

FARNHAM TOWN COUNCIL



A

Minutes Council

Time and date

7.00pm on Thursday 8th March 2018

Place

The Council Chamber, South Street, Farnham

Councillors

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

- * Present
- * Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)

Iain McCreedy (Business and Facilities Manager)

There were 4 members of the public in attendance.

C155/17 Apologies for Absence

Apologies were received from Cllr Frost, Cllr Hargreaves, Cllr Mirylees, Cllr Potts, Cllr Redfern and Cllr Williamson.

C156/17 Minutes

The Minutes of the Farnham Town Council Meeting held on 25th January were agreed and signed by the Mayor as a correct record.

C157/17 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.

C158/17 Questions and Statements by the Public

- i) Mr George Hesse raised a question about the number of shop closures in the town and the potential of pay-on-exit parking to keep shoppers longer. He asked if there was information on there was any information on the trial in Cranleigh that had previously been reported by Cllr Potts.

Cllr Cockburn advised that the Town Council would seek an update on the position.

- ii) Mr George Hesse also asked about the latest position on the Library Gardens which continued to dilapidate. He thanked Farnham Town Council for what it was doing and encouraged the Council too continue with its endeavours.

The Town Clerk advised that Farnham Town Council had not received a positive response from Surrey County Council. Having asked for the Town Council to provide an update bid for the works the officer concerned had indicated they were happy with the quality of maintenance and would not consider the matter again until 2019.

Cllr Cockburn said that she AND Cllr Macleod would be meeting with Cllr Tim Oliver to see if matters could be progressed.

C159/17 Town Mayor's Announcements

The Town Mayor advised that the Ward-based Coffee mornings had gone well and a number of matters had been raised which were being progressed. Most of the issues related to principal authorities, but the Town Council would raise them with the relevant body.

The Services to Farnham Awards presentation evening had been a great occasion with some true community heroes recognised for the work they did on behalf of the town.

The Mayor had attended a wide range of community events including the Cadet Poppy Appeal evening which had been very positive.

Questions by Members

CI60/17 There were no Questions from Members.

Part I – Items for Decision

CI61/17 **Cemeteries and Appeals Working Group**

Cllr Cockburn reported on the notes from the Working Group meeting on held on February 8th 2018, at Appendix B to the agenda.

Cllr Cockburn advised on the improvements taking place in the Garden of reflection which was being enlarged and with a better layout and fencing between the garden and the greenhouses/allotments.

Cllr Dunsmore said she had noticed a lot of dogs running free in the cemeteries and there had been further incidents of dog fouling with faeces being found on footpaths and graves. The Town Clerk advised that officers were discussing whether the new contract being introduced by Waverley to deal with inconsiderate owners could be extended to cover land managed by the Town Council. The Mayor advised that Waverley was looking at a zero tolerance approach to dog fouling.

CI62/17 Cllr Cockburn reported on the notes from the Working Group meeting on held on February 27th 2018, at Appendix C to the agenda.

The Working Group had considered the timetable for the External Audit and reviewed the latest financial position to 24th February including commitments. A paper had been reviewed setting out the benefits and disbenefits of making an additional employers' contribution into the pension fund given the relatively small 'pension pot' that related to Farnham. Advice had been sought from the Pension Fund actuaries (Hymans Robertson LLP), and after careful consideration, the Working group recommended paying an addition £100,000 into the pension fund from the 2017/18 accounts. It was noted this could not be subsequently withdrawn but the Council could take a payment holiday in future if required. The expectation was that there could be a reduction in the employer's contribution level at the next triennial review.

It was RESOLVED *nem con* that the Town Clerk, in consultation with the Leader, make an additional contribution of up to £100,000 to the Pension Fund.

CI63/17 Council noted that the Sandy Hill Bungalow was in a two year funding agreement and **RESOLVED *nem con* that a grant of £1000 be awarded to the Farnham Festival 2018.**

CI64/17 Councillor Cockburn updated Council on the Neighbourhood Plan advising that the new call for sites had commenced on 22nd February and would last until 23rd March. Assessments of sites put forward would be based on previous approved methodology which had withstood a legal challenge. The Working group recommended that recommend that the end date for the Neighbourhood Plan be revised to 2032 to harmonise with the amended Local Plan end date. It was hoped

there would be relatively few items in the Neighbourhood Plan needing to be changed and the early review meant Farnham Town Council could use the current evidence base. It was hoped that any Referendum would be held in advance of the May 2019 election.

Cllr Macleod said that the Air Quality Task Group was hoping the site assessment would review impacts on air quality. Cllr Cockburn responded by saying that air quality was an issue in the Neighbourhood Plan but the impact was not always supported by Inspectors at appeal.

It was RESOLVED *nem con* that:

- i) a revised Neighbourhood Plan end date of 2032 be adopted**
- ii) the approach being taken in the Neighbourhood Plan review and the call for sites be endorsed**

C165/17 Council received an update on contracts relating to cemeteries, Victoria Garden CCTV and allotments.

It was RESOLVED *nem con* to:

- i) Note the improvements to the Garden of Reflection;**
- ii) Agree the installation of an extended boundary fence at a cost of an additional £3,400;**
- iii) Secure the boundary of West Street Cemetery with the Bishops Meadow with a new fence at a cost of up to £11,000 with the costs met from the 2017/18 Cemeteries Maintenance budget;**
- iv) agree the use of the Council Seal on the lease for the Weybourne allotments**

C166/17 Cllr Cockburn advised Council on the progress being made in preparation for the new General Data Protection Regulation (GDPR coming into force in May. It was noted that the Corporate Governance Officer would be the Data Protection Officer based on current advice that it is best to have the role separate to the Town Clerk. Officers were reviewing data sets and processes using model guidance from the National Association and Society of Local Council Clerks.

