	Contributions for performers. Incl Music in Vineyard
4020	Additional Staffing & Events	314	Christmas Switch-on	Costs for temporary help for event (staff or external) paid from event code
4702	Equipment Hire	314	Christmas Switch-on	Staging
1204	Bookings/Hire	316	Christmas Market	Event popularity increased so higher income target.
4003	Contracted Services	316	Christmas Market	Road Closure
4020	Additional Staffing & Events	316	Christmas Market	Costs for 2017/18 being allocated across each event
1205	Ticket sales	318	Gin Festival	Higher income assuming event over two days
1204	Bookings/Hire	320	Farmers' Market	Attendance is running lower than previous years in common with other farmers' markets
4425	Advertising	320	Farmers' Market	Banners, adverts etc
4461	Licences	320	Farmers' Market	Waverley Borough Council charge of £10 per stall per market, plus other licences
4641	Christmas Lights - Install	330	Christmas Lights	sum included for scheme expansion offset by contributions if exceeded.
4643	Christmas Lights 2020	330	Christmas Lights	Annual provision for earmarked reserve to replace/upgrade Christmas lights
1030	Commercial Lettings Income	400	Cemeteries	Rent Review due 2019
1100	Interment Fees Income	400	Cemeteries	Income fluctuates.
1120	Grave Purchases Income	400	Cemeteries	Income fluctuates.
1130	Memorials Income	400	Cemeteries	Income fluctuates
4001	Agency/Contract Staffing	400	Cemeteries	Additional maintenance bought in

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4115	Water Charges	400	Cemeteries	Reflecting cemetery water costs
4170	Property Maintenance/Refurbish	400	Cemeteries	Ongoing programme to improve paths, railings etc
4225	Cemetery Memorial Maintenance	400	Cemeteries	Ongoing memorial fixing programme
4482	IT Support	400	Cemeteries	Epitaph software
4555	Legal & professional Fees	400	Cemeteries	Chapels project
1920	Sale Of Assets	901	Green Lane Chapel	Sale of Green Lane Chapel - moved to ringfenced reserve
1060	Section 106 contributions	905	Conservation Area Capital Proj	Section 106 funding for Maltings Railings project. will be spend 2018/19
1200	Grants Income	910	Wrecclesham Community Centre R	Retained grants for refurbishment project
1202	Income - Contributions	910	Wrecclesham Community Centre R	Refurbishment project contributions



FARNHAM TOWN COUNCIL

Annex ii to minutes of Strategy & Finance

Date: 20th December 2018

Budget and precept strategy for 2019/20

I Introduction

Attached at Annex 2 is the draft budget for 2019/20 as recommended by the Strategy & Finance Working Group, with notes explaining key points or changes in the draft budget attached at Annex 3.

Farnham's tax base for 2019/20 has increased by 96.2 additional band D units (equivalent to an income of £6024 based on the 2018/19 precept of £62.62) from a Band D total of 17006.7 to 17102.9. This assumes a 99% collection rate. Waverley has also confirmed that it expects to continue the Local Parish Council Tax Support funding (down to £12,130 for Farnham) in the coming year and taper out the scheme over the next four years to zero in 2023/24. In context, because of the introduction of the new Council Tax Scheme, Farnham Town Council loses income from a reduced tax base of 1071 band D dwellings worth approximately £67,100 per annum.

The draft budget has been drawn up based on a review of expenditure in 2018/19 and on the 2017/18 outturn. The budget includes fees and charges broadly based on 2018/19 levels, given the continuing uncertainty in the economic climate and as minuted in the Notes of the Strategy & Finance Working Group.

The Council's salary costs are based on the assumption that the full staffing establishment is employed and that all staff are at the top of their grades with a vacancy factor and grade 'lag' built in (for this, there is a 'cost discount of approximately £60,000). The budget level includes the approved cost of living increase for 2019/20 as previously agreed by Council following the two year national settlement.

The management of vacancies as a result of natural staff turnover has again enabled contracted staff to be funded from within the global salaries budget envelope, and includes an allocation for the costs of the specialist advice needed for Review of the Farnham Neighbourhood Plan and advice needed to respond from a Farnham perspective to the Waverley Local Plan Part 2. An assumption has been made for additional staffing being included if the Town Council takes on additional land on a long lease part way through the year with the cost being offset by a tapering grant over four years. There is also an increased sum towards the refurbishment of public conveniences subject to the conclusion of a lease agreement. Additional income has been included for ticket sales, sponsorship and cemeteries and for an increase in allotment income from January 2020.

Council has previously discussed the potential impact of pressures on the budgets of principal authorities and the increasing likelihood that there may be a need to top up services such as street

cleansing and litter collection to meet the aspirations of the local community. In 2019/20 the pressures faced by Surrey County Council and Waverley Borough Council continue to increase and some of these impacts are expected to be felt by the Town Council in the coming year to ensure the needs and aspirations of Farnham's residents can continue to be met. The draft budget again retains a sum for investment that might be needed to take on devolved or transferred services. The Localism - New Initiatives budget (Account Code 175).

The Government has confirmed that there is currently no intention to put a restriction on the level of increase in a precept (or band D council tax rise) for town and parish councils (the capping principle) as long as the sector is prudent.

A 1% increase in precept would bring just over £10,700 of additional income for Farnham Town Council at a cost of just under 63p per band D dwelling per annum.

In the December Council meeting Farnham Town Council sets its draft budget and in January will confirm the level of precept to deliver its services. The level of precept, which is divided by all the Band D properties to find the Band D level of council tax may be supported by the use of reserves or any changes in the income targets set by Council.

