

FARNHAM TOWN COUNCIL



A

Minutes Council

Time and date

7.00pm on Thursday 25th January 2018

Place

The Council Chamber, South Street, Farnham

Councillors

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

Officers Present:

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

There were 2 members of the public in attendance.

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

CI32/17 Apologies for Absence

Apologies were received from Cllr Mirylees, Cllr Ward, and Cllr Williamson.

CI33/17 Minutes

The Minutes of the Farnham Town Council Meeting held on 21st December were agreed and signed by the Mayor as a correct record.

CI34/17 Declarations of interests

Apart from the standard declarations of personal interest by councillors and by those who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, there were no other disclosures of interest made.

CI35/17 Questions and Statements by the Public

None received.

CI36/17 Town Mayor's Announcements

- i) The Mayor informed Council about a number of engagements he had attended since the December Council meeting including:
 - a visit to Phyllis Tuckwell Hospice on Christmas Day
- ii) a visit to Brightwells Gostrey Community Centre Christmas lunch. The Mayor paid tribute to the volunteers for doing a fantastic job.
- iii) The Mayor thanked the Deputy Mayor for deputising at the International Students Reception and the Rotary Pilgrim Marathon presentation evening.
- iv) The Mayor welcomed Karen Johansen-Berg to the Council and Lettie Buxton of the Farnham Herald who was attending her first meeting.

CI37/17 Questions by Members

- i) Cllr Bearman asked whether there had been any progress in relation to the height restriction barriers in car parks and whether the Town Council had been informed in advance.

The Town Clerk advised that the Town Council had not been informed in advance but he had spoken to the Head of Environmental Services at Waverley Borough Council and he had asked that an apology be passed on to Council for having overlooked advising the Council of the situation, and accepted there should have been a discussion with members. Cllr Frost said she was unhappy on absence consultation as this kept happening and asked if any mechanism or process could be put in place for alerting Councillors when other authorities were planning to do things in Farnham.

Cllr Cockburn was equally disappointed given the joint Farnham Conservation Area Management Plan committee. The Plan had been adopted by the Planning Authority and it was clear that design and materials needed to be of excellent quality in the conservation area. The barrier installation adjacent to the New Ashgate Gallery, was one of the worst example of recent work. Cllr Cockburn suggested that members continued lobbying for consultation.

Part I – Items for Decision

CI38/17 **Tourism and Events Working Group**

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

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

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

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

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

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

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

Cllr Dunsmore arrived at this point.

CI39/17 **Strategy and Finance Working Group**

Cllr Cockburn introduced the notes of the Strategy and Finance Working Group meeting held on 16th January 2018. Members were advised that considerable time had been spent looking at detailed finance papers to the end of December, the Budget, and Investment Strategy ahead of the Precept discussion. The Investment Strategy at Annex 1 was recommended for adoption.

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

CI40/17 It was noted that the Precept would be dealt with later in the agenda. Cllr Cockburn outlined the Grants report and sources of funding, at Annex 3 to Appendix C, and

proposed that the recommendations for grants totalling £78,150 be taken together if there were no detailed questions.

It was RESOLVED *nem con* that:

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

CI41/17

Infrastructure Planning Group

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

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

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

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

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

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

CI42/17

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

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

CI43/17

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

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

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

CI44/17 Community Enhancement

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

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

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

CI45/17 Planning and Licencing Applications

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

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

Cllr Fraser arrived at this Point

CI46/17 Precept 2018/19

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

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

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

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

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

CI47/17

Risk Management and Health and Safety

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

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

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

It was RESOLVED *nem con* that:

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

Part 2 – Items Noted

CI48/17

Actions under the Scheme of Delegation

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

CI49/17

Reports from other Councils

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

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

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

- C150/17 **Reports from Outside Bodies**
- i) Cllr Cockburn reported that the Farnham Public Art Trust were proposing the installation of a water feature on the land between Hawthorn Lodge and the river by the Maltings.
 - ii) Cllr Ricketts complimented the Farnham Herald on the work it did for the town for their outstanding support and the excellent coverage undertaken.
- C151/17 **Date of next meeting**
Members noted that the next Council Meeting would take place on Thursday 8th March 2018.
- C152/17 **Exclusion of the Press and Public**
- The Mayor proposed and it was **RESOLVED *nem con* to exclude members of the public and press from the meeting/ in view of the confidential items under discussion.**

Part 3 Items Confidential Items

- C153/17 **Services to Farnham Awards**
Council considered whether there was any reason not to award Services to Awards medals to those listed at Exempt Appendix I.
- It was RESOLVED *nem con* that the awards proposed by the Awards Panel under the Services to Farnham Awards scheme in 2018 be awarded.**
- C154/17 **HR Panel Report**
- Members considered the report of the HR Panel held on January 3rd at Exempt Appendix I.
- The Panel had reviewed the external evaluation and benchmarking of job roles and remuneration. It was good practice to review job roles from time to time to ensure pay responds to the level of jobs in an organisation and ties up with the wider job market. Council noted this was the third exercise undertaken since 2010 following the National Joint Conditions (Green Book) process for evaluations.
- One of the recommendations, in light of pay changes nationally, was to consolidate the five Farnham pay grades into four, effectively removing the lowest one. This would facilitate recruitment and retention. It was noted that the pay benchmarks indicated that the payment of the Outer London Fringe allowance was no longer needed and it was recommended that this allowance be consolidated into pay for new staff and that existing staff should retain the allowance in their present roles. The Panel had considered whether to pay an allowance for deputising for the Town Clerk, but agreed that the existing arrangement of considering each circumstance on a case by case basis would continue.
- Cllr Frost commented that it was a good report and Council concurred.

It was **RESOLVED** *nem con* that:

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

The Town Mayor closed the meeting at 8.05pm.

Date

Chairman



FARNHAM TOWN COUNCIL

B

Tourism & Events Working Group

Time and date

10am on Tuesday 9 January 2018

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Councillors J Hargreaves, S Hill, A Macleod

Officers Present: Helena Jarman (Events Officer), Iain Lynch (Town Clerk).

1. Apologies

Apologies for absence were received from Councillor D Beaman.

2. Notes of the last meeting

The notes of the meeting of 5 September 2017 were agreed as an accurate record.

3. Disclosure of Interests

There were no disclosures of interest.

4. Food and Drink Festival

POINTS	ACTION
Gin Festival: Members received a review from the first Gin Festival that took place in September 2017. Members noted that the event sold out in just three days through promotion on social media. The event was held in The Maltings and ran from 7-11pm. All distillers gave positive feedback and would like to be involved in 2018. Due to the significant demand for tickets, members agreed to run the event for an additional evening. The Events Officer also recommended that the pitch fee for distillers is increased after offering distillers an introductory price in 2017.	

<p>Food Festival:</p> <p>Members received a debrief on the Food Festival. Members noted that the format for the event was similar to previous years, but visitor numbers had increased and the BBC had filmed the event which will be aired on The Farmers' Country Showdown on Thursday 18 January at 3.45pm. Following the closure of The Borough at the Christmas Market the Events Officer proposed to extend the road closure from Castle Street to The Borough in order to increase visitor safety and offer additional space. It was noted that the road closure would cause significantly less disruption on a Sunday so as a result the event would be moved from a Saturday to a Sunday. The effect this would have on the retailers was discussed and members agreed that most retailers are open on a Sunday so would therefore still benefit from the increased footfall. Members therefore agreed to the extended road closure of The Borough.</p>	<p>Events Officer to organise road closure of The Borough and to communicate event date change to stallholders.</p>
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5. Christmas

POINTS	ACTION
<p>Members received a review of the recent Christmas in Farnham events programme. It was agreed that the event was a success with a good turnout of visitors and an enjoyable programme of entertainment from local schools, theatre groups and bands. Options were discussed for a local celebrity to switch on the lights in 2018, however members proposed a local schools competition in which a student could win chance to switch on the lights.</p> <p>Members discussed the 2018 Christmas lights scheme and noted that the lights had been extended in Hale, Badshot Lea, Rowledge and on West Street outside Café Piccolo and Guitar Village. Members proposed that the lights could be extended further down West Street, to include; the Memorial Hall building, The Jolly Sailor pub and The Farnham Tandoori. Members also suggested lighting near the Chantry.</p> <p>Members received a report on the recent Christmas Market which was cancelled at 11.40am on safety grounds as a result of very strong winds.</p> <p>Members agreed that the extended road closure of The Borough was a positive addition to the event. It was also agreed that the new site plan worked well and should be repeated for future events held in Castle Street and The Borough.</p> <p>Councillors noted that an additional shuttle bus service was offered to residents, running from Hale Recreation Ground, via Sandy Hill to Castle Street. It was agreed that this service would be offered at the Food Festival and Christmas Market and also increased from four to six vehicles.</p> <p>The emergency cancellation of the Christmas Market was discussed. Councillors noted that the terms and conditions upon booking state that stallholders will not receive a refund within one week of the event if cancelled for any reason. However, officers and councillors understand and sympathised with stallholders on the effect the</p>	<p>Events Officer to organise local schools competition.</p> <p>Business and Contracts Manager to research options and sponsorship for lighting the additional locations.</p> <p>Recommendation to Council that: A 30% discount be offered for the 2018 Christmas Market for</p>

<p>cancellation had on their costs, therefore it was agreed to offer those affected a discount of 30% for the 2018 Christmas Market if they booked within the 'Early Priority Booking' phase (Feb-March). The total cost of the discounts offered would potentially cost the Council £4000. Members agreed that this was a generous, yet appropriate discount and would propose to full council that this be offered to any stallholder that was at the Christmas Market.</p> <p>Members discussed the Christmas Civic Carol Service. It was noted that it was the most attended service to date. Councillors agreed that a formal planning meeting with all participants be arranged for the 2018 service.</p> <p>Members reviewed the format of the drinks reception after feedback and agreed the possibility of offering a glass of wine and a mince pie in the Church after the service be discussed would with the choir and the church. It was agreed to continue to host the Civic Carol Service at St Andrews Church.</p>	<p>those who attended the 2017 cancelled market.</p> <p>Arrangements for the Civic Carol Service reception be pursued</p>
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6. Other Events and Projects

POINTS	ACTION
<p>Members noted the plans for the 2018 events programme including the upcoming Music in the Vineyard concerts and the extended two week Walking Festival. Members were updated of the change of time of the Spring Festival which would now take place between 12-6pm.</p> <p>Members noted that it been two years since the Shoppers Anonymous project that Farnham Town Council supported in partnership with Waverley and the Chamber of Commerce. Members agreed to support the project again in principal, subject to Waverley Borough Council's involvement.</p> <p>The Working Group heard of a potential Business Awards event being proposed by the Chambers of Commerce and that it might be possible to combine the awards and mystery shopping awards events.</p>	<p>Events Officer to communicate with Waverley Borough Council regarding the Shoppers Anonymous project.</p>

7. Sponsorship

POINTS	ACTION
<p>Members received a report on the total amount of sponsorship raised in 2017 and discussed potential sponsors for the 2018 programme of events.</p>	

8. Update on Other Matters and Items for Noting

POINTS	ACTION
<p>Members noted that Performers Together intended to organise the second Flash Festival, taking place in June. Members agreed to support the Flash Festival in principal as in 2017 and invited the committee members to present at the next Tourism & Events Working Group meeting.</p>	<p>Officer to invite Flash Festival committee to attend March 13 Tourism & Events Working Group meeting.</p>

<p>The Town Clerk advised members on the proposed event to celebrate the sixtieth anniversary of Mike Hawthorn becoming Britain's first formula one champion in October. The format was expected to be similar to that held in 2009. The Town Clerk will update members after meeting with the organisers.</p>	
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9. Date of Next Meeting

The next meeting was agreed as Tuesday 13 March at 10am.

Notes taken by Helena Jarman (Events Officer).



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 16th January 2018

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Attfield, Carole Cockburn, Stephen Hill, Jeremy Ricketts and John Ward

Other councillors in attendance: Councillor David Beaman

Officers present:

Iain Lynch (Town Clerk)

1. Apologies

Apologies were received from Councillors Pat Frost and Jill Hargreaves and John Williamson.

2. Declarations of Interest

The following declarations of interest were made and the named councillors took no part in the decisions on each organisation where they were representatives or Trustees: Councillor Cockburn as a Trustee of Woodlarks, and a representative on the New Ashgate Gallery; Cllr Ricketts as a resident in Old Park Lane, as a Trustee of the Bishops Meadow Trust, and as a member of St Andrew's church in respect of community grants.