The draft budget attached is £1,362,152, with income (assuming no precept increase) of £1,330,214 meaning a shortfall of income at this stage of £31,939 (As an indication this equates to £1.87 per annum per band D property in Farnham). The budget notes draw attention to some areas which help members understand how the budget is drawn up and areas where growth has been included.

Recommendation

Council is asked to review the draft budget and advise if any changes are required which will be considered at the January Strategy & Finance meeting as part of the decision on the precept level.



FARNHAM TOWN COUNCIL

E

Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 12 November 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillors M Hyman - Chair

Councillor D Beaman

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

Councillors J Ricketts, C Cockburn, J Ward

2. Disclosure of Interests

Councillor A Macleod due to his vicinity to WA/2018/1742.

3. Applications considered

Farnham Bourne

WA/2018/1731 Farnham Bourne Philippa Staddon

Erection of extensions and alterations.

106 LODGE HILL ROAD, LOWER BOURNE GU10 3RD

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 no negative impact on the neighbour's amenity.

WA/2018/1741 Farnham Bourne Kayleigh Taylor

Erection of a dwelling and cycle store with new access and associated works.

LAND AT CENTRE COORDINATES 484492 144581,
GOLD HILL, LOWER BOURNE

Farnham Town Council is concerned about the loss of trees and light pollution caused by the extensive amount of glazing to the rear of the property in this semi-rural location covered by Farnham Neighbourhood Plan policy FNP8.

WA/2018/1751 Farnham Bourne Rachel Kellas

Approval of reserved matters, siting, scale, appearance and landscaping following the outline approval of WA/2015/2223 for the erection of 3 new dwellings, outbuildings and associated works.

LAND AT PENDRAGON HALL, 13 GARDENERS HILL ROAD, WRECCLESHAM

Allowed at appeal. Farnham Town Council regrets the loss of trees and the urbanisation of the rural location. The approved dwellings must be in keeping with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP1.

WA/2018/1773 Farnham Bourne Kayleigh Taylor

Change of use of existing attached annexe to provide an independent dwelling.

FOXACRE, SWINGATE ROAD, FARNHAM GU9 8JJ

Farnham Town Council objects to the change of use to an independent dwelling being inappropriate for the Great Austins Conservation Area and its setting covered by Farnham Neighbourhood Plan policy FNP5.

WA/2018/1795 Farnham Bourne Gerald Chibumu

Erection of a single storey extension.

24 FRENHAM VALE, LOWER BOURNE GU10 3HN

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

CA/2018/0137 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREES

5, LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity, especially in the conservation area covered by Policy FNP5.

CA/2018/0145 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREE

FLAT 3 GREAT AUSTINS MANOR, 11 VICARAGE HILL FARNHAM GU9 8AF

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in the conservation area covered by Policy FNP5.

If removal is necessary, replace with an appropriate species.

Farnham Castle

WA/2018/1746 Farnham Castle Jane McMullan

Erection of a single storey extension.

28 BEAVERS ROAD FARNHAM GU9 7BD

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 be in keeping with existing.

WA/2018/1783 Farnham Castle Gerald Chibumu

Alterations to elevations and roof to provide sun tunnels.

18 WEST STREET, FARNHAM GU9 7DR

Farnham Town Council has no objections to the alterations subject to the approval of the Heritage Officer and it being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with the Conservation Area covered by Policy FNP2.

WA/2018/1793 Farnham Castle Jane McMullan

Display of illuminated and non-illuminated signs.

11 CASTLE STREET, FARNHAM GU9 7JA

Farnham Town Council strongly objects to illuminated signage in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan policy FNP3 and FNP4.

WA/2018/1802 Farnham Castle Philippa Staddon

Listed Building consent for installation of signage and ANPR cameras.

THE MECURE BUSH HOTEL, THE BOROUGH, FARNHAM GU9 7NN

Farnham Town Council has no objection subject to the signage not being illuminated in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan policy FNP3 and FNP4.

TM/2018/0157 Farnham Castle Steve Tester

APPLICATION FOR WORKS TO A TREE SUBJECT OF TREE PRESERVATION ORDER FAR98 53, WEST STREET, FARNHAM GU9 7DX

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

Farnham Firgrove Hill

WA/2018/1735 Farnham Firgrove Kayleigh Taylor

Erection of 2 dwellings together with associated works following the demolition of existing dwelling.

1 WEYDON HILL ROAD, FARNHAM GU9 8NX

Farnham Town Council has no objections subject to the dwellings being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI1 and no negative impact on the neighbour's amenity.

WA/2018/1743 Farnham Firgrove Kayleigh Taylor

Application under Section 73A to vary Condition 1 of WA/2017/2273 (plan numbers) to allow erection of extension to the garage and insertion of window to south east elevation.

19 LANCASTER AVENUE, FARNHAM GU9 8JY

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

Farnham Hale and Heath End

WA/2018/1749 Farnham Hale and Heath End Gerald Chibumu

Certificate of Lawfulness under Section 192 for extensions and alterations to roof to provide habitable accommodation.

38 NORTH AVENUE, FARNHAM GU9 0RE

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

materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1781 Farnham Hale and Heath End Jane McMullan

Erection of single storey side and rear extensions.

9 EAST AVENUE, FARNHAM GU9 0RA

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1785 Farnham Hale and Heath End Gerald Chibumu

Certificate of Lawfulness under Section 192 for use of a garden room/annexe as ancillary to main residence.

11 KNIGHTS ROAD FARNHAM GU9 9BX

Farnham Town Council has no objections subject to the garden room having no negative impact on the neighbour's amenity.

Farnham Moor Park

WA/2018/1742 Farnham Moor Park Flo Taylor

Erection of 4 dwellings; creation of new access from Tilford Road and associated works following demolition of existing dwelling.

CORNER COTTAGE, MENIN WAY, FARNHAM GU9 8DY

Farnham Town Council has no objections subject to the dwellings being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and no negative impact on the neighbour's amenity. The new access from Tilford Road must have turning space to allow for safe exiting at this very busy junction with Menin Way.

WA/2018/1744 Farnham Moor Park Gerald Chibumu

Certificate of Lawfulness under Section 192 to provide alterations to roof space together with dormer and Juliette balcony to provide a loft conversion.

41 ST JAMES AVENUE, FARNHAM GU9 9QF

Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1765 Farnham Moor Park Mr Chris Turner

Erection of a detached garage.

LAND AT HIGH PLACE, 11 MONKSHANGER, FARNHAM GU9 8BU

Farnham Town Council has no objections to the erection of a detached garage.

WA/2018/1789 Farnham Moor Park Kayleigh Taylor

Erection of a detached dwelling with associated access, parking and landscaping following demolition of existing garage.

50 ABBOTS RIDE, FARNHAM GU9 8HZ

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

TM/2018/0162 Farnham Moor Park Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 08/04

TITWOOD AND STOREYS, OLD COMPTON LANE FARNHAM GU9 8EG
MARK CASSIDY, RAMSBURY OLD COMPTON LANE, FARNHAM SURREY GU9 8EG
Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. Concern has been raised about the number of trees already removed from the location.

Farnham Shortheath and Boundstone

WA/2018/1748 Farnham Shortheath and Boundstone Gerald Chibumu

Erection of extensions and alterations.

RYE COTTAGE, 33 JUBILEE LANE, BOUNDSTONE GU10 4TA

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 be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1787 Farnham Shortheath and Boundstone Mr Chris Turner

Erection of a dwelling and associated works.

LAND AT REAR OF TRACKERS, 8 BURNT HILL ROAD, WRECCLESHAM GU10 4RZ

Farnham Town Council objects to the erection of a new dwelling and the light pollution caused by the extensive amount of glazing. The proposed dwelling is not in line with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI.

WA/2018/1803 Farnham Shortheath and Boundstone Philippa Staddon

Erection of extensions and alterations.

RUTHERFORD HOUSE 12, JUBILEE LANE, BOUNDSTONE GU10 4SZ

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 be in keeping with existing and no negative impact on the neighbour's amenity.

Farnham Upper Hale

WA/2018/1747 Farnham Upper Hale Gerald Chibumu

Erection of extension and alterations.

13 FARNHAM PARK CLOSE, FARNHAM GU9 0HT

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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

Farnham Weybourne and Badshot Lea

WA/2018/1770 Farnham Weybourne and Badshot Lea Gerald Chibumu

Certificate of Lawfulness under Section 192 for erection of dormer extension and alterations to roof to provide habitable accommodation.

COOLHURST COTTAGE, 4 ST GEORGES ROAD, BADSHOT LEA GU9 9LX

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 be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1775 Farnham Weybourne and Badshot Lea Jane McMullan

Application under Section 73A to vary Condition 1 (the approved plans) of WA/2017/1785 to provide minor alterations to roof structure and ridge positions to allow more efficient ridge construction and an increase in the internal loft space floor area.

5 ORCHARD ROAD, BADSHOT LEA GU9 9LH

Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

Farnham Wrecclesham and Rowledge

WA/2018/1733 Farnham Wrecclesham and Rowledge Flo Taylor

Erection of a dwelling and detached garage following demolition of existing outbuildings; erection of detached garage and creation of new access onto Kings Lane to serve The Old Barn. LAND AT THE OLD BARN, 13 SCHOOL HILL, WRECCLESHAM GU10 4QA

Farnham Town Council has no objections subject to the dwellings being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and no negative impact on the neighbour's amenity.

WA/2018/1738 Farnham Wrecclesham and Rowledge Gemma Paterson

Consultation on a County Matter; Creation and use of sump for handling of silt arisings from wheelwash (retrospective).

ALTON ROAD SANDPIT, ALTON ROAD, FARNHAM

Farnham Town Council has no objection to this retrospective application.

WA/2018/1777 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Erection of a new dwelling.

LAND AT THE GRANARY, WRECCLESHAM HILL, WRECCLESHAM GU10 4JS

Farnham Town Council strongly objects to the erection of a new dwelling in the ASNW. The proposed dwelling is not in line with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI being Land Outside the Built-up Area Boundary.

4. Section 106 Considerations

WA/2018/1742 Corner Cottage.

5. Surrey County Council mineral, waste, or Other Applications/Consultations

Defer to 26 November to allow time for review:

Hook Neighbourhood Plan Reg 14 Pre-submission Consultation

The consultation ends at midnight on 20th December.

Dogmersfield Neighbourhood Plan Regulation 14 Consultation

The consultation ends at midnight on 21st December 2018

Crandall Neighbourhood Plan - Regulation 14 Consultation

The consultation ends at midnight on 16th December 2018.

Meeting closed 12.10pm

Notes by Jenny de Quervain

Date of next meeting 26 November 2018



FARNHAM TOWN COUNCIL

F

Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 26 November 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillors M Hyman - Chair

Councillor D Beaman

Councillor C Cockburn

Councillor J Fraser

Councillor A Macleod

Councillor J Ward

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.

2. Apologies

None were received.

2. Disclosure of Interests

None were received.