3. Notes of Meeting held on 12th December 2017

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Finance

POINTS	ACTION
i) Members noted the Bank and Petty Cash Reconciliation to 31 st December 2017 along with the investments and reserves balances. There were no issues.	
ii) Members considered the Budget Comparison to 31 st December 2017 noting that income was above target and	

<p>expenditure was running below budget with actual or committed expenditure at 69%.</p> <p>iii) Members noted the Statement of Investments at 31st December 2017 and discussed the investments alongside the Investment Strategy for 2018/19. It was agreed that continuing to spread the risk for the investments was prudent and also that consideration should be given to slightly longer term investments as interest rates were gradually increasing.</p> <p>iv) The Investment Strategy was reviewed and agreed for recommendation to Council (attached as Annex I to these minutes) subject to some minor amendments. The Town Clerk to clarify the position re definition of 'long term'.</p> <p>v) Members considered the debtors and noted the positive position thanks to the procedures being followed by the bookkeeper. The Town Clerk advised that there were two small debts that were potentially of concern but these were being pursued.</p> <p>vi) Members reviewed the general and earmarked reserves as at 31 December 2017. The purpose for which each reserve was held was examined and it was noted that if the Hale Chapels project did not progress there was scope for reallocation of some of the reserves. This review would take place once the outcome of the lottery application was known and by year end. It was agreed the provision for cemetery enhancements would include boundaries and that the proposal for columbaria could be met from the capital receipts earmarked reserves.</p> <p>vii) Members reviewed the latest BACS and cheque payments.</p>	<p>Town Clerk to review benefits of longer term investments.</p> <p>Recommendation to Council: The Investment Strategy for 2018/19 be adopted.</p> <p>Further review of reserves at year end.</p>
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5. Precept 2017/18

POINTS	ACTION
<p>The Working Group reviewed the agreed budget for 2018/19 and the shortfall between agreed income and expenditure of £32,068. In considering the level of precept Council should consider and in particular whether it should use any of its reserves, increase further the income targets for services, or set unallocated in-year savings targets.</p> <p>Members also noted and welcomed the Secretary of State's announcement deferring of capping (conditional upon mitigation and restraint) for the local councils sector for three years.</p> <p>The Working Group considered the rate of inflation at November 2017, with CPI at 3.1% and RPI at 3.9%, and the aspirations to support principal authority services which would have additional budgetary pressures in the coming years.</p> <p>Nonetheless, Members felt that a below inflationary increase was desirable given the impact on residents with increases proposed in a range of public and private sector organisations. As a result it was agreed to increase the income target for events by £4,000 and an additional £1000 from minor adjustments elsewhere to reduce the</p>	<p>Strategy & Finance recommends to Council that the precept for 2018/19 should be £1,064,987 equating to a Band D cost of £62.62 per annum (£1.20 per week).</p>

<p>precept rise to £27,068. The result would be a net budget and precept of £1,064,987. A copy of the revised budget is attached at Annex 2.</p> <p>This would see Farnham's share of the Council tax increase by a modest three pence per week (£1.59 per annum or 2.6%) from £61.03 to £62.62 per annum. This equates to a cost £1.20 per week per band D household for the services provided by Farnham Town Council.</p>	
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The following Councillors made declarations of personal interest in respect of specific community grant applications and took no part in the decision or debate on those applications:

- *Councillor Cockburn as a Trustee of the Woodlarks Centre and as a representative on the New Ashgate Gallery;*
- *Cllr Ricketts as a resident in Old Park Lane, as a Trustee of the Bishops Meadow Trust, and as a member of St Andrew's church*

6. Grants 2017/18

POINTS	ACTION
<p>Members considered applications for service agreements from organisations for Town Council funding for ongoing revenue costs that were outside the criteria for the Community Grants programme namely, 40 Degreez, Citizens Advice Waverley, Farnham Maltings, The Bungalow, Waverley Hoppa Service and The Gostrey Centre. Member agreed to recommend funding as set out in Annex 3 to these notes. The additional Service agreements bring the total to £52,500 and reduce the general allocation to £17,500.</p> <p>Members then considered applications for community grants for 2018/19 and agreed to recommend funding as set out in the Annex.</p>	<p>Recommendation to Council that:</p> <p>i) Service agreement contributions to Waverley Hoppa Service, Farnham Maltings, Citizens Advice Waverley, 40 Degreez, and The Gostrey Centre be approved.</p> <p>ii) The award of community grants to organisations be as set out in Annex 2.</p>

7. Infrastructure Planning Group update

POINTS	ACTION
<p>i) Cllr Cockburn advised that the Government had recently won a legal challenge by developers against the Ministerial Statement specifying that a three year land supply only was needed where there was an adopted Neighbourhood Plan, and that this was welcome news for the outstanding deferred appeals in Farnham.</p> <p>ii) The Working group noted that the Inspector's decision on the Waverley Local Plan was still awaited.</p> <p>iii) The Working Group noted that Farnham had submitted a number of Green Spaces for Local Plan Part 2. The list was shorter than might be expected as areas already covered by existing designations (eg protected by the SPA area) could not be included. This was likely to cause some confusion.</p> <p>iv) Cllr Cockburn advised that a cross organisation meeting had been held on Farnham traffic which had looked at the previous reports on traffic in Farnham. There had been a suggestion from the group that Farnham Town Council should lead the project</p>	<p>Recommendation to Council:</p> <p>That Farnham Town Council takes an active role in the Farnham Traffic Group and reviews the level of support once proposals are drawn up.</p>

<p>once its scope had been agreed in view of the Town Council's reputation for getting things done. This suggestion was welcomed by the Working Group, recognising that it may be difficult to lead on a project without responsibility for implementation.</p> <p>v) The Working group noted that Waverley had commenced a further consultation on the Community Infrastructure Levy just before Christmas. It was agreed that the Leader and Town Clerk would consider a response.</p>	<p>Town Clerk and Leader to consider response to CIL consultation.</p>
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8. Contracts and Assets update

POINTS	ACTION
<p>The Working Group received an update on contracts and assets at Appendix J to noting that the new public convenience and offices cleaning contract had commenced and that additional CCTV cameras would be installed in Victoria Garden from the 2017/18 budget.</p> <p>It was agreed to recommend to Council that additional pathway resurfacing in Green Lane Cemetery, West Street Cemetery and Badshot Lea Cemetery as an estimated cost of £10,000 from the existing contractor who had won the tender with the costs met by a virement from within the 2017/18 budget.</p> <p>It was agreed that a further polytunnel be purchased at a cost of £2,500 to add to the capacity of the Farnham in Bloom planting with the costs met from 2017/18 budgets.</p>	<p>Recommendation to Council that:</p> <p>i) Additional pathway refurbishment be undertaken by Heathyfields at an estimated cost of £10,000</p> <p>ii) An additional polytunnel be purchased at an estimated cost of £2,500.</p>

9. Meetings dates 2018/19

POINTS	ACTION
<p>Members considered issues for the 2018/19 Calendar of meetings which would go to Council for adoption once some outstanding dates had been clarified. [Attached at Annex 4]</p>	<p>Town Clerk to revise Calendar of dates for 2018/19 for Council.</p>

10. Consultations received

POINTS	ACTION
<p>Members noted that the current consultation by Waverly Borough Council on the Community Infrastructure Levy (CIL) concluded on January 26th.</p>	<p>Town Clerk to prepare response in consultation with the Leader.</p>

11. Town Clerk update

POINTS	ACTION
<p>i) The Town Clerk updated the Working Group on an historic Cemetery appeal matter and on staffing matters</p> <p>ii) The Town Clerk advised that he had had a productive meeting with the new Waverley Chief Executive Tom Horwood who was keen to develop stronger working relationships with Town and Parish Councils. A second</p>	

meeting with Cllr Cockburn and the Town Clerk was scheduled for later in January.	
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12. Date and time of next meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 27th February 2018 at 9.30am	Town Clerk to circulate agenda

The meeting ended at 12:12pm.

Notes written by Iain Lynch



Investment Strategy 2018/19

Investment Strategy 2018/19

Farnham Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council.

This Strategy complies with the revised requirements set out in the Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003 and follows guidance in the Practitioners' Guide (2016) and DCLG's Guidance on Local Government Investments. (Revised 2010).

Investment objectives and practice

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

- The Council's investment priorities are first the security of reserves, second the liquidity of its investments and thirdly the rate of return or yield.
- The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- All investments will be made in sterling.

The Ministry of Housing Communities and Local Government maintains that borrowing of monies purely to invest or to lend and make a return, is unlawful and Farnham Town Council will not engage in such activity.

The Council will monitor the risk of loss on investments by reviewing credit ratings on institutions in which it is investing on a regular basis. The Council will only invest in institutions of high credit quality. Reference will be made in the assessment of credit worthiness to the general economic and political environment in which institutions operate. All significant sources of information will be considered including information from the main credit rating agencies including as appropriate, Fitch or Moody's.

It is recognised that the assessment of risk has changed as a result of the recent economic climate but that the Council should aim for ratings (eg Fitch or equivalent short term FI – long term rating A- and viability rating A-).

Investments will be spread over different providers where appropriate to minimise risk although it is recognised that the Council is not eligible to receive protection offered by the Financial Services Compensation Scheme. Significant changes in credit ratings will be immediately reported to the Town Council and the Town Clerk/Responsible Financial Officer will take action within delegated powers to protect Town Council assets.

The investment position will be reviewed monthly by senior officers and quarterly by the Strategy and Finance Working Group. Where external investment managers are used, they will be contractually required to comply with the Strategy.

The Town Clerk/Responsible Financial Officer is the Council's designated person in investing on behalf of the Council and is authorised to deal with administrative matters and give instructions on behalf of the Council. Any investments created or returned must be linked directly to the Council's current account.

Specified investments

Specified Investment are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with a body or investment scheme of high credit quality (including the UK Government or a local authority or town or parish council) will automatically be Specified Investments. The Council will only invest in institutions with the good credit ratings from approved credit rating organisations.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- The CCLA Public Sector Fund – a mutual fund investing in appropriately rated institutions
- Institutions permitted by specific legislation (eg the Local Authorities Property Fund managed by CCLA)

Non-specified investments

These investments have greater potential risk – examples include investment in the money market, stock and shares. Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

Liquidity of investments

The Town Clerk/Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

Long term investments

Long term investments are defined in the Guidance as any investment other than (a) one which is due to be repaid within 12 months of the date on which the investment was made or (b) one which the local authority may require to be repaid within that period.

The Council does not currently hold any long term investments and no long term investments are currently envisaged.

End of year investment report

Investment forecasts for the coming financial year are accounted for when the budget is prepared. At the end of the financial year, the Town Clerk/Responsible Financial Officer will report on income from investment activity to the Strategy and Finance Working Group.

Review and amendment of regulations

The strategy will be reviewed annually and at other times as necessary. The Annual Strategy for the financial year will be prepared by the Town Clerk/Responsible Financial Officer and presented for approval at Strategy and Finance Working Group and the full Town Council.

Publication

The Investment Strategy will be published and available in hard copy and on the Town Council's website.

2018/19 investment plan

HSBC is the Town Council's banker. The majority of funds not required for immediate use are currently invested in HSBC Fixed Rate Interest Moneymarket accounts. Rates may vary from day to day but are generally comparable with other providers of similar products.

Amounts will be invested for up to one year with some funds kept in a call account. During the forthcoming year, the Council will review its banking arrangements.

It is considered prudent to plan to spread the financial risk by obtaining facilities at least one other major high street bank or building society with high credit ratings. Currently investments are held with The Cambridge and Counties Bank; HSBC, and CCLA. In addition, the Council invests in the Local Authorities Property Fund, managed by CCLA. Although this is technically not a long term fund, it is envisaged that the funds will be invested for a longer period of time in order to recoup the costs of investments.

Following a review in 2017, accounts in additional institutions are being opened to spread the risk.

The Town Council and senior officers will review the position on a regular basis as set out above and take action as appropriate to deal with any change in circumstances.

The Council does not anticipate borrowing monies in advance of spending needs during the year although a major capital project is being considered and if required borrowing approval would be sought from the Public Works Loan Board (PWLB).

Given the level of funds to be invested and the low level of interest rates it is not anticipated that the use of private sector treasury management advisors would benefit the Council.

Officers responsible for Treasury Management will receive training from time to time as offered by the National Association of Local Councils and other appropriate bodies.