3. Large applications considered

SO/2018/0011 Farnham Castle Flo Taylor

Request for Screening Opinion for up to 350 homes, including a new vehicular access to West Street; associated landscaping; public open space; and other supporting infrastructure.

COXBRIDGE FARM, WEST STREET, FARNHAM GU9 7AS

Farnham Town Council supports the application at the approved Farnham Neighbourhood Plan Site FNPI4i). An EIA is required due to the size of the development site and number of homes. Although outside the AQMA, air pollution is a consideration due to the proposed number of homes.

WA/2018/1879 Farnham Firgrove Kayleigh Taylor

Outline Application with all matters reserved for erection of 39 flats with underground parking following demolition of existing bungalow.

THE OLD MISSION HALL, HOOKSTILE LANE, FARNHAM GU9 8LG

Farnham Town Council objects to the over development of this restrictive site. The narrow access is unworkable for the proposed number of dwellings. This is not an approved site in the Farnham Neighbourhood Plan and not in line with Policy FNPI a), d) or e).

4. Other applications considered

Farnham Bourne

WA/2018/1820 Farnham Bourne Kayleigh Taylor

Erection of a dwelling and associated works following demolition of existing dwelling.

16 BLACK POND LANE, FARNHAM GU10 3NN

Farnham Town Council objects to the inappropriate development not being in line with the Farnham Design Statement for the Bourne or Farnham Neighbourhood Plan Policy FNPI a), d) or e), with particular emphasis on the inappropriate materials and design.

WA/2018/1838 Farnham Bourne Gerald Chibumu

Certificate of Lawfulness under Section 192 for single storey extension following demolition of existing conservatory.

LODGE FARM, TILFORD ROAD, FARNHAM, GU9 8HU

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI 6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1850 Farnham Bourne Mr Chris Turner

Application under Section 73 to vary Condition 2 of WA/2018/0143 (new external materials to match existing) to allow rendered wall finish.

31 MIDDLE BOURNE LANE, LOWER BOURNE, GU10 3NH

Farnham Town Council has no objections.

TM/2018/0166 Farnham Bourne Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 15/15 WILLOW BANK, 8 GOLD HILL FARNHAM GU10 3JH

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

TM/2018/0170 Farnham Bourne Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA280 LAND AT VICTORIA SERVICE RESERVOIR SITE

FRENESHAM ROAD FARNHAM GU9 8HA

Farnham Town Council will leave for the Arboricultural Officer's to review.

Farnham Firgrove Hill

NMA/2018/0149 Farnham Firgrove Mr Chris Turner

Amendment to WA/2018/0817 to remove existing two storey bay projection from the front elevation.

54, UPPER WAY, FARNHAM GU9 8RF

Farnham Town Council objects to the removal of the bay. This is not in keeping with the street scene.

WA/2018/1827 Farnham Firgrove Gerald Chibumu

Erection of extensions and alterations.

10 SEARLE ROAD, FARNHAM GU9 8LJ

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 be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1834 Farnham Firgrove Gerald Chibumu

Erection of a porch following demolition of existing porch.

7 WEYDON HILL CLOSE, FARNHAM GU9 8PA

Farnham Town Council has no objections to the porch.

WA/2018/1837 Farnham Firgrove Gerald Chibumu

Certificate of Lawfulness under Section 192 for extensions and alterations to roof to form habitable accommodation including installation of dormer windows.

32 ST GEORGES ROAD, FARNHAM GU9 8NB

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 be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1875 Farnham Firgrove Gerald Chibumu

Certificate of Lawfulness under Section 192 for alterations to form habitable accommodation including installation of roof lights.

2, SEARLE ROAD, FARNHAM GU9 8LJ

Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

Farnham Hale and Heath End

WA/2018/1871 Farnham Hale and Heath End Jane McMullan

Erection of dwelling and a new vehicle access following demolition of existing garage and outbuildings.

LAND AT 47 ALMA WAY, FARNHAM GU9 0QH

Farnham Town Council objects to the over development of this site and the lack of amenity space. The proposed access is inappropriate to the adjacent roads. The proposed new dwelling is not in line with Farnham Neighbourhood Plan Policy FNPIa), d), e) or g).

TM/2018/0174 Farnham Hale and Heath End Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER FAR 139 THIRDONRITE, NELSON CLOSE, FARNHAM GU9 9AR

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

Farnham Moor Park

WA/2018/1825 Farnham Moor Park Flo Taylor

Application for advertisement consent for display of non illuminated signs on hoarding.

THE WOOLMEAD, EAST STREET, FARNHAM,

Farnham Town Council objects to the size and frequency of the advertisement on the

hoarding in respect of the development company name and its telephone number. The promotion of the adjacent business, being impacted by the development and regeneration in this area, is vital and needs more significant signage (shown as 58mm to be viewed from the opposite pavement across a two lane roadway).

WA/2018/1852 Farnham Moor Park Jane McMullan

Certificate of Lawfulness under Section 192 for the erection of a detached recreational outbuilding to serve existing dwelling.

ROBINS WOOD, MOOR PARK WAY, FARNHAM GU9 8EL

Farnham Town Council objects to the erection of a detached recreation outbuilding at Robins Wood. The size and scale and the location of the proposal is inappropriate as ancillary accommodation. Previously rejected at appeal with the Inspectors commenting 'the proposed outbuilding and accommodation within it represent an unrestrained whim on the part of the appellant'.

WA/2018/1863 Farnham Moor Park Philippa Staddon

Erection of 2 dwellings together with associated works.

LAND ADJOINING WEST FARM, TONGHAM ROAD, RUNFOLD GU10 1PJ

Farnham Town Council objects the erection of two dwellings at land adjoining West Farm, Tongham Road. The site is outside of the Farnham Neighbourhood Plan Built-up Area Boundary and conflicts with Policy FNPI0 and FNPI1.

WA/2018/1874 Farnham Moor Park Gerald Chibumu

Erection of extensions and alterations including roof extensions to provide ancillary accommodation.

30 HALE ROAD, FARNHAM GU9 9QH

Farnham Town Council objects to the extensions and alterations not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI (for the additional dwelling), FNPI6, the gross over development of a restrictive site, the negative impact on neighbours amenity and the street scene.

Farnham Shortheath and Boundstone

WA/2018/1832 Farnham Shortheath and Boundstone Rachel Kellas

Application under Section 73A to vary Condition 1 of WA/2017/1316 (plan numbers) to allow erection of an attached carport to Plot 1 and an attached garage to Plot 2 together with the widening of the existing access.

BOWERHILL, 31A SHORTHEATH ROAD, FARNHAM GU9 8SN

Farnham Town Council feels it would be inappropriate to object in light of previous inspector's comments.

WA/2018/1851 Farnham Shortheath and Boundstone Gerald Chibumu

Erection of single storey extension.

FIR COTTAGE, 6 VINE WAY, WRECCLESHAM GU10 4TB

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1866 Farnham Shortheath and Boundstone Gerald Chibumu

Erection of a shed.

64 BOUNDSTONE ROAD, WRECCLESHAM GU10 4TR

Farnham Town Council is concerned about the location of the shed to the front of the property and forward of the building line. Any loss of the green boundary will have a negative impact the street scene.

Farnham Upper Hale

WA/2018/1826 Farnham Upper Hale Kayleigh Taylor

Erection of a dwelling following demolition of existing dwelling.

2 QUEENS LANE FARNHAM GU9 0LU

Farnham Town Council has no objections to the proposed dwelling being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI. The size and scale has been reduced from previous applications and more appropriate for the restrictive site.

WA/2018/1830 Farnham Upper Hale Gerald Chibumu

Erection of a home office following demolition of existing garage.

THE ROBINS, HOGHATCH LANE, FARNHAM GU9 0BY

Farnham Town Council has no objections subject to the home office having no negative impact on the neighbour's amenity and it remaining ancillary to the dwelling house.

Farnham Wrecclesham and Rowledge

TM/2018/0172 Farnham Wrecclesham and Rowledge

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE Steve Tester PRESERVATION ORDERS 12/99 AND 03/05

1 CLARE MEAD, FARNHAM GU10 4BJ

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

WA/2018/1849 Farnham Wrecclesham and Rowledge Gerald Chibumu

Erection of extension and alterations.

21A ST PETERS GARDENS, WRECCLESHAM GU10 4QX

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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

5. Section 106 Consideration

Coxbridge Farm when full application is submitted.

6. Other consultations

Hook Neighbourhood Plan Reg 14 Pre-submission Consultation

No comment, the plan will have little impact on Farnham.

Dogmersfield Neighbourhood Plan Regulation 14 Consultation

No Comment, the plan will have little impact on Farnham.

Crandall Neighbourhood Plan - Regulation 14 Consultation

Farnham Town Council congratulates Crandall Parish Council on a well written Neighbourhood Plan and wish them success with the process.

Meeting closed 10.55am

Notes by Jenny de Quervain

Date of next meeting 17 December 2018 (Please note the change of date, subsequent meeting on 7 January 2019)



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Tuesday 18 December 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillors M Hyman - Chair

Councillor C Cockburn

Councillor J Fraser

Councillor A Macleod

Councillor J Ward

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

Councillor D Beaman

2. Disclosure of Interests

Councillors Cockburn, Fraser, Macleod and Ward declared a non pecuniary interest to application WA/2018/1972 as the applicant is a Councillor with Waverley Borough Council.

3. Applications considered

Farnham Bourne

WA/2018/1911 Farnham Bourne Jane McMullan

Erection of dwelling and garage with ancillary accommodation over.

LAND COORDINATES 485213 145752 SOUTH OF TILFORD ROAD, FARNHAM GU9 8HX

Farnham Town Council strongly objects to the erection of a dwelling and garage with ancillary accommodation over. The site access is unacceptable over a neighbour's garden, having a negative impact of the neighbour's amenity. The highways access is dangerous with limited sightlines at this point. The proposed new dwelling is not in line

with Farnham Neighbourhood Plan Policy FNPI and FNP8 and the negative impact on the South Farnham Arcadian areas.

WA/2018/1912 Farnham Bourne Mr Chris Turner

Erection of dwelling with associated parking.

PLOT 1, SPRINGFIELD, 30 FRENHAM VALE, LOWER BOURNE GU10 3HT

Farnham Town Council strongly objects to the erection of a dwelling (along with a further two proposed dwellings, application WA/2018/1931 and WA/2018/1932, at the same location) not be in line with the Farnham Design Statement and Neighbourhood Plan Policy FNPI(a), d), e), f), g), FNP10 and being outside the Built Up Area Boundary. The subdivision of larger plots is unacceptable as it has a detrimental impact on the characteristics of the semi-rural area. The front of the site is in flood zone 3.

WA/2018/1931 Farnham Bourne Mr Chris Turner

Erection of dwelling and garage with associated parking.

PLOT 2, SPRINGFIELD, 30 FRENHAM VALE, LOWER BOURNE GU10 3HT

Farnham Town Council strongly objects to the erection of a dwelling (along with a further two proposed dwellings, application WA/2018/1912 and WA/2018/1932, at the same location) not be in line with the Farnham Design Statement and Neighbourhood Plan Policy FNPI(a), d), e), f), g), FNP10 and being outside the Built Up Area Boundary. The subdivision of larger plots is unacceptable as it has a detrimental impact on the characteristics of the semi-rural area. The front of the site is in flood zone 3.