Strategy Adopted by Council January 2018

		<u>2016-17</u>	<u>2017-18</u>			<u>2018-19</u>
		Actual	Revised Budget	Actual YTD	Committed Exp	Budget
<u>Budget Expenditure</u>						
5000	Transfers To EM Reserves	40,000	0	0	0	0
5005	Transfers From EM Reserves	-48,000	0	0	0	0
9999	Discount	0	0	0	0	0
	Other Cost/Income	-8,000	0	0	0	0
<u>Budget Expenditure</u>						
4000	Salaries	465,631	525,050	379,323	0	519,600
4001	Agency/Contract Staffing	95,151	62,000	41,599	0	62,000
4002	Actuarial Contribution	0	8,000	0	0	8,000
4003	Contracted Services	23,054	20,500	11,795	170	46,000
4020	Additional Staffing & Events	7,860	7,500	10,125	0	9,000
4025	Farmers' Market Supervision	1,320	1,500	990	0	1,500
4030	Staff Training	2,211	5,800	778	0	5,800
4041	Staff Travel	1,560	2,000	589	0	2,000
4050	Staff Recruitment/Advertising	1,721	1,500	0	0	1,000
4070	Protective Clothing	879	1,000	464	0	1,000
4100	Rent	0	0	0	0	2,500
4101	Venue hire	0	0	1,505	0	1,500
4110	Rates, rent	30,474	38,000	24,555	0	38,000
4115	Water Charges	3,393	5,150	2,898	-132	4,650
4120	Energy Costs	13,883	10,450	4,526	0	9,950
4130	Insurance	10,459	15,600	8,427	0	13,100
4140	Office Costs	4,094	2,250	2,709	0	2,250
4170	Property Maintenance/Refurbish	81,349	82,000	22,722	23,654	87,000

At : 12:23

Budget Detail - By Combined Account Code

Note : FINAL Farnham Town Council 2018-19

		<u>2016-17</u>	<u>2017-18</u>		<u>2018-19</u>	
		Actual	Revised Budget	Actual YTD	Committed Exp	Budget
4175	Graffiti Removal	5,120	7,000	1,120	0	7,000
4176	Cleaning consumables	3,854	6,200	784	0	2,700
4181	Equipment Maintenance	5,398	3,500	861	0	3,500
4182	Equipment Purchase	13,988	4,500	8,244	0	5,500
4190	CCTV	7,991	7,500	9,092	0	7,500
4195	Alarms - Fire, Security	5,374	4,750	3,313	2,608	4,750
4196	Crime Prevention	500	500	0	0	500
4205	Waste Disposal	3,556	3,050	2,351	0	4,550
4210	Grave Digging	0	0	0	0	0
4215	Friends Of Cemeteries	0	0	0	0	0
4217	Buy back of EROB	0	0	0	0	0
4220	Memorials & Plaques	1,289	0	998	0	1,500
4225	Cemetery Memorial Maintenance	1,465	5,000	10,200	0	5,000
4300	Vehicle Costs - Fuel	4,304	7,000	4,227	0	5,000
4301	Vehicle Costs - LPG	476	1,500	254	0	2,500
4302	Vehicle Costs - Maintenance	4,026	3,000	2,563	100	3,000
4303	Vehicle Costs - Road Tax	716	750	0	0	750
4310	New Vehicles/Machinery	0	0	1,667	35,683	0
4400	Stationery	3,023	4,275	2,308	0	4,775
4410	Photocopying Charges	3,772	5,700	2,308	0	5,700
4411	Publications, books etc	130	700	0	0	3,000
4415	Printing & Design (External)	20,019	17,100	23,041	423	18,600
4425	Advertising	9,762	11,500	11,872	0	10,750
4426	Publicity and newsletter	4,249	4,500	2,231	0	3,000
4440	Telephones	6,025	8,100	4,999	0	8,100
4455	Postages & Distribution	8,829	12,000	3,597	0	11,950

22

Continued on Page 3

Budget Detail - By Combined Account Code

Note : FINAL Farnham Town Council 2018-19

		<u>2016-17</u>	<u>2017-18</u>		<u>2018-19</u>	
		Actual	Revised Budget	Actual YTD	Committed Exp	Budget
4460	Subscriptions & Memberships	5,463	6,900	4,187	0	6,900
4461	Licences	5,408	5,350	4,841	0	5,350
4480	IT Equipment	2,165	5,000	582	0	6,000
4481	Web Site	14,821	20,000	4,514	0	20,000
4482	IT Support	10,000	10,000	5,215	0	11,000
4500	Mayoral Allowance	0	0	0	0	0
4501	Mayoral Allowance 2014-15	0	0	0	0	0
4502	Mayoral Allowance 2015-16	0	0	0	0	0
4503	Mayoral Allowance 2016-17	2,700	0	0	0	2,700
4504	Mayoral Allowance 2017-18	0	2,700	189	0	0
4505	Mayor's Charity	0	0	0	0	0
4520	Members' Travel	119	200	166	0	200
4525	Members' Training	278	1,000	115	0	1,000
4540	Civic & Community Functions	6,420	8,500	4,922	0	7,500
4541	Christmas Civic Carol Concert	2,283	2,000	1,664	0	0
4545	Twinning/Partnerships Expenses	2,768	1,000	150	1,200	1,000
4550	Bank Charges	2,510	2,500	1,770	0	1,850
4555	Legal & professional Fees	10,919	4,000	11,091	0	4,000
4560	Accountancy & Payroll Costs	5,519	5,000	3,683	0	4,000
4570	Audit Fees	3,800	5,000	2,000	0	4,500
4600	Tourism Developments & Events	12,788	15,000	3,780	0	15,000
4610	Horticultural Supplies	8,753	8,500	3,024	1,085	8,500
4611	Plants and Flowers	11,716	10,000	2,225	1,958	10,000
4612	Community Group	0	0	15	0	0
4613	Community Events	94	0	200	0	0
4625	Entertainment - Performers	9,476	9,500	8,739	0	10,250

At : 12:23

Budget Detail - By Combined Account Code

Note : FINAL Farnham Town Council 2018-19

		<u>2016-17</u>	<u>2017-18</u>			<u>2018-19</u>
		<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Committed Exp</u>	<u>Budget</u>
4630	Events Costs	5,531	5,000	5,930	0	8,500
4641	Christmas Lights - Install	28,253	28,000	29,506	0	28,000
4642	Christmas Lights - Power	1,950	2,500	0	0	2,500
4643	Christmas Lights 2019	0	5,000	0	0	5,000
4650	Street Furniture	5,387	5,000	547	0	5,000
4655	Banners	5,280	6,000	2,613	0	6,000
4702	Equipment Hire	17,326	18,500	19,030	314	19,000
4704	DO NOT USE	0	0	0	0	0
4800	Grants	19,826	37,500	28,465	0	37,500
4801	Grant - Farnham Maltings	12,800	13,000	13,000	0	13,000
4802	Grant - Citizens Advice Bureau	15,360	15,500	15,360	0	15,500
4803	Grant - 40 Degreez	3,400	2,000	2,000	0	2,000
4804	Small Grants	1,347	2,000	650	0	2,000
4805	Farnham Carnival	1,500	1,500	1,500	0	1,500
4806	Sandy Hill Bungalow	2,000	2,000	2,000	0	2,000
4807	Community Initiatives	54,688	60,000	4,556	0	60,000
4820	OLD CODE use cost centre 142	0	0	0	0	0
4821	Elections	3,775	5,000	0	0	5,000
4822	Publicity and newsletter	0	0	0	0	0
4830	Blackwater Valley CMS	1,500	1,500	1,500	0	1,500
4910	Loan Repayments	10,227	10,227	10,227	0	10,227
4999	Miscellaneous Expenses	100,000	0	2,041	0	0
6666	Bad Debt Write Offs	987	0	170	0	0
7777	In year savings	0	0	0	0	0
8888	Overhead recharge to Services	0	0	0	0	0

Budget Detail - By Combined Account Code

Note : FINAL Farnham Town Council 2018-19

		<u>2016-17</u>	<u>2017-18</u>			<u>2018-19</u>
		Actual	Revised Budget	Actual YTD	Committed Exp	Budget
OverHead Expenditure		1,266,039	1,248,802	811,201	67,063	1,278,452
<u>Budget Income</u>						
1000	Hall & Room Lettings Income	5,500	5,500	4,753	0	5,500
1030	Commercial Lettings Income	4,200	4,200	4,200	0	4,200
1080	Allotment Rents Income	14,541	16,500	15,460	0	16,500
1100	Interment Fees Income	30,490	30,000	26,450	0	30,000
1120	Grave Purchases Income	31,990	35,000	35,886	0	35,000
1130	Memorials Income	5,818	2,500	3,865	0	2,500
1160	Cemeteries Other Income	126	0	156	0	0
1200	Grants Income	5,500	0	1,400	0	500
1201	Sponsorship Income (+VAT)	31,670	25,250	31,555	0	28,550
1202	Income - Contributions	19,150	12,350	20,720	0	8,850
1203	Donations - Income	4,969	0	3,230	0	500
1204	Bookings/Hire	46,905	43,900	50,599	0	48,100
1205	Ticket sales	0	0	6,654	0	6,000
1300	Banners Income	5,217	6,000	2,901	0	6,000
1521	Income - LG Contributions	0	0	0	0	0
1522	Surrey Highways Contract	6,936	10,000	0	0	0
1600	Mayor's Charity	0	0	0	0	0
1900	Precept	1,011,187	1,035,819	1,035,826	0	0
1905	Local Parish Council Tax Grant	19,745	16,783	16,783	0	14,265
1910	Interest Received	5,523	5,000	5,189	0	5,250
1911	Dividends received	0	0	1,953	0	1,750
1915	Bank Charges reimbursement	10	0	10	0	0
1920	Sale Of Assets	0	0	0	0	0

Budget Detail - By Combined Account Code

Note : FINAL Farnham Town Council 2018-19

		<u>2016-17</u>	<u>2017-18</u>			<u>2018-19</u>
		Actual	Revised Budget	Actual YTD	Committed Exp	Budget
1999	Miscellaneous Income	35,409	0	47,222	0	0
	Total Income	1,284,886	1,248,802	1,314,812	0	213,465
	Total Net Expenditure	-26,847	0	-503,611	67,063	1,064,987



FARNHAM TOWN COUNCIL

Annex 3 to appendix C

Report Council

Date: 16th January 2018

Grants Programme for 2018/19

1. Summary

- 1.1 This report summarises applications received for Community Grants in 2018/19 and asks Council Council to approve. Thirty two grant applications have been received requesting grant from an allocated budget of £70,000. The report also makes recommendations for Service Agreements with key partners.

The funding proposed is as follows:

Service level agreements: £52,500

In year community grants: £17,650

Grants funded from other budgets: £8,000

2. Background

- 2.1 The stated aims of the community grant scheme are to enable local people to participate in voluntary groups and activities; help the Town's voluntary groups to improve effectiveness; ensure the provision of services, needed by the Town's residents, via the voluntary sector; support organisations which meet the needs of people experiencing social and economic difficulties; ensure that there is equality of access and opportunity for all Farnham Town residents to the services it provides and funds.
- 2.2 Funding is given on the basis of need, merit of the project and overall benefit to the local community. Applicants must clearly show how any assistance given will benefit the people living in Farnham or the environment of Farnham. Funding will normally only be awarded up to a maximum value of £2,000. All funding given will be subject to monitoring and evaluation of the outcome of the grant.
- 2.3 Grants are not intended to provide general funding for projects. Grants are awarded for specific costs. Organisations are required to provide a report on how previous monies awarded by the Town Council have been spent before they receive a further grant. Organisations should be not-for-profit and must have clearly stated aims and objectives. Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Farnham in general. No award will be made where spending has taken place prior to approval. Normally at least 50% matched funding will be required for any level of grant funding. Costs for general routine maintenance of buildings and equipment are not eligible. Grants will not be awarded for organisations to pass on money to others. Grants will not be awarded to organisations who already hold

surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves.

- 2.4 Grants are available to complete a one-off project or project that will require funding for up to a maximum of three years where normally a tapering grant contribution will be considered. Funding for years 2 and 3 if agreed subsequently will be based on a reducing grant with the aim of the project becoming self-financing at year 4.

3. Service Level Agreements 2018/19

- 3.1 In 2017, it was agreed that a contribution of £10,000 would be paid to Brightwells Gostrey Centre towards the cost of the centre minibuses with a view to considering regular Service Level Agreement contribution. Strategy & Finance are proposing that this be formalised into a Service Level Agreement for three years.

- 3.2 The CAB gave a presentation to Council in December, and supplied data on the activity being undertaken to support Farnham Residents. The Strategy & Finance Working Group recommends that an SLA grant of £17,500 is made.

- 3.1 Below is a table for the Service Level Agreement for 2018/19

Budget Centre	Organisation	SLA (Provisional allocations)
4801	Farnham Maltings	£13,000
4802	Citizens Advice Bureau	£17,500
4803	40 Degreez	£2,000
4808	Hoppa	£10,000
4809	Brightwells Gostrey Centre	£10,000
	Total	£52,500

4. Town Clerk's Small Grant

- 4.1 Town Clerk's Small Grant (budget centre 4804) has a budget of £2,000 which is used to support in year applications for sums of less than £250.

5. Applications to be funded from other budgets

- 5.1 Applications were received from the following organisations. It was agreed that they should be supported but from specific budgets as set out below.

Organisation	Fund from	Provisional allocations
Rotary Club of Farnham (Kids Out)	Town Clerk's small grant	£250 (already awarded)
VC Meudon Community Amateur Sports Club (Farnham Cycle Race)	Tourism and Events budget.	£2,000
William Cobbett Society (Renovation of Cobbett tomb)	17/18 Grants balance	£2,000
Farnham District Scouts	Community Initiatives Fund 17/18	£2,000
Rural Life Centre (Wealden Furnace)	Community Initiatives Fund 17/18	£1000
Woodlarks Centre (Computers activity centre)	Community Initiatives Fund 17/18	£1000

- 5.2 Currently The Sandy Hill Bungalow receives a grant of £2,000 as a transitional contribution to the costs of the manager and the time bank project. No grant has been allocated pending

discussion with the Bungalow as no application was received and individual applications for projects have been requested.

6. Community Grants 2018/19

A copy of proposed allocations is attached below for council's consideration.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comments
40 Degreez Youth and Community Centre	Music Workshops	£4,480.00	£2,000.00	*[£2000]	The project will allow young people to explore musical instruments and work together towards a performance. The grant will go towards the total cost of the tuition fees, hiring cost of equipment, drum kits etc. There will be 2 hourly sessions once a week for 20 weeks.	An opportunity for young people to experience something new and to meet new people. *Funded by SLA
5th Farnham (Bourne) Scout Group	Refurbishment of scout hall	12000 to 18000	£2,000.00	£2000	Interior: replace or clean carpet, remodel kitchen, repair water fountain, purchase fridge, install co2 detectors. Exterior: replace front door, fire door, windows, new signs, paint and security lights.	Improve the user experience for all those that use the hall.
Badshot Lea Village Hall Trust	The Kiln Nest Box Web Cameras	£1,100.00	£550.00	£550	To install 4 live streaming cameras in to nesting boxes and DVR recording system (viewable on Tice's Meadow Nature Reserve website). In addition, replace 2 Kestrel nest boxes.	This project may encourage more birds to the area.
Badshot Lea Village Infant School	School and Community Bird & Wildlife Boxes	£500.00	£250.00	£250	A project that aims to improve wildlife, by building nesting boxes for hedgehogs, bats and birds. This project will involve children at the school and members of the local community.	This project could bring more wild life to the local area near the school
The Bishop's Meadow Trust	Design, Construction of a Wildlife Pond	£3,810.00	£2,000.00	£1500	To create a wildlife pond near the Tudor Ditch to encourage more bird species, small mammals and to provide a home for pond dependent insects.	This project could bring more wild life to the meadow
Challengers	Farnham Summer Youth Scheme	£26,589.00	£1,620.00	£1500	An Opportunity for young disabled people between 13-18 to try out new activities and meet new people during the summer holidays.	This project will allow the young people an opportunity to experience new activities and meet new people which could help with their confidence.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comments
Creative Response Arts Limited	Creative Meeting Place	£4,000.00	£2,000.00	£1000	An evening project that aims to create a safe space for new and current participants to meet and create in a safe space.	Funding will be used to purchase materials, fund external speakers/artists to facilitate the group.
The Dance Movement	Bloomin' Dance	£5,520.00	£1,670.00	£1000	The blooming dance project takes place over a 6 week period between May and June 2018. There will be a live performance featuring 150 young performers on the FIB judging day.	A project involving many community groups in Farnham, working towards a unified goal - the performance.
FADEG	Unseen Artists - Art from the Community	£900.00	£900.00	£750	A two-day show of community art, with input from disabled communities and those not normally able to exhibit. The funding will help with promotion, equipment, transport and catering etc.	This project will allow people to show their creative side and share it with those who visit the exhibition.
Farnham Competitive Music Festival	40th Farnham Competitive Music Festival	£5,855.00	£800.00	£500	A festival enabling those in Farnham and the surrounding areas to participate in a musical festival who might have social or economic difficulties.	This project will allow people to build up their confidence, learn a new musical instrument and meet new people.
Farnham District Scouts	Extension to Scout Activity Centre - Garner's Field	£133,000.00	£2,000.00	[*£2000]	The project will build a First Aid and Leavers' room, new toilets and disable facilities, all weather lobby, coat area, new storage and refurbish the kitchen.	*To be funded by New initiatives fund 2017/18
Farnham Maltings	Sandy Hill Detached Youth Project - Spark 2018	£4,000.00	£2,000.00	£1000	A multi-art form project for 5-25 year olds in the Waverley area. This will allow participants to engage and participate in visual and performing art forms.	This project will allow participants to engage with others and learn new skills. The overall project aims to provide safe places and activities for young people, reducing anti-social behaviour.
Farnham Sinfonia	Farnham Sinfonia	£8,000.00	£2,000.00	£500	The project will arrange 2 orchestra performances, one on 13/10/2018 in St. Andrew's Church and one on 19/1/2019 at the St. Thomas - The - Bourne Church.	The grant will be used to hire local professional musicians to perform.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comments
Farnham Swim Ability	Leisure Centre Accessibility	£7,500.00	£2,000.00	0	Funding will go towards installing power assisted doors at the leisure centre for those who are less able. In particular power assisted doors to poolside changing rooms.	Waverley Borough Council legal responsibility.
Groundwork South	Alice Holt Children's heritage crafts	£4,015.03	£1,600.00	£800	The project aims to introduce new local young people to an at-risk heritage craft. Workshops will combine the heritage craft skill (clay, pottery, paper-marbling and book binding) with outdoor interaction with the forest.	This project could encourage more local people to learn heritage craft skills, and to preserve Farnham's craft heritage.
Hale Carnival Committee	Hale Carnival	£12,894.52	£2,000.00	£500	The annual Hale Carnival event, which will include local school, churches and youth groups to take part in an organised procession and entertainment.	Funding will be used to provide adequate toilet facilities, security and St, John's First Aid service.
Hale Community Project	Supporting Returners to work	£2,052.00	£1,812.00	£750	A project to help those unemployed return to work, by upgrading their employability skills and improve their confidence, self-esteem and stress management.	A tutor will be hired to update visitors' computer skills, general employment techniques and work skills. A second tutor will teach stress management, relaxation, strategy and organisation skills.
The Helen Arkell Dyslexia Centre	Pilot - Dyslexia Support Group	£5,000.00	£2,000.00	£750	A pilot project to set up a dyslexia support group for people in Farnham and surrounding villages. There will be monthly dyslexia support group meetings throughout 2018 in Freshman, where experts will provide help and advice.	46% of beneficiaries are from Surrey of which many are from Farnham and surrounding villages.
Homestart	Volunteer Training	£3,673.00	£1,102.00	£750	Volunteers to be trained with 1st Aid, managing children's behaviour, special educational needs and mental health skills and knowledge. There will be 8 training events across Waverley each between 3-5 hours. These volunteers will support vulnerable families with a child under 5.	There are currently 80 volunteers in Waverley, including 10 awaiting training, 38% of volunteers support families in Farnham.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comments
Museum of Farnham	Kids Capers	£2,000.00	£1,000.00	£750	To dedicate resources for families visiting with young children, and to provide equal access for all visitors. There will be exploration activity backpacks for children visitors, a family discovery trail, exploring the building itself, and costumes and replica items for use in the gallery.	This project could attract more visitors with young children to the museum.
The New Ashgate Gallery	You are the future! A workshop to inspire.	£4,000.00	£2,000.00	£800	The project will host one workshop on 3 occasions to 3 different schools, to year 9 students. The workshop will provide the opportunity for students to experience arts and crafts. There will be a talk and a practical workshop/ ceramic/ stitching skills etc.	The project could inspire students to pick up a new skill/ hobby.
Providence Place	Keep Fit for the elderly	£1,200.00	£600.00	0	To assist the movement of elderly residents in Farnham.	The aim is to allow elderly residents to maintain their independence for as long as possible. 20-25 beneficiaries, all from Farnham. - Private elderly housing.
Rotary Club of Farnham	Kids Out 2018	£14,150.00	£1,000.00	*0	A project working alongside Kids Out will provide the opportunity for around 900 disadvantaged children to have fun day out at the Aldershot Army Rugby Club.	10-20% of beneficiaries are from Farnham. * £250 awarded from the Town Clerk's small grant fund 2017/18.
Rural Life Centre	Repair Iron Furnace Chimney	£2,000.00	£2,000.00	*[£1000]	Funding to repair the chimney of the Wealden Iron Furnace	Repairs to the chimney will allow demonstrations and education to continue. Fund from 2017/18 Community Initiatives Fund.
Sandy Hill Inclusive Partnership	Offer activities to families in school hols.	£2,000.00	£2,000.00	£1000	To continue to offer activities and services that will engage the community. In the long term they would like to improve services for children, and increase opportunities for young people and adults.	The activities will be available to families during the school holidays
Seale and Sands Bowls Club	Irrigation System	£2,965.00	£500.00	0	Funding will be used to install a modern irrigation system for the bowls green. This will help maintain an essential part of the game/sport.	56 out of 65 members are from Farnham - Outside of Farnham area?

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comments
Tice's Meadow Bird Group	Tice's Meadow Bat Monitoring Scheme	£2,154.10	£1,000.00	£500	The aim is to provide a quantitative measure of the bat population in Tice's Meadow, by installing 36 woodcrete bat boxes on suitable trees and surveyed twice a year by Surrey Bat Group. There will also be "bat walks" each year for the local community.	Locals, youth groups and local schools could learn more about bats in the meadow.
Upper Old Park Lane Residents Assoc.	Bridleway 185 protection	£588.00	£400.00	*0	The grants will be used to provided restriction and no through road sign posts at the BW185 junction and Upper Old Park Lane. This will prevent vehicles using the bridleway and keep it safe for those who use it such as horse riders, walkers and cyclists.	To prevent vehicles misusing the bridleway BW185. In the past, there has been fly tipping on the bridleway. County Council responsibility, * more information required.
VC Meudon Community Amateur Sports Club	Farnham Town Centre cycle Races 2018	£10,500.00	£2,000.00	[*£2000]	Funding to support the costs of staging the 2018 Town Centre Cycle Races. The organisers would like to widen the reach of the event by including two children's races (U10&U12s and U14s &U16) in addition to the men's, women's and elite races. Funding will be used towards traffic management and spectator safety.	This project will allow more participants to compete in the event in the summer. *Fund £2,000 from the Tourism and Events budget.
Waverley Singers	Spirit of Waverley	£6,875.00	£2,000.00	£500	A project aims to bring together local singers and performers of all ages to put on a performance celebrating the unique cultural history of Waverley Abbey. Funding will be used towards hiring a venue and performance equipment. A number of local schools have expressed interest in taking part.	A project celebrating local history and involving local schools and people in the local area.
William Cobbett Society	Renovation of William Cobbett Grave	£3,466.00	£2,000.00	[*£2000]	The project is aiming to renovate the William Cobbett tomb in St. Andrew's Churchyard. This will include repainting the 549 letters on the memorial. Replace the pointing to prevent water ingress and to repair the iron clamps which holds the stones together.	A project that will bring back the original design of the tomb for a famous person in Farnham. *Fund £2,000 from 17/18 grants balance.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comments
The Woodlarks Centre	Computers for activity centre	£6,000.00	?	[*£1000]	Funding will be used to install 8 computers for the activity centre including support for 1 year. Residents have requested computer facilities at the centre. This would include access to the internet, audio and visual learning, distant learning and social networking.	The project will enable the residents access to the computers and to the internet. In addition residents will be able to learning new skills and be able to connect with friends and family on social networks.* Fund from Community Initiatives budget 2017/18
Total			£46,805.00	£17,650		

7. Recommendations

7.1 Strategy & Finance recommends that Council

- a) approves the proposals for 2018/19 community grants

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DRAFT CALENDAR OF DATES: MUNICIPAL YEAR 2018 - 19

Draft dated January 2018

Meeting	Date	Time
Council (Annual) Mayor Making and Councillor Photographs	Thu 10 May 2018	19:00
Planning & Licensing Consultative Group	Mon 21 May 2018	09:30
Farmers' Market	Sun 27 May 2018	10.00 - 13.30
Spring Festival	Sun 27 May 2018	15:00 - 17:00
Late May Bank Holiday	Mon 28 May 2018	
Music in the Meadow Dance in the Meadow Sponsor: TBC Tea Tent 3rd Farnham Scouts	Sun 3 June 2018	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 04 June 2018	09:30
Strategy & Finance Working Group	Tue 05 June 2018	09:30
Community Enhancement Working Group	Wed 06 June 2018	09:30
Civic Service (Provisional)	Sun 10 June 2018	15:00
Music in the Meadow Farnham Big Band Sponsor: TBC Tea Tent Farnham Lions	Sun 10 June 2018	15:00 - 17:00
Council (Sign Off Annual Accounts)	Thu 14 June 2018	19:00
Music in the Meadow twentyfivemiles Sponsor: TBC Tent Farnham Hedgehogs	Sun 17 June 2018	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 18 June 2018	09:30
Armed Forces Week Flag Raising	Mon 18 June 2018	10:00
Cemeteries and Appeals Working Group	Thurs 21 June 2018	09:30
Council (Sign Off Annual Accounts)	Thu 21 June 2018	19:00
Farmers' Market	Sun 24 June 2018	10.00 - 13.30
Music in the Meadow Farnham Brass Band Sponsored by TBC Tea Tent CAB	Sun 24 June 2018	12:00 - 17:00
Tourism and Events Working Group	Tue 26 June 2018	10:00
Picnic in the Park Farnham Big Band Sponsor: Farnham Chamber of Commerce Tea Tent Friends of Guiding	Sun 01 July 2018	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 02 July 2018	09:30

Music in the Meadow Out of the Shadows Sponsor: TBC Tea Tent 1st Rowledge Guides	Sun 08 July 2018	15:00 - 17:00
Town Centre Litter Pick ahead of judging	TBC	TBC
S & SEIB Large Town & Town Centre Judging	TBC	TBC

DRAFT CALENDAR OF DATES: MUNICIPAL YEAR 2018 - 19

Music in the Meadow The Revivals Band Tea Tent Farnham URC Sponsored by TBC	Sun 15 July 2018	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 16 July 2018	09:30
Strategy & Finance Working Group	Tue 17 July 2018	09:30
Farmers' Market	Sun 22 July 2018	10.00 - 13.30
Music in the Meadow The Dolomites Sponsor: TBC Tea Tent Brightwells Gostrey Centre	Sun 22 July 2018	15:00 - 17:00
Council	Thu 26 July 2018	19:00
Music in the Meadow Famous in Farnham - young people showcase Sponsor: TBC Tea Tent Friends of Farnham Hospital	Sun 29 July 2018	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 30 July 2018	09:30
Music in the Meadow Late to the Party Sponsor: TBC Tea Tent The Bungalow/ Time Bank	Sun 05 August 2018	15:00 - 17:00
Music in the Meadow Love2Groove Sponsor: TBC Tea Tent Abbeyfield Wey Valley Society	Sun 12 August 2018	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 13 August 2018	09:30
Music in the Meadow Alder Valley Brass Band Sponsor: TBC Tea Tent Phyllis Tuckwell	Sun 19 August 2018	15:00 - 17:00
Farmers' Market	Sun 26 August 2018	10.00 - 13.30
Music in the Meadow A Train Quartet Sponsor: TBC Tea Tent Farnham Assist	Sun 26 August 2018	15:00 - 17:00
Summer Bank Holiday	Mon 27 August 2018	
Music in the Meadow Brass Monkeys Sponsor: TBC Tea Tent St Peter's Church	Sun 02 September 2018	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 03 September 2018	09:30
Tourism and Events Working Group	Tue 04 September 2018	10:00
Community Enhancement Working Group	Wed 05 September 2018	09:30
Cemeteries and Appeals Working Group	Thu 06 September 2018	09:30
Heritage Open Days	Thu 13 September 2018	to Sun 16. Council Offices open 10-4pm Thurs, Fri, Sat with an exhibition of photographs