WA/2018/1932 Farnham Bourne Mr Chris Turner

Erection of dwelling with associated drive and parking.

PLOT 3, SPRINGFIELD, 30 FRENHAM VALE, LOWER BOURNE GU10 4HT

Farnham Town Council strongly objects to the erection of a dwelling (along with a further two proposed dwellings, application WA/2018/1912 and WA/2018/1931, at the same location) not be in line with the Farnham Design Statement and Neighbourhood Plan Policy FNPI(a), d), e), f), g), FNP10 and being outside the Built Up Area Boundary. The subdivision of larger plots is unacceptable as it has a detrimental impact on the characteristics of the semi-rural area. The front of the site is in flood zone 3.

WA/2018/1943 Farnham Bourne Mr Chris Turner

Erection of a detached dwelling and associated works.

LAND AT 65A LODGE HILL ROAD, LOWER BOURNE

Farnham Town Council strongly objects to the erection of a detached dwelling not being in line with the Farnham Design Statement and Neighbourhood Plan Policy FNPI(a), c), d), e), g) and Policy FNP8. The subdivision of larger plots is unacceptable as it has a detrimental impact on the street scene and characteristics of the South Farnham Arcadian area.

WA/2018/2009 Farnham Bourne Gerald Chibumu

Erection of single storey extensions following demolition of existing extension.

48 BURNT HILL ROAD, LOWER BOURNE GU10 3LY

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

TM/2018/0177 Farnham Bourne Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 08/13
28A, VICARAGE HILL, FARNHAM GU9 8HJ

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

CA/2018/0152 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREES

ASHLEIGH HOUSE, 6 LITTLE AUSTINS ROAD FARNHAM GU9 8JR

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in a Conservation Area covered by Farnham Neighbourhood Plan Policy FNP5. If removal is necessary, replacement of an approved species in an appropriate location should be recommended.

Farnham Castle

WA/2018/1902 Farnham Castle Mr Chris Turner

Erection of extensions and alterations.

THE GABLES, 29 THREE STILES ROAD, FARNHAM GU9 7DE

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 be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1903 Farnham Castle Philippa Staddon

Alterations to elevations including installation of a roof lantern to existing flat roof and erection of roof over alley to provide additional storage.

5 CASTLE STREET, FARNHAM GU9 7HR

Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6. The property is within the Farnham Town Centre Conservation Area under Policy FNP2 and shopfronts are subject to FNP3, FNP4, supplementary planning documents FCAMP and Shopfront Design Guide. On an advisory note, the renaming of the business to 'The Castle' is not appropriate as it will cause confusion with the Castle on the same street - although the other is a Listed Ancient Monument.

WA/2018/1904 Farnham Castle Philippa Staddon

Listed Building Consent for internal and external alterations.

5 CASTLE STREET, FARNHAM GU9 7HR

Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6. The property is within the Town Centre Conservation Area under Policy FNP2 and shopfronts are subject to FNP3, FNP4, supplementary planning documents FCAMP and Shopfront Design Guide. On an advisory note, the renaming of the business to 'The Castle' is not appropriate as it will cause confusion with the Castle on the same street - although the other is a Listed Ancient Monument.

WA/2018/1913 Farnham Castle Mr Chris Turner

Erection of detached garage together with ancillary accommodation following demolition of existing outbuildings.

KEEPERS COTTAGE, MIDDLE OLD PARK, FARNHAM GU10 5EA

Farnham Town Council has no objections subject to the detached garage being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and the accommodation remaining ancillary to the dwelling.

WA/2018/1920 Farnham Castle Gerald Chibumu

Display of illuminated and non illuminated signs.
24-25 DOWNING STREET, FARNHAM GU9 7PD

Farnham Town Council has no objections subject to the illumination being external to the lettering and in line with Farnham Neighbourhood Plan Town Centre Conservation Area Policy FNP2. Shopfronts are subject to Policy FNP3, FNP4 and the mandatory Supplementary Planning Documents FCAMP and Shopfront Design Guide.

WA/2018/1929 Farnham Castle Philippa Staddon

Installation of car park management system including signage and ANPR cameras.
THE MECURE BUSH HOTEL, THE BOROUGH, FARNHAM GU9 7NN

Farnham Town Council has no objection subject to the system and signage not being illuminated as located in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan policy FNP2, FNP3 and FNP4.

WA/2018/1930 Farnham Castle Philippa Staddon

Display of non illuminated signs.
THE MECURE BUSH HOTEL, THE BOROUGH, FARNHAM GU9 7NN

Farnham Town Council has no objection subject to the system and signage not being illuminated as located in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan policy FNP2, FNP3 and FNP4.

WA/2018/1955 Farnham Castle Gerald Chibumu

Erection of extensions and alterations.
FAIRSTOCK, 38 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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1983 Farnham Castle Rachel Kellas

Erection of dwelling with associated garaging, plant room, greenhouse and store, swimming pool and associated lake and landscaping with access from Chamber Lane. Temporary buildings for use in association with construction of new dwelling including timber drying sheds/brick kilns and ground mounted solar panels to generate renewable energy.