DRAFT CALENDAR OF DATES: MUNICIPAL YEAR 2018 – 19

Strategy & Finance Working Group	Tue 11 September 2018	09:30
South & South East in Bloom Awards	Fri 14 September 2018	
Gin Festival at The Maltings	Fri 14 & Sat 15 Sept 2018	19:00- 23:00
September Food & Drink Fortnight	Fri 14 - Sat 29 Sept 2018	
Planning & Licensing Consultative Group	Mon 17 September 2018	09:30
Council	Thu 20 September 2018	19:00
Farmers' Market	Sun 23 September 2018	10.00 - 13.30
Food Festival	Sun 30 September 2018	10.00 - 16.00
Planning & Licensing Consultative Group	Mon 01 October 2018	09:30
Cemeteries and Appeals Working Group	Thu 04 October 2018	09:30
Farnham in Bloom Awards (Schools)	Thu 11 October 2018	16:00
Farnham in Bloom Awards Evening	Thu 11 October 2018	18:00
Planning & Licensing Consultative Group	Mon 15 October 2018	09:30
Strategy & Finance Working Group	Tue 23 October 2018	09:30
Blooming Kids gardening workshops	Thu 25 October 2018	10:00
Farmers' Market	Sun 28 October 2018	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 29 October 2018	09:30
Council	Thu 1 November 2018	19:00
Tourism and Events Working Group	Tue 06 November 2018	10:00
Venison Dinner (Farnham Castle)	Thu 08 November 2018	19:00
Schools Remembrance Service	Fri 9 November 2018	10:30
Remembrance Sunday (Gostrey Meadow War	Sun 11 November 2018	10:45
Planning & Licensing Consultative Group	Mon 12 November 2018	09:30
Community Enhancement Working Group	Wed 14 November 2018	09:30
Cemeteries and Appeals Working Group	Thu 15 November 2018	09:30
Christmas Lights Switch-On (Gostrey Meadow)	Sat 17 November 2018	13.00 -18.00
Farmers' Market	Sun 25 November 2018	10:00 - 13:30
Planning & Licensing Consultative Group	Mon 26 November 2018	09:30
Christmas Market, Castle Street, The Borough, Bush Hotel, Central Car Park	Sun 09 December 2018	10:00 - 16:00
Planning & Licensing Consultative Group	Mon 10 December 2018	09:30
Strategy & Finance Working Group	Tues 11 December 2018	09:30
Christmas Civic Carol Service, St Andrew's	Thu 13 December 2018	19:00 for 19:30
Farnham in Bloom Winter Celebration	Sun 16 December 2018	14:30 - 15:30
Council (Budget) Provisional	Thu 20 December 2018	19:00
OFFICES CLOSED BETWEEN CHRISTMAS AND NEW YEAR	Fri 21 December 2018	Tues 02 January 2018
Farmers' Market	Sun 23 December 2018	10:00 - 13:30

DRAFT CALENDAR OF DATES: MUNICIPAL YEAR 2018 - 19

Planning & Licensing Consultative Group	Mon 07 January 2019	09:30
Tourism and Events Working Group	Tue 08 January 2019	10:00
Community Enhancement Working Group	Wed 09 January 2019	09:30
Strategy & Finance Working Group	Tue 15 January 2019	09:30
Planning & Licensing Consultative Group	Mon 21 January 2019	09:30
Council (Precept)	Thu 24 January 2019	19:00
Farmers' Market	Sun 27 January 2019	10.00 - 13.30
Music in The Vineyard	Sun 27 January 2019	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 04 February 2019	09:30
Cemeteries and Appeals Working Group	Thu 14 February 2019	09:30
Planning & Licensing Consultative Group	Mon 18 February 2019	09:30
Farmers' Market	Sun 24 February 2019	10.00 - 13.30
Music in The Vineyard	Sun 24 February 2019	15:00 - 17:00
Services to Farnham Awards	Mon 25 February 2019	18:00
Strategy & Finance Working Group	Tue 26 February 2019	09:30
Planning & Licensing Consultative Group	Mon 04 March 2019	09:30
Council	Thu 07 March 2019	19:00
Tourism and Events Working Group	Tue 12 March 2019	10:00
Community Enhancement Working Group	Wed 13 March 2019	09:30
Planning & Licensing Consultative Group	Mon 18 March 2019	09:30
Annual Town Meeting of Electors (Bush	Thu 21 March 2019	19:00
Planning & Licensing Consultative Group	Mon 22 March 2019	09:30
Farmers' Market	Sun 24 March 2019	10.00 - 13.30
Music in The Vineyard	Sun 24 March 2019	15:00 - 17:00
Strategy & Finance Working Group	Tue 02 April 2019	09:30
Planning & Licensing Consultative Group	Mon 08 April 2019	09:30
Council (appointment of Working Groups)	Thu 11 April 2019	19:00
Good Friday	Fri 19 April 2019	
Easter Monday	Mon 22 April 2019	
Farmers' Market	Sun 28 April 2019	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 29 April 2019	09:30
Early May Bank Holiday	Mon 06 May 2019	
Council (Annual)	Thu 09 May 2019	19:00



FARNHAM TOWN COUNCIL

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Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 11th January 2017

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, 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: John Ely (Member of Farnham in Bloom Community Group)

1. Apologies

Apologies were received from Councillors Jeremy Ricketts and John Williamson.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 15 November 2017

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom

POINTS	ACTION
<p>I Farnham in Bloom Community Group</p> <p>i) Members noted that the Farnham in Bloom Community Group intended to use 2018 as a year of consolidation. John Ely (JE) informed members that the community group had drawn up a work programme for 2018 and would be running all of its usual events with the support of the Council.</p> <p>ii) Members also noted that JE would be entering the Hale Bungalow Project in conjunction with Hale School and the Sure Start Centre into the <i>It's Your Neighbourhood Category</i> of S&SEiB for the first time this year.</p> <p>iii) Members noted that the Winter Celebration in December was poorly attended due to the poor weather conditions and that it was hoped the event would be made an indoor event this year.</p>	

<p><i>John Ely (Member of the Community Group) left the meeting at 9.45am.</i></p> <p>2 South and South East in Bloom</p> <p>i) Members noted the suggested categories for entry in to S&SEiB and agreed to enter Farnham into both the Town Centre and Large Town categories, Badshot Lea Cemetery into the Small Cemetery category and West Street Cemetery into the Large Cemetery category, the latter being a first time entry for the Council.</p> <p>ii) Members noted that officers had looked into entering an additional S&SEiB category, Floral Town, for 2018, but that unfortunately it was aimed at entries where the majority of the floral schemes are ground planted so was currently not applicable for Farnham.</p> <p>iii) Members also noted that Tice's Meadow had been encouraged to enter the Conservation Area category but that they were likely to hold-off until 2019. The organisation hoped to work more closely with Farnham in Bloom this year.</p> <p>3 Winter Celebration</p> <p>Members received feedback on the Winter Celebration, noting that despite the poor weather conditions and low turn-out, that the Simon Trust, who hosted the mulled wine and mince pie stall, still raised £119.67 and the Bloomin' Kids bulb tubs raised £154.90 in conjunction with sales from Council staff and Councillors. Members agreed that as the weather had been poor for the event for a number of years that the event should become an indoor one, noting that the Vineyard Church was the preferred venue.</p> <p>4 FIB dates</p> <p>Members noted upcoming dates for Farnham in Bloom events in the next few months. Members noted that the Bloomin' Big Meet, Maltings Refreshers Fair, Great British Spring Clean and Spring Big Pick Week were next in the calendar.</p> <p>5 Other</p> <p>Members noted that the lead member had been contacted by Communities in Bloom, inviting Farnham to take part in their International Challenge, for municipalities from around the world to compete with a focus on enhancing green spaces in communities. Members felt that the entry fee was too high to be considered but that it was great to be approached.</p>	<p>Officers progress the entry into S&SEiB 2018.</p>
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5. Allotments

POINTS	ACTION
<p>i) Members received an update on Farnham allotments, noting that renewals had all gone out in December.</p> <p>ii) Members noted that the Business and Facilities Manager had carried out site visits of each allotment in November with the</p>	

<p>representative from each site, following which 31 letters had been sent out to tenants with plots in a poor condition. As a result, some tenants had since terminated their tenancy whilst others had agreed to improve their plots. Members also noted that some vacant plots were very large would be split up to make smaller more manageable plots.</p> <p>iii) Members noted that Council Officers would be meeting with Matt Lank from Waverley Borough Council regarding the arrangements for the transfer of the Weybourne Allotments to Farnham Town Council in March. Members also noted that the site did not currently have a representative and that the tenancy currently runs April –April but would be brought in line with Farnham Town Council's renewals</p>	<p>Business and Facilities Manager to produce a full report for the next CEWG meeting to include the updated tenancy agreement, rent balances, vacant plots etc.</p>
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6. Bins by Boots Opticians

POINTS	ACTION
<p>i) Members noted the latest update from Waverley Borough Council on the unsightly bins by Boots Opticians, noting that a Community Protection Notice Warning had recently been issued, giving two months for the businesses to remove the bins from the passage way and find an alternative location. Members noted that if the businesses did not comply then a full Community Protection Notice would be issued.</p> <p>ii) Members also noted that more need to be done to improve other walkways into the town from Central car park, notably the yard by Robert Dyas and the electricity substation.</p>	<p>Officers to contact owner of electricity substation and manager of Dyas to discuss improvements in the area.</p>

7. Street Furniture Update

POINTS	ACTION
<p>i. Members noted that there were no new requests from residents.</p> <p>ii. Cllr Cockburn asked if there was potential funding for two new benches on the Bourne Recreation Ground, which was currently undergoing a number of works and improvements. Members noted that money raised locally such as from the Bourne Show would go towards purchasing further benches.</p> <p>iii. Cllr Hyman noted a bench in Farnham Park that was not fit for purpose as well as two waste bins that needed to have bag dispensers for dog waste located by them as dog mess was an issue at these points.</p> <p>iv. Members noted that the Council's graffiti contractor had been out recently removing graffiti around the town. Members noted that there was a lot on the bridge near Highfield South Farnham School but the contractor needed to carry out a risk assessment as traffic management would be required to resolve it. The Town Clerk informed members that this job should be referred back to Surrey County Council as Farnham Town Council was no longer getting paid to carry out this work or alternatively the work is done for a fee funded by Surrey.</p> <p>v. The lead member enquired what could be done about the longstanding graffiti on the bridge over the Wey in Borelli Walk. The Town Clerk advised that this was a Waverley</p>	<p>Recommendation: that Farnham Town Council purchase two new benches for the Bourne Recreation Ground.</p> <p>Cllr Hyman to contact Robin Crowther, Park Ranger of Farnham Park.</p> <p>Business and Facilities Manager to contact SCC regarding graffiti on bridge by Highfield South Farnham School. Lead member to contact Matt Lank at WBC to</p>

responsibility and SH agreed to contact Matt Lank at WBC to resolve.	resolve graffiti in Borelli Walk.
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8. Other Updates and Items for Future Meetings

POINTS	ACTION
<p>i. Members received an update on the Community Toilet Scheme and agreed to continue the scheme for another year but to find more opportunities to promote the scheme to the public and ensure participating business are clearly promoting the logo for the public to see.</p> <p>ii. Members noted that there was no update on request from SCC for collaboration on grit provision. There was some concern that FTC could end up unwittingly funding private use of the grit and also the implication of staff time in ensuring the bins were stocked. It was agreed that obtaining a list of the locations of official and non-official grit bins before would be beneficial.</p> <p>iii. Members received an update on the Otter Wey Trail and noted that there had been lots of business interest in the project. Members agreed that they were happy for the Farnham in Bloom otter to be auctioned as a prize to the winning entry.</p> <p>Items for future meetings Members suggested the following items be discussed at future meetings:</p> <p>i. An update on the Tree Strategy</p> <p>ii. A general review of the public toilets including plans for refurbishment.</p> <p>iii. An update on the Madge Green bed in the Boots courtyard.</p> <p>iv. A presentation by relevant officers from other authorities including Robin Crowther (Park Ranger of Farnham Park) and Kam Sangha (Surrey Highways Officer).</p>	<p>Community Enhancement Officer to further promote the scheme.</p> <p>Officers to obtain from Surrey CC the locations of official and non-official grit bins in Farnham</p>

9. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be Wednesday 14 March 2018 at 9.30am.	

Meeting ended at 11:00am

Notes taken by Lara Miller



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 8 January 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor M Hyman – Chair

Councillor D Beaman

Councillor C Cockburn

Councillor J Fraser

Councillor A MacLeod

Councillor J Ricketts

Officers in attendance: Jenny de Quervain

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

1. Apologies

Apologies were received from Councillor J Williamson

2. Declarations of Interest

None were received

3. Applications for comment

Farnham Bourne

WA/2017/2284 Farnham Bourne

Ruth Dovey

Erection of a dwelling.

LAND AT THE GARDEN HOUSE, 19 GONG HILL DRIVE, FARNHAM GU10 3HQ

Farnham Town Council OBJECTS to the erection of a dwelling at Land at The Garden House being overdevelopment of this area leading to an erosion of its semi-rural character. Being out of keeping with the surrounding area with the scale, pattern and density, leading to pressure for the fragmentation for other development and having a negative impact on the amenity space of The Garden House. Although within the Farnham Neighbourhood Plan Built Up Area Boundary, the application is not in line with Policy BE3 and Farnham Neighbourhood Plan Policy FNPI, FNP8.

WA/2017/2287 Farnham Bourne**Mr Chris Turner**

Erection of a dwelling.

LAND AT REEVE HOUSE, FRENHAM ROAD, FARNHAM GU10 3HJ

Farnham Town Council OBJECTS to the erection of a dwelling at Land at Reeve House. The application is located in an area of Land Outside the Built Up Area Boundary of the Farnham Neighbourhood Plan and not in line with Policy FNPI and FNP10 and Policy C2.

WA/2017/2328 Farnham Bourne Jane McMullan

Erection of boundary wall following demolition of existing boundary wall.

38 BURNT HILL ROAD, FARNHAM GU10 3LZ

Farnham Town Council has no objections.**NMA/2017/0180 Farnham Bourne****Mr Chris Turner**

Amendment to WA/2017/0649 for amendment to size of garden room, addition of solar panels and decked area.

6 GREENHILL ROAD, FARNHAM GU9 8JN

Farnham Town Council has no objections.**TM/2017/0227 Farnham Bourne****Steve Tester**

REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 15/15

DIAL HOUSE EAST, 24 LONGDOWN ROAD, FARNHAM GU10 3JL

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the felling of trees unless completely necessary. Replanting is recommended.

Farnham Firgrove**WA/2017/2321 Farnham Firgrove****Mr Chris Turner**

Erection of extensions and alterations.

54 UPPER WAY, FARNHAM GU9 8RF

Farnham Town Council OBJECTS to the size and scale of the extensions and alterations of this application not being in line with Farnham Neighbourhood Plan Policy FNPI6 and its negative impact on the neighbours amenity and street scene.

WA/2017/2349 Farnham Firgrove Philippa Staddon

Erection of single storey extensions.

20 ST GEORGES ROAD, FARNHAM GU9 8NB

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

Farnham Hale and Heath End**WA/2017/2297 Farnham Hale and Heath End****Jane McMullan**

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

35 OAST HOUSE CRESCENT, FARNHAM GU9 0NP

Farnham Town Council has no objections.**WA/2017/2307 Farnham Hale and Heath End****Jane McMullan**

Certificate of Lawfulness under Section 192 for erection of a single storey extension.

39 HALE REEDS, FARNHAM GU9 9BN

Farnham Town Council has no objections.

Farnham Moor Park

WA/2017/2325 Farnham Moor Park

Jane McMullan

Erection of single storey extension.

24 COMPTON WAY, FARNHAM GU10 1QZ

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

WA/2017/2352 Farnham Moor Park

Ruth Dovey

Hybrid planning application: Full planning application for the change of use of land to form SANG (Suitable Alternative Natural Greenspace) with links to Farnham Park and the provision of a public car park; Outline planning application with access only to be determined, for the erection of up to 65 dwellings including 26 affordable; new access; associated landscape and infrastructure following the demolition of existing house and ancillary buildings (revision of WA/2017/0118). HAWTHORNS BELLS PIECE, HALE ROAD, FARNHAM GU9 9RL

Farnham Town Council STRONGLY OBJECTS to this application. The site is not included in either the Local Plan or Farnham Neighbourhood Plan. It is located Outside the Built Up Area Boundary and not in line with Policy FNP10 and FNP11 and Policy C2 and C3. There would be significant negative impact on traffic and infrastructure arising from access to and from the site. The development would have an adverse impact on coalescence of settlements, filling in the green gap between Farnham and Hale. It would also close off the green vista through to Farnham Park. Farnham Town Council disputes the reason for the developer submitting the application in the document 'Covering Letter'.

NMA/2017/0177 Farnham Moor Park

Ruth Dovey

Amendment to WA/2016/0268 for alterations to plans.

LAND AT EAST STREET, FARNHAM

This application has been submitted to confirm the agreed size and number of bedrooms in the approved 72 affordable units.

PRA/2017/0016 Farnham Moor Park Kayleigh Taylor

Prior approval application for proposed change of use from a use falling within Class B8 (storage or distribution centre) to dwelling (C3 Use class); revised application further to PRA/2017/0010.

WEST FARM BARNS, TONGHAM ROAD, RUNFOLD GU10 1PJ

Farnham Town Council STRONGLY OBJECTS to the change of use from Class B8 (storage building) to C3 (dwelling). It is unsuitable for habitation, the location is isolated with no formal access road or provision for utilities and refuse collection. It is situated in Countryside beyond the Green Belt C2 and the Farnham/Aldershot Strategic Gap C4, Outside the Built Up Area Boundary Farnham Neighbourhood Plan in an area covered by Policy FNP10 and FNP11.

Farnham Upper Hale

WA/2017/2322 Farnham Upper Hale

Philippa Staddon

Erection of single storey extensions following demolition of existing attached outbuilding.

ALMOND TREE HOUSE, BALL AND WICKET LANE, FARNHAM GU9 0PD

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

WA/2017/2326 Farnham Upper Hale

Philippa Staddon

Erection of single storey front extension.

3 WINDSOR CRESCENT, FARNHAM GU9 0DH

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

Farnham Weybourne and Badshot Lea

WA/2017/2285 Farnham Weybourne and Badshot Lea Jane McMullan

Erection of extensions.

34 LOWER WEYBOURNE LANE, FARNHAM GU9 9HN

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

WA/2017/2323 Farnham Weybourne and Badshot Lea Jane McMullan

Installation of roof light windows.

4 MAPLE PLACE, WEYBOURNE GU9 9TG

Farnham Town Council has no objections subject to the loft conversion being in line with Farnham Neighbourhood Plan Policy FNPI6.

WA/2017/2330 Farnham Weybourne and Badshot Lea Jane McMullan

Certificate of Lawfulness under Section 192 for alterations to roofspace including dormer window to provide habitable accommodation.

31 BULLERS ROAD, FARNHAM GU9 9EW

Farnham Town Council has no objections subject to the loft conversion being in line with Farnham Neighbourhood Plan Policy FNPI6.

WA/2017/2339 Farnham Weybourne and Badshot Lea Mr Chris Turner

Installation of roof light windows to provide a loft conversion.

1 CHERRY PLACE, WEYBOURNE GU9 9TH

Farnham Town Council has no objections subject to the loft conversion being in line with Farnham Neighbourhood Plan Policy FNPI6.

TM/2017/0228 Farnham Weybourne and Badshot Lea Steve Tester

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

32 COPSE AVENUE FARNHAM GU9 9ED

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity and requests replacement where removal is necessary.

Farnham Wrecclesham and Rowledge

PC/2017/0023 Farnham Wrecclesham and Rowledge Philippa Staddon

Consultation from a neighbouring authority for conversion and alterations to form granny annexe. Holtwood Farm, Holt Pound Lane Farnham GU10 4JY

Farnham Town Council has no objections subject to the conversion and alterations being in keeping with existing.

WA/2017/2300 Farnham Wrecclesham and Rowledge Jane McMullan

Erection of extensions following demolition of existing garage.

26 THE LONG ROAD, ROWLEDGE GU10 4DH

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

CA/2017/0194 Farnham Wrecclesham and Rowledge
WRECCLESHAM CONSERVATION AREA. Works to trees.
POTTERY COURT, FARNHAM GU10 4QW

Mr A Clout

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

Farnham Town Council deferred making comment on the application WA/2017/2223 seeking further information on the proposal. Comments to Ruth Dovey 08/01/18.

WA/2017/2223 Farnham Wrecclesham and Rowledge

Ruth Dovey

Construction of an energy storage facility and associated works.

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

Farnham Town Council has concerns that no risk assessment has been provided with the proposal being close to a residential area.

Meeting closed 10.26

Notes by Jenny de Quervain

Date of next meeting 22 January 2018



FARNHAM TOWN COUNCIL

F

Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 22 January 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor M Hyman – Chair

Councillor D Beaman

Councillor C Cockburn

Councillor J Fraser

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.

4. Apologies

Apologies were received from Councillors A MacLeod and J Williamson

5. Declarations of Interest

None were received

6. Applications for comment

Farnham Bourne

WA/2017/2360 Farnham Bourne Mr Chris Turner

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

LAND AT 5 LEIGH LANE, FARNHAM GU9 8HP

Farnham Town Council objects to the erection of a dwelling to the front of 5 Leigh Lane. The siting of the proposed new dwelling is not in line with Farnham

Neighbourhood Plan Policy FNP8, having a negative impact on the street scene and character of the area.

WA/2017/2377 Farnham Bourne Jane McMullan

Alterations to garden levels.

DOGFLUDD HOUSE, 26 – 28 FRENHAM ROAD, LOWER BOURNE GU10 3PA

Farnham Town Council has no objections.

WA/2018/0002 Farnham Bourne Philippa Staddon

Erection of two storey side and single storey rear extensions following demolition of existing garage.

JACINTH, 14 STREAM VALLEY ROAD, FARNHAM GU10 3LT

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 are in keeping with existing and sufficient parking is available within the boundary of the property.

WA/2018/0012 Farnham Bourne Jane McMullan

Certificate of Lawfulness under Section 192 for alterations to garage to provide additional habitable accommodation.

54 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

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

CA/2018/0003 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREES

15 GREENHILL ROAD FARNHAM GU9 8JP

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the felling of trees unless completely necessary – it is unclear as to the reason for felling the two Cypress.

TM/2018/0007 Farnham Bourne Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 32/07

3B 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.

CA/2018/0008 Farnham Bourne Mr A Clout

OLD CHURCH LANE FARNHAM CONSERVATION AREA

REMOVAL OF TREES

16A VICARAGE HILL FARNHAM GU9 8HJ

Farnham Town Council objects to the removal of trees, subject to the Arboricultural Officer's comments, and requests replanting if removal is necessary.

Farnham Castle

WA/2017/2370 Farnham Castle Philippa Staddon

Alterations to shop front.

7 LION AND LAMB YARD, FARNHAM GU9 7LL

Farnham Town Council has no objections.

WA/2018/0034 Farnham Castle Philippa Staddon

Erection of two storey extension following demolition of existing hall.

FARNHAM BAPTIST CHURCH, THE HART, FARNHAM GU9 7HA
Farnham Town Council has no objections.

Farnham Firgrove

WA/2017/2382 Farnham Firgrove Jane McMullan

Erection of extensions and alterations.

62A FIRGROVE HILL, FARNHAM GU9 8LL

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

WA/2017/2393 Farnham Firgrove

Erection of a climbing wall.

73 BRIDGEFIELD, FARNHAM GU9 8AW

Farnham Town Council has no objections to the installation of a climbing wall and swings at the boundary with the railway line.

WA/2017/2395 Farnham Firgrove Philippa Staddon

Erection of single storey side and rear extensions following demolition of existing conservatory and side extension together with alterations to fenestration.

ROWAN TREE COTTAGE, 1 RIDGEWAY HILL ROAD, FARNHAM GU9 8LS

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

WA/2018/0009 Farnham Firgrove Jane McMullan

Erection of detached garage and entrance gates; conversion of integral garage into habitable accommodation and alterations to fenestration and elevations.

76 FIRGROVE HILL, FARNHAM GU9 8LW

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

WA/2018/0031 Farnham Firgrove Jane McMullan

Erection of two storey front extension and alterations.

21 ST JOHNS ROAD, FARNHAM GU9 8NU

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

WA/2018/0039 Farnham Firgrove Philippa Staddon

Erection of dwelling with associated works following demolition of existing outbuilding.

LAND REAR OF WHITEBINE HOUSE, WEYDON FARM LANE, FARNHAM GU9 8QJ

Farnham Town Council has no objections subject to the erection of the dwelling at Land Rear of Whitebine House being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI.

Farnham Hale and Heath End

WA/2017/2368 Farnham Hale and Heath End Kayleigh Taylor

Erection of dwelling including annex for ancillary use following demolition of existing outbuilding.

LAND WEST OF 6 NELSON ROAD, FARNHAM GU9 9AP

Farnham Town Council objects to the erection of a dwelling and annex at Land West of 6 Nelson Road being situated in the SPA Buffer Zone: SPA Buffers - Thames Basin Heath 400m buffer zone - No net new dwellings permitted.

Farnham Town Council would object to this application if outside the buffer, not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI, overdevelopment of the site, using unsympathetic materials and an inadequate provision for parking.

Farnham Moor Park

WA/2017/2373 Farnham Moor Park Jane McMullan

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

FOXWOOD HOUSE, 19 CROOKSBURY ROAD, FARNHAM GU10 1QD

Farnham Town Council has no objections subject to the outbuilding remaining ancillary to the property 19 Crooksbury Road.

WA/2017/2379 Farnham Moor Park Mr Chris Turner

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

5 ABBOTS RIDE, FARNHAM GU9 8HY

Farnham Town Council objects to the size of the extensions and the negative impact on the neighbour's amenity not being in line with Farnham Neighbourhood Plan Policy FNPI6.