LAND CENTRE COORDINATES 481085 145462 ON WEST SIDE, CHAMBER LANE, FARNHAM

Farnham Town Council strongly objects to the erection of a dwelling with associated garaging, plant room, greenhouse and store, swimming pool and associated lake and landscaping with access from Chamber Lane and temporary buildings for use in association with construction of new dwelling including timber drying sheds/brick kilns and ground mounted solar panels to generate renewable energy. The proposal is excessive as an individual dwelling and the intended use should be confirmed. The land is outside the Built Up Area Boundary and the proposal is not in line with Farnham Neighbourhood Plan Policy FNPI and FNPI0. Chamber Lane is narrow with restricted sightlines and no pedestrian footpath.

WA/2018/2003 Farnham Castle Philippa Staddon

Application under Section 73 to vary Condition I of WA/2018/0034 (approved plans) to allow erection of a fire escape staircase.

FARNHAM BAPTIST CHURCH, THE HART, FARNHAM GU9 7HA

Farnham Town Council has no objections.

TM/2018/0178 Farnham Castle Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA282

15 THREE STILES ROAD, FARNHAM GU9 7DE
Farnham Town Council will leave to the Arboricultural Officer's to review.

Farnham Firgrove

WA/2018/1901 Farnham Firgrove Gerald Chibumu

Erection of a two storey extension and alterations.

21 HILLARY ROAD, FARNHAM GU9 8QX

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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1948 Farnham Firgrove Gerald Chibumu

Erection of extensions and alterations (revision of WA/2018/1091).

26, WAVERLEY LANE, FARNHAM GU9 8BJ

Farnham Town Council maintains its objections to overdevelopment of the property and the negative impact on the neighbours' amenity not being in line with the Farnham Neighbourhood Plan Policy FNPI6.

WA/2018/1952 Farnham Firgrove Mr Chris Turner

Erection of dwelling and garage following demolition of existing dwelling and garage.

11, TREBOR AVENUE, FARNHAM GU9 8JH

Farnham Town Council objects to proposed new dwelling not being in line with the Farnham Design Statement and Neighbourhood Plan Policy FNPI, being overdevelopment of the site and having a negative impact on the neighbours' amenity.

WA/2018/2025 Farnham Firgrove Gerald Chibumu

Erection of a two storey extension following demolition of existing garage.

24 HILLARY ROAD, FARNHAM GU9 8QX

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing, no negative impact on the neighbour's amenity and sufficient parking being available within the boundary of the property.

WA/2018/2028 Farnham Firgrove Mr Chris Turner

Erection of extension and alterations to front elevation together with construction of a dropped kerb and associated works.

8 BRAMBLETON AVENUE, FARNHAM GU9 8QU

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, all materials be in keeping with existing. Extending the dropped kerb is appropriate to reduce on-street parking.

Farnham Hale and Heath End

WA/2018/1936 Farnham Hale and Heath End Gerald Chibumu

Erection of detached garage and roof extension including roof lights and alterations following demolition of existing dormer window.

THE RED HOUSE, 84 UPPER WEYBOURNE LANE, FARNHAM GU9 9DE

Farnham Town Council objects to the inappropriate location of the garage as it is some distance from the dwelling house and has a negative impact on the street scene and the neighbour's amenity.

WA/2018/1987 Farnham Hale and Heath End Mr Chris Turner

Erection of a dwelling with associated parking following demolition of existing dwelling, garage and outbuildings.

38, BROOKLANDS ROAD, FARNHAM GU9 9BS

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

Farnham Moor Park

WA/2018/1950 Farnham Moor Park Jane McMullan

Erection of extensions and alterations together with alterations to existing attached garage to form habitable accommodation.

FOXWOOD HOUSE, 19, CROOKSBURY ROAD, FARNHAM GU10 1QD

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing, sufficient parking being available within the boundary of the property and the habitable accommodation in the garage remaining ancillary to the dwelling.

WA/2018/1977 Farnham Moor Park Rachel Kellas

Consultation on a County Matter; The Installation of a landfill gas-fuelled electricity generation facility without compliance with Condition 3 of planning permission ref: WA05/0855 dated 11 July 2005 in order to continue the use of the facility until 31 December 2040.

LANDFILL GAS EXTRACTION SITE, GUILDFORD ROAD, RUNFOLD

Farnham Town Council supports the installation, it is vital for the safety of the site.

WA/2018/1978 Farnham Moor Park Philippa Staddon

Erection of detached garage outbuilding to provide workshop, log store and storage.

41 WAVERLEY LANE, FARNHAM GU9 8BH

Farnham Town Council has no objections subject to the garage being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and no negative impact on the neighbour's amenity.

WA/2018/1998 Farnham Moor Park Gerald Chibumu

Erection of a boundary fence and gates.

OLD KILN, 12 MONKSHANGER, FARNHAM GU9 8BU

Farnham Town Council objects to close boarded fencing and its potential to block wildlife corridors.

WA/2018/2024 Farnham Moor Park Gerald Chibumu

Erection of a detached garage.

WARREN HOUSE, 4 SWIFTS CLOSE, FARNHAM GU10 1QX

Farnham Town Council has no objections subject to the garage being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and no negative impact on the neighbour's amenity.

NMA/2018/0152 Farnham Moor Park Ruth Dovey

Amendment to WA/2016/0268 to remove Condition 19 referencing 'Method of Works' and amend Condition 30 to provide alterations to Construction Statement.

LAND CENTRED COORDINATES 484270 146934

EAST STREET FARNHAM

Farnham Town Council has no comments.

Farnham Shortheath and Boundstone

TM/2018/0180 Farnham Shortheath and Boundstone Steve Tester
APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 32/07
PINWOOD COPSE, 6 GARDENERS HILL ROAD, FARNHAM GU10 4RL
Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

WA/2018/2002 Farnham Shortheath and Boundstone Flo Taylor
Siting of a static caravan for a temporary period.
INGLESIDE, 11 BAT AND BALL LANE, WRECCLESHAM GU10 4RA
Farnham Town Council has no objections subject to the siting of the static caravan being limited to the two year period stated and it should be conditions with this limitation.