WA/2017/2384 Farnham Moor Park Ruth Dovey

Erection of a new dwelling.

LAND AT 9 DOLLIS DRIVE, FARNHAM GU9 9QD

Farnham Town Council objects to the erection of a new dwelling on the side of 9 Dollis Drive utilising the verge space. It is a cramped development in an already overcrowded location and not in line with Farnham Neighbourhood Plan Policy FNPI.

WA/2017/2387 Farnham Moor Park Philippa Staddon

Change of use from restaurant (Class A3) to restaurant and hot food takeaway (Class A3/A5); installation of extraction/ventilation equipment and other external alterations.

13 EAST STREET, FARNHAM GU9 7RX

Farnham Town Council has no objections to the addition of Class A5 to the longstanding Class A3 use at 13 East Street. External alterations and installation of extraction/ ventilation to this Building of Local Merit should be done with a minimum of visual impact.

WA/2017/2401 Farnham Moor Park Philippa Staddon

Single storey side extension, landscaping and alterations.

THE SIX BELLS, 55 HALE ROAD, FARNHAM GU9 9QZ

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

WA/2017/2404 Farnham Moor Park Ruth Dovey

Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to vary Condition 3 of WA/2014/1926 (to change wording from a requirement for applicant to submit a contract of works to the Council, to a requirement to enter a development agreement between the Council and applicant) to allow for a number of smaller separate contracts for elements of the scheme to be made.

BRIGHTWELLS HOUSE, BRIGHTWELLS ROAD, FARNHAM GU9 7SB

Farnham Town Council is awaiting confirmation of the withdrawal of this application as

superseded by agreement to change wording of Condition 3 on previous Listed Building Consent at Joint Western Planning Committee meeting on 17 January 2018.

WA/2018/0011 Farnham Moor Park Flo Taylor

Erection of gate, piers and side walls.

ABBOTT HOUSE, 14A HALE ROAD, FARNHAM GU9 9QH

Farnham Town Council objects to the size and scale of the gates and piers not being in keeping with the street scene.

WA/2018/0018 Farnham Moor Park Philippa Staddon

Erection of extensions and alterations following the demolition of the existing conservatory.

29 ABBOTS RIDE, FARNHAM GU9 8HZ

Farnham Town Council objects to the size and scale of the extensions and alterations and the negative impact on the neighbour's amenity not being in line with Farnham Neighbourhood Plan Policy FNPI6.

Farnham Shortheath and Boundstone

WA/2017/2383 Farnham Shortheath and Boundstone Mr Chris Turner

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

4 BOURNE DENE, WRECCLESHAM GU10 4RF

Farnham Town Council has no objections to the erection of a dwelling following the demolition of existing dwelling at 4 Bourne Dene, subject to the new dwelling being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI.

WA/2017/2376 Farnham Shortheath and Boundstone Jane McMullan

Erection of two storey rear extension and alterations; installation of 2 dormer windows and erection of replacement porch.

GORSE COTTAGE, 10 GORSE LANE, WRECCLESHAM GU10 4SD

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

WA/2017/2403 Farnham Shortheath and Boundstone Philippa Staddon

Erection of roof and single storey extensions and alterations.

OAK RIDGE, 2 VINE LANE, WRECCLESHAM GU10 4TD

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

WA/2018/0007 Farnham Shortheath and Boundstone Mr Chris Turner

Certificate of Lawfulness under Section 192 for alterations to roofspace including dormer window to provide habitable accommodation.

30 GREENHILL WAY, FARNHAM GU9 8SZ

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

WA/2018/0026 Farnham Shortheath and Boundstone Philippa Staddon

Erection of single storey extensions and alterations; erection of garage with store room above following re-location of existing car port.

RUTHERFORD HOUSE, 12 JUBILEE LANE, FARNHAM 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 and all materials are in keeping with existing.

Farnham Upper Hale

WA/2018/0015 Farnham Upper Hale Mr Chris Turner

Erection of a two storey rear extension and alterations (revision of WA/2017/0089).

RINGSIDE, HOGHATCH LANE, FARNHAM GU9 0BY

Farnham Town Council welcomes the revision to the application however objects to the size and scale of the extensions and alterations and the negative impact on the neighbour's amenity.

TM/2018/0001 Farnham Upper Hale Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 10/10

11 NUTSHELL LANE, FARNHAM GU9 0HG

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

Farnham Weybourne and Badshot Lea

NMA/2018/0005 Farnham Weybourne and Badshot Lea Rachel Kellas

Amendment to WA/2016/1702 to provide installation of habitable floorspace in the roof space at Plots 5 and 12.

LAND NORTH AND SOUTH OF STOCKWOOD WAY, WEYBOURNE

Farnham Town Council has no objections.

WA/2017/2394 Farnham Weybourne and Badshot Lea Jane McMullan

Erection of single storey extension and alterations to garage to provide additional habitable accommodation.

9 HURLANDS CLOSE, FARNHAM GU9 9JF

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

Farnham Wrecclesham and Rowledge

WA/2017/2381 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Erection of extension and alterations following demolition of existing conservatory (revision of WA/2017/1288).

14 ROSEMARY LANE, ROWLEDGE GU10 4DB

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

WA/2018/0019 Farnham Wrecclesham and Rowledge Flo Taylor

Certificate of Lawfulness under Section 191 for the completion of extension to front of the dwelling house which was allowable under the 1995 GPDO (as amended) and has been partially implemented prior to the 1995 GPDO being replaced by the 2015 GPDO.

ROSEMEAD COTTAGE, RIVER LANE, WRECCLESHAM GU9 8UD

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

WA/2018/0025 Farnham Wrecclesham and Rowledge Jane McMullan

Erection of extension following demolition of existing conservatory.

35 SHORTEATH CREST, FARNHAM GU9 8SB

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

TM/2018/0006 Farnham Wrecclesham and Rowledge Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 21/05

GROVE HOUSE, 7B WRECCLESHAM HILL, FARNHAM GU10 4JN

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

7. Appeals

The Secretary of State hereby gives notice that he has varied the timetable for his decision which was previously set, and he will now issue his decision on or before **15 March 2018**.

Recovered Appeal case - APP/R3650/W/15/3139911 Proposed development of up to 157 dwellings on land at Waverley Lane, Farnham

Recovered Appeal case - APP/R3650/W/16/3152620 Proposed development of up to 56 dwellings on land at Bindon House, Monkton Lane, Farnham, Surrey

Recovered Appeal case - APP/R3650/W/3132971 Proposed development of up to 140 dwellings on land at Lower Weybourne Lane, Farnham, Surrey

Farnham Town Council is writing to ask about the delay in the decision as the adopted Farnham Neighbourhood Plan is the principle document in place for each of the appeals.

8. Other consultations

WA/2018/0016 Farnham Moor Park Rachel Kellas

Consultation on a County Matter; Environment Act 1995 - review of old mineral planning permission/periodic review application for determination of new conditions. First periodic review (under Schedule 14 of the Environment Act 1995) of WA98/1018 dated 4 A

RUNFOLD SOUTH QUARRY GUILDFORD ROAD FARNHAM

Town Clerk to draft response following receipt of further information from the Runfold Quarry Community Liaison Group.

Notes by Jenny de Quervain

Date of next meeting 5 February 2018

Meeting closed 10.40



FARNHAM TOWN COUNCIL



Report Council

Date: 25th January 2018

Precept 2018/19

Introduction

- 1 A local council precepts on the billing/collection authority (Waverley) for an amount which it requires to deliver its agreed programme of activities for the forthcoming year. Unlike the major precepting authorities (Waverley BC, Surrey CC, Surrey Police Authority) which set a rate for the various bands described as a Band D equivalent figure, a parish sets a budget and precept. This amount is payable by the collection authority, regardless of how much is collected, as a result of the levy set by the precepting council (eg Farnham).
- 2 It is good practice however, to do the calculation to understand what the Band D levy (or Council Tax amount) is going to be, in both cash and percentage increase terms, as this helps explain the budget impact to electors.
- 3 The Government created legislation, through the Localism Act, which allows a restriction on increases in Council tax. Town and Parish Councils do yet not face the risk of being 'capped' and may well be expected to pick up some services being cut or stopped as a result of pressure on the principal authorities. In the December Statement, the Secretary of State has confirmed that the referendum 'capping' principles to the Town and Parish Council tier of local government has been deferred for three but has said he expects Town and Parish Councils to demonstrate restraint and meet certain criteria when setting increases that are not a direct result of taking on additional responsibilities.
- 4 Ahead of the 2017-18 round of council tax setting, the Government issued a challenge to parishes to demonstrate restraint when setting precept increases that were not a direct result of taking on additional responsibilities, and to make precept decisions more transparent to local tax-payers. The average increase set by the sector in 2017-18 was 6.3% and the Government indicated that continued deferral of referendum principles would be dependent upon it receiving clear evidence of how the sector is responding to the challenge. The National Association (NALC) did this, and the three year deferral is one of the results.
- 5 However, this is conditional upon:
 - the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs, and;
 - the Government seeing clear evidence of restraint in the increases set by the sector as a whole.

The Local Councils sector as a whole receives just 1.7% of money raised by Council tax.

Farnham's Budget 2018/19

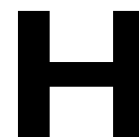
- 6 At the Council meeting in December, Members approved a gross budget of £1,278,452 with proposed discretionary income of £208,465. The discretionary income includes a reduced Local Parish Council Tax Support Grant of £14,265. a revised net budget of £1,069,987.
- 7 The figures provided by Waverley Borough Council for 2018/19 show 17006.7 Band D properties for Farnham after being adjusted for a 99% collection rate (up from 16,973.1 in 2017/18). The Collection rate is significant since any loss or surplus is shared between the major precepting authorities (Surrey, Waverley and the Police authority), but not Town and Parish Councils. It is interesting to note that there has not been a loss on the Collection fund in the last ten years, but substantial surplus shared between the principal authorities.
- 8 Farnham's Town Council's share of the total Council tax bill for a Band 'D' property in Farnham in 2017/18 of £1,789.06 was just £61.03 (The rest was made up of Surrey County Council £1,331.55; Waverley Borough Council £171.91; and Surrey Police £224.57).
- 9 This same rate would, if applied in 2018/19, raise £1,015,501 for Farnham Town Council. With the addition of the Council Tax Support Grant (£14,265) and budgeted income from services of £194,200 the total income for Farnham Town Council would be £1,037,919 a shortfall of £32,068.
- 10 In determining the level of precept Council should consider whether it wishes to:
 - 1) use any of its reserves;
 - 2) increase further the income targets for services, or
 - 3) set unallocated in-year savings targets.
- 11 At the Strategy & Finance meeting, Members considered a range of options from applying a freeze on the Farnham Town Council proportion of the Council tax; or funding the agreed budget with an increase in the precept noting that Surrey County Council was predicted to make an increase in its share of the Council Tax of just under six percent with the increase alone being more than the total precept raised by Farnham Town Council; The Police and Crime Commissioner was planning a proposed increase of £12 (5.3%) for Surrey Police's element of the Council Tax; and Waverley Borough Council's draft budget suggested a 2.99% increase.
- 12 In determining the agreed budget, Farnham Town Council reiterated its preparedness to support or take on responsibility for services currently provided by Principal authorities as a result of as yet unknown reductions in their services and included a provisional sum to allow the Town Council to do this. Council also reaffirmed its commitment to manage key local assets of community value such as Gostrey Meadow and the Library Gardens where this would bring synergy.
- 13 Inflation in November 2017 (last published figures was running at 3.1% for the Consumer Prices Index. The Retail Prices Index was running at 3.9% with a forecast of 4.1% going forward. Both indices have been steadily rising since the autumn of 2015.
- 14 In taking all of these factors into account, the Strategy and Finance Working Group agreed to reduce the element of funding required by Council Tax payers by increasing income targets further from events being held and a small increase in interest from investments. As a result discretionary income would increase to £199,200 and the net budget would reduce to £1,064,987.
- 15 This level of precept would see Farnham's share of the Council tax increase by a modest three pence per week (£1.59 per annum or 2.6%) from £ £61.03 to £62.62 per annum. This equates to a cost £1.20 per week per band D household for the services provided by Farnham Town Council

Recommendation

Strategy & Finance recommends to Council that the precept for 2018/19 should be £1,064,987 equating to a Band D cost of £62.62 per annum (£1.20 per week).



FARNHAM TOWN COUNCIL



Report Council

Date: 25th January 2018

2017/18 RISK ASSESSMENT MANAGEMENT AND HEALTH AND SAFETY REPORT

Introduction

Each year, the Council must review a range of risks affecting the organisation in each of the service areas and as a corporate body. It is assisted in its task by a number of advisors including the Internal and External Auditor and by Ellis Whittam the Council's HR and Health and Safety advisors. This report deals with the whole range of risks and builds on work already undertaken by the individual Working Groups in the autumn cycle.

A) Management Structure

The management structure of Health and Safety within the organisation is set out in Annex 1.

B) Risk Assessment

Risks are assessed, with a view to controlling them. Health & Safety risk assessments should be an examination of anything in the workplace that could cause people to suffer injury or ill health whilst they are at work.

All employers have a legal obligation to carry out risk assessments under *The Management of Health & Safety at Work Regulations 1999*. As well as complying with the legal requirement and having the potential to save money, risk assessments are useful in determining:

1. training programmes
2. the adequacy of information available
3. personal protective equipment needs
4. health surveillance levels

In a formal sense the H&S risk assessments at Farnham Town Council come under the umbrella of the annual General Risk Assessment Report commissioned from Ellis Whittam. This report is based on a day-long examination of the systems in place at the Council. The key findings of the report after the most recent visit by Andrew McNeil, the Ellis Whittam Safety Advisor, on 13th September 2017 are attached at Annex2. They include a SWOT analysis and a Safety Action Plan with suggested completion dates and a named member of staff responsible for completing the item.

The number of 'Actions required' as a result of the five surveys since 2011/12 is as follows:

	No. of Action Points	No. requiring immediate or short term action.
2011/12	72	5
2012/13	39	2
2013/14	13	0
2014/15	7	1
2015/16	18	1
2016/17	29	5
2017/18	3	0

As can be expected from a new advisor, a number of different issues have been observed and raised, these are included at Annex 2.

C) Monitoring

As well as the annual audit by Ellis Whittam, the following monitoring of risks takes place during the course of the year:

1. **First Aid** No cases required reporting under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (Riddor) 1995. There were a number of reported minor cases dealt with at events by St John's Ambulance teams who keep their own records.
2. **Electrical Installations** – All buildings are tested every five years for the condition of its fixed electrical wiring. Over the last five years the Council Offices, the Depot, Wrecclesham Community Centre, West Street Chapel, Victoria Gardens, the Hart toilet block and the Central Car Park toilet block have been tested.
3. **Gas Installations** – the boilers at the Council Offices and Wrecclesham Community Centre are safety-checked every year.
4. **The Lift** at the Council offices is inspected quarterly.
5. **Fire** – A fire risk assessment was undertaken by an external consultant in December 2011 and subsequently in house. A Review of that assessment is undertaken annually. A Fire Risk Assessment was undertaken at Wrecclesham Community Centre in 2017. Regular tests are made on the fire system and emergency lighting.
6. **Water Hygiene** – The water hygiene inspection report including the toilet blocks and Wrecclesham Community Centre will take place before the end of the financial year.
7. **Portable Appliance Testing** – annual testing of relevant appliances is undertaken for the Council Offices, depot and Wrecclesham Community Centre.
8. **Asbestos** – Complementing the asbestos survey of the Council Offices in 2011, a further, more in depth survey was undertaken in 2014 of the areas affected by the refurbishment. The Depot was inspected in 2011, Wrecclesham Community Centre in 2011, West Street Chapel in 2014 and the Public Conveniences in 2004. The management of asbestos is based on these reports.
9. **Six Monthly Management Checks** – Over 350 monitoring checks are made by the Health & Safety Management Group.

D) Working Group-based Risk Assessments

1. As well as the across-the board risk assessment regime, there is also a risk assessment that is reviewed annually by the appropriate Working Group on risks within its areas of responsibility. This enables processes to be monitored and input to be made into the identified risks.
2. The whole risk assessment document is reviewed at full Council annually, together with the Ellis Whittam General Risk Assessment.

3. The relevant sections of the risk assessment for the Strategy & Finance Working Group were considered in December 2017. The amalgamated annex of all risks will be circulated separately.

E) Health and Safety & Risk Assessment Training

The following table summarises training that has taken place or is planned.

Training	No. of Personnel 2012	No. of Personnel 2013	No. of Personnel 2014	No. of Personnel 2015	No. of Personnel 2016	No. of Personnel 2017	No. of Personnel 2018
Fire Safety	15	4	4	3	0	0	0
Fire Marshal	7	4	4	0	0	2	0
Manual Handling	15	4	5	2	0	0	15
1st Aid	1	0	2	1	2	0	0
Evac. Chair	3	0	0	0	0	0	4
Managing Safely	0	1	0	0	0	0	0
LCAS Seminars	0	2	2	3	0	0	0
COSH	0	0	0	0	0	15	0

Councillor volunteers as Fire Marshals and Evac Chair assistants are sought. Training will be given.

F) Health Surveillance

For those members of staff (7 identified) in risk of possible harm from chemicals, vibration, noise and sun exposure, The next round of health surveillance is planned for 2018.

G) Policies

The following policies will be presented to Council for review:

1. Health & Safety Policy Statement (Annex3)
2. Fire Safety Management Policy (Annex4)
3. Environmental Policy Statement (Annex 5)

H) Health & Safety Handbook and Manuals

Ellis Whittam from time to time provide an updated copy of the Health and Safety handbook and manual to reflect updated legislative requirements and copies are made available to all staff and circulated electronically to all Councillors.

I) Financial risks and related Issues

The financial risks of the organisation which form part of the Strategy and Finance Working Group responsibilities are considered as part of the independent Internal Auditor's work. The most recent visit was in December 2017 with the next scheduled for the end of January / early February 2018. Potential loss of income is managed by having adequate reserves in accordance with audit guidelines and effective fidelity insurance cover. There is effective separation of duties to ensure that more than one person is involved in financial transactions

to minimise the potential risk for fraud. Risks of absence of key personnel for an extended period are covered by the creation of process manuals on main areas of activity and work shadowing so other staff are aware of work requirements wherever possible.

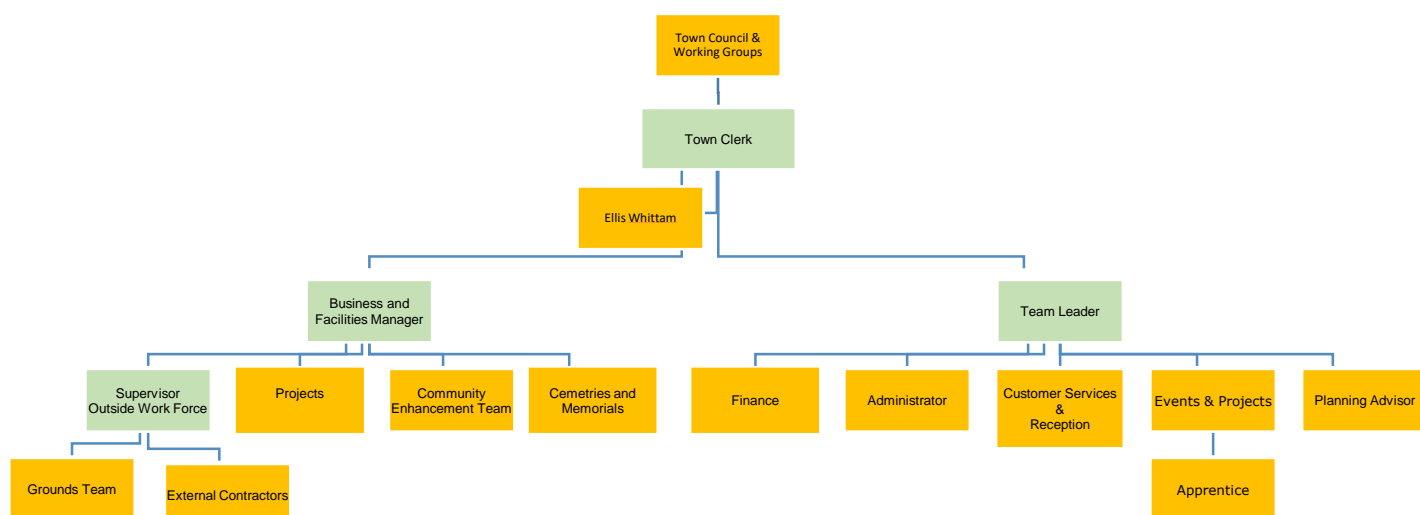
The Financial Regulations were last reviewed by Council in December 2015, and will be reviewed in March 2018. In 2018, new requirements come into place in relation to data protection (GDPR) and these are being assessed.

Recommendations

1. That the report and progress made be welcomed;
2. That the Action Plan arising out of the General Risk Assessment contained in Annex 2 be approved by Council;
3. That the Health & Safety Policy (Annex 3) Environmental Policy (Annexe 4), the Fire Safety Management Policy (Annex 5) and be adopted by Council; and
4. Volunteer Councillor Fire Marshalls and Evac Chair assistants are sought.

Farnham Town Council Organisation Chart for the Management of Health and Safety 2018

(Health and Safety Management Group highlighted grey)



SWOT Analysis

<p style="text-align: center;">Strengths</p> <p>The office operation is clearly well resourced and extremely well managed giving the impression that any issue identified will be effectively actioned and resolved.</p>	<p style="text-align: center;">Weaknesses</p> <p>There is no significant weaknesses, and great progress has been made in working through points raised on previous visits. There are some points highlighted in this Action Plan for attention.</p>
<p style="text-align: center;">Opportunities</p> <p>This report presents an opportunity for Farnham Town Council to continue to progress towards excellent health and safety.</p>	<p style="text-align: center;">Threats</p> <p>Failure to complete the actions detailed in this report may put staff at increased risk of harm or ill-health with the subsequent threat of enforcement action, prosecution and compensation claims.</p>

Safety Action Plan - Key

		Required Actions Identified
Priority 1 Intolerable Risk	Immediate Action Required A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection).	0
Priority 2 Medium Risk	Short Term Action Required Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.	0
Priority 3 Significant Risk	Medium Term Action Required A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to.	3
Priority 4 Lower Risk	Longer Term Action Required Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken.	0
Priority 5 Tolerable Risk	Review as Part of Business Plan No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk.	0

Subject Area	Priority	Action Required	Suggested Completion Date	Completed By
Fire Safety Overview	3	Check that the fire doors onto the main staircase at first floor level are half hour fire resistant, and also that the fire door to the boiler in the basement is supposed to be a fire door according to the scheme of compartmentation. If it is supposed to be a fire door, check its compliance.	14/12/2017	All fire doors have been checked and are compliant.- Business and Facilities Manager November 2017
H&S Management	3	It is a challenge to ensure that risk assessments and training records generated by the depots are filed where they are needed and made accessible. It is recommended that further consideration be given to creating a system for this.	14/12/2017	All risk assessments and health and safety check lists are now filed properly and are accessible to all the Outside Workforce. – Business and Facilities Manager – November 2017.
Workplace HSW	3	The unusual behaviour of the main door should be re-examined. The door opens very slowly if you're standing close to it which could impede emergency egress as well as cause people to attempt to force the door thus interfering with the mechanism. The manufacturer should advise.	14/12/2017	The main doors have been looked at and are now opening as they should.- Business and Facilities Manager- November 2017

Farnham Town Council

Health & Safety Policy Statement

Farnham Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities Farnham Town Council will:

- bring this Policy Statement to the attention of all employees;
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk;
- communicate and consult with employees on matters affecting their health and safety;
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels;
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes;
- encourage staff to identify and report hazards so that all contribute towards improving safety;
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues;
- maintain premises, provide and maintain safe plant and equipment;
- only engage contractors who are able to demonstrate due regard to health & safety matters;
- provide adequate resources to control the health and safety risks arising from work activities;
- provide adequate training and ensure that all employees are competent to do their tasks;
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees;
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement;
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort, through safe systems of work

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated: 5 January 2018

Position: Town Clerk

Farnham Town Council Environmental Policy Statement

Farnham Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. The Council aims to protect and improve the environment through good management and by adopting best practice wherever possible. Farnham Town Council will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

In order to discharge its responsibilities the management will:

- bring this Environmental Policy Statement to the attention of all stakeholders
- carry out regular audits of the environmental management system
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- ensure that emergency procedures are in place at all locations for dealing with environmental issues
- establish targets to measure the continuous improvement in the Council's environmental performance
- identify and manage environmental risks and hazards
- improve the environmental efficiency of the Council's transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of these objectives
- minimise waste and increase recycling within the framework of the Council's waste management procedures
- only engage contractors who are able to demonstrate due regard to environmental matters
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from work activities
- provide suitable training to enable employees to deal with their specific areas of environmental control
- reduce the use of water, energy and any other natural resources
- source materials from sustainable supply, when practicable
- where risks cannot be eliminated they will be minimised by substitution, use of physical controls or, as a last resort, through systems of work

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed:

Dated: 5 January 2018

Position: Town Clerk

Farnham Town Council Fire Safety Management Policy Statement

It is the policy of Farnham Town Council to ensure, so far as is reasonably practicable, that the Council provides and maintains safe and healthy working conditions and protects employees, visitors and others so far as is reasonably practicable against the risk of fire within our premises.

We believe that this document when combined with individual fire risk assessments, emergency plans and evacuation procedures sets out best practice standards for an organisation such as ours.

Although the ultimate responsibility for fire safety management rests with the Council's Leader and the Town Clerk, the Organisation's Health and Safety Adviser provides competent advice to the managers of operating units who are responsible for the implementation and day to day fire safety management of operations within the premises under their control.

Advice on any fire safety management matters can be sought from the Safety Adviser, who can also be consulted in the event of an employee being faced with a conflict between the demands of fire safety and commercial or operational demands. If such a conflict cannot be resolved by agreement the final decision will rest with the Town Clerk.

All employees, volunteers and contractors are reminded that they have a personal responsibility for ensuring that fire safety procedures are followed and not to obstruct fire exit routes or fire equipment at any time. They must therefore adhere to the fire safety practices of the organisation and co-operate fully with any appropriate instructions on any matter relating to fire safety management in the workplace.

This policy statement is reviewed annually.

Signed:

Dated: 5 January 2018

Position: Town Clerk