Farnham Weybourne and Badshot Lea

WA/2018/1906 Farnham Weybourne and Badshot Lea Gerald Chibumu
Certificate of Lawfulness under Section 192 for erection of a single storey extension.
6 ST DAVIDS CLOSE, FARNHAM GU9 9DR
Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1951 Farnham Weybourne and Badshot Lea Gerald Chibumu
Certificate of Lawfulness under Section 192 for single storey side and rear extension.
19 WOODSIDE ROAD, FARNHAM GU9 9DS
Farnham Town Council has no objections subject to the side and rear extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

Councillors Cockburn, Fraser, Macleod and Wardmade no comment due to having a working relationship with the applicant.

WA/2018/1972 Farnham Weybourne and Badshot Lea Philippa Staddon
Outline application for erection of a dwelling with all matters reserved.
LAND AT 1 WATER LANE, FARNHAM GU9 9NH
Farnham Town Council has no objections to the proposed new dwelling being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI.

TM/2018/0176 Farnham Weybourne and Badshot Lea Steve Tester
APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 28/00
1 AND 4 THE ALDERS THE GREEN FARNHAM GU9 9NR
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

CA/2018/0155 Farnham Wrecclesham and Rowledge Mr A Clout
WRECCLESHAM CONSERVATION AREA
WORKS TO TREE
FOXFIRE, BEALES LANE FARNHAM GU10 4PY
Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

CA/2018/0156 Farnham Wrecclesham and Rowledge Mr A Clout

WRECCLESHAM CONSERVATION AREA

WORKS TO TREES

3 BEALES LANE FARNHAM GU10 4PY

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

CA/2018/0157 Farnham Wrecclesham and Rowledge Mr A Clout

WRECCLESHAM CONSERVATION AREA

REMOVAL OF TREE

ASHTON MANOR, BEALES LANE FARNHAM GU10 4PY

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in a Conservation Area covered by Farnham Neighbourhood Plan Policy FNP6. If removal is necessary, replacement of an approved species in an appropriate location should be recommended.

WA/2018/1899 Farnham Wrecclesham and Rowledge Gerald Chibumu

Erection of a single storey extension.

13 COPSE WAY, WRECCLESHAM GU10 4QL

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1908 Farnham Wrecclesham and Rowledge Gerald Chibumu

Alterations to roofspace to provide habitable accommodation including installation of rooflights.

16 CLARE MEAD, ROWLEDGE GU10 4BJ

Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1916 Farnham Wrecclesham and Rowledge Gerald Chibumu

Certificate of Lawfulness under Section 192 for extensions and alterations to roof to form habitable accommodation including installation of dormer window; changes to rear elevation.

5 PROSPECT ROAD, ROWLEDGE GU10 4AH

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 be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1928 Farnham Wrecclesham and Rowledge Jane McMullan

Erection of two storey extension and alterations to roof space including dormer windows.

16 SHORTHATH CREST, FARNHAM GU9 8SB

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 be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1947 Farnham Wrecclesham and Rowledge Gerald Chibumu

Listed Building Consent for internal alterations.

LEYLAND HOUSE, 12 THE STREET, WRECCLESHAM GU10 4PR

Farnham Town Council has no objections.

WA/2018/1954 Farnham Wrecclesham and Rowledge Gerald Chibumbu

Erection of extensions and alterations.

47 SHORHEATH CREST, FARNHAM GU9 8SB

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 be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2018/1992 Farnham Wrecclesham and Rowledge Jane McMullan

Erection of dwelling and garage with associated works following demolition of existing dwelling, garage and outbuilding.

HILLSIDE BARN, SUMMERFIELD LANE, FRENHAM GU10 3AN

Farnham Town Council objects to the replacement dwelling and garage not being in line with the Farnham Design Statement, Neighbourhood Plan Policy FNPI, its negative impact on the street scene and being out of character for the semi-rural location.

4. Appeals

APP/R3650/W/18/3213651 Osier Bed Cottages, 11 Old Park Lane, FARNHAM GU9 0AJ

Demolition of existing barn and erection of a new dwelling pursuant to withdrawn application WA/2017/2172

Note. FTC comments 18 December 2017: **Farnham Town Council maintains its objections to the erection of a dwelling at 11 Old Park Lane being outside of the Farnham Neighbourhood Plan Built Up Area Boundary and within the Old Park as having high landscape sensitivity and historic value and not being in line with Policy FNPI and FNPI0.**

5. Public speaking at Waverley Planning Committee

Farnham Town Council will not be putting forward speakers for WA/2018/0874, WA/2018/1703 and WA/2018/1789.

6. Street Naming

Farnham Town Council have been consulted on street names for:

Little Acres site, Badshot Lea – Carpenters Way, Tally Man Place, Little Acres Place, Hops Drive, Rose Close and Long Barrow Grove.

The local community have been consulted, Maurice Hewins put forward the proposed names – with the exception of Carpenters Way being originally proposed as Carpenters Path – to check Way/Path with WBC.

Land off Crondall Lane (old hop fields) – Taylor Wimpey have applied for apple variety names – Redfree Road, Keepsake Road, Melrose Road, Bramley Close or Lane (TBC), Ribston Road.

Further consultation required locally – Taylor Wimpey willing to have suggestions forwarded to review with Sales team.

Meeting closed 10.50am

Notes by Jenny de Quervain

Date of next meeting 7 January 2019