Council also noted that the Council's IT supplier was providing encryption advice and that all suppliers who managed data on behalf of the Council would be asked to certify that they were complying with the GDPR requirements.

Council noted that a briefing note for Members would be produced in due course.

C167/17 Council heard that the Heritage Lottery Fund application for the Hale Chapels had not been successful and that officers would be taking advice on whether the bid could be resubmitted although it was noted that the £30,000 grant award from Surrey County Council was now likely to be lost as a result

C168/17 Council noted the plans to commemorate the centenary of the end of World War I, and that 'Silent Soldiers' would be purchased to place near the War Memorials.

C169/17 Cllr Cockburn advised that the Infrastructure Planning Group had drafted a response to the Major Road Network Consultation with a proposal to add a Western relief Road from the A325 to the M3 as a missing Link. Such a link could be developed in stages with phase 1 to the A31 and Phase 2 from the A31 to the M3.

Members noted the importance of declassifying the A roads which went through the town to help mitigate the air pollution issues at the intersection of the A325/A287.

Cllr Dunsmore welcomed the proposed comments and the support being given to the Wrecclesham residents campaigning for a bypass to avoid the problems with the railway bridge.

It was RESOLVED *nem con* to respond to the Major Routes Consultation on the lines proposed.

C170/17 Cllr Cockburn introduced the Internal Auditor's report at Appendix D to the Council agenda. Members noted the issues raised, the Officers comments and the action taken and proposed.

It was RESOLVED *nem con that*:

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

C171/17 **Planning and Licencing Applications**

Cllr Hyman advised that there had been three meetings of the Working Group on 5th and 19th February and on 5th March. He outlined the numbers considered (98) and that objections had been raised to 21 where there were conflicts with the Neighbourhood Plan, where materials were not suitable in a conservation area, or where there were impacts on neighbours' amenity.

Concern had been expressed on the further use of Non Material Amendments in Brightwells to make what seemed to be significant changes. This time the issue was the change of planning conditions which by definition were material. There was also concern about the speed at which a decision notice had been issued, prior to consultation with the Town Council. Council discussed the issues causing concern and it was agreed the Town Clerk should write to Waverley Borough Council setting out the Council's views.

C172/17 Council received a report on nominations to the Isabella Schroder Trust at Appendix H. Council noted that the Trust Deed had been changed to include an additional Trustee but that the Council still nominated two of the Trustees by rotation.

It was RESOLVED *nem con* to:

- i) **Note that the Trust body now had six trustees;**
- ii) **Approve Col Jack Crawford and Mrs Jill Beaumont as its nominated Trustees to the Isabella Schroder Trust**

Part 2 – Items Noted

C173/17 **Actions under the Scheme of Delegation**
The Town Clerk advised there were no actions which had not already been reported.

Reports from other Councils

- C174/17 Cllr Beaman asked that his appreciation be recorded to Councillor Potts for resolving an issue with relation to a user at the Memorial Hall.
- C175/17 **Reports from Outside Bodies**
Cllr Fraser reported that he has attended a meeting of the Farnborough Aerodrome Consultative Committee but that there were no specific changes in operation to report.
- C176/17 **Date of next meeting**
Members noted that the next Council Meeting would take place on Thursday 19th April 2018.
- The Town Mayor closed the meeting at 8.46pm.

Date

Chairman

FARNHAM TOWN COUNCIL



B

Notes

Cemeteries and Appeals Working Group

Time and date

9.30am on Thursday 8th February 2018

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Councillors David Attfield, Carole Cockburn, Susan Redfern

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

1. Apologies for Absence

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

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting

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

4. Cemetery Regulations

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

5. Memorial Repairs

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

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

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

Date of next meeting

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

The meeting closed at 12:00 Notes by Iain McCready



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 27th February 2018

Place

Town Clerk's Office, South Street, Farnham

Attendees:

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

Other councillors in attendance: Councillor David Beaman

Officers present:

Iain Lynch (Town Clerk)

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

Karen Johansen-Berg (Corporate Governance Officer)

1. Apologies

Apologies were received from Councillor John Williamson.

2. Declarations of Interest

There were no declarations of interest.

3. Notes of Meeting held on 16th January 2018

| POINTS | ACTION |
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| The notes of the previous meeting were agreed. | |

4. Annual Town Meeting 22 March 2018

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

5. Finance

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

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

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

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| would again be assisting. It was hoped to provide an update to the April Council meeting but that a special meeting may need to be called. | |
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7. Contracts update

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

8. General Data Protection Regulation (GDPR)

| POINTS | ACTION |
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| <p>The Town Clerk gave an update on GDPR and reported that Farnham Town Council was taking steps to comply with the 25 May 2018 deadline, and that work had already started. Recent guidance suggested a separation of roles to avoid a conflict of interest. The Town Clerk suggested that the</p> | <p>The role of Data Protection Officer be included within the</p> |

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| <p>Corporate Governance Officer was nominated as Data Protection Officer. This was agreed.</p> <p>The new regulation mandated that the Data Controller would hold responsibility for any data breach and that the Council were deemed to be the Data Controller. The Town Clerk advised that any loss of data must be reported to the ICO within 72 hours and any particularly sensitive data could attract large fines.</p> <p>Members were informed that the Council holds relatively little data that would fall under the new Regulation compared to larger authorities, and that an audit of data and processes was currently being undertaken, including in areas such as remote access and encryption. A data cleansing exercise of the current data held (including that in the Council's archives) was planned over coming months.</p> <p>It was confirmed that approval for any data held that was in the public domain would not need to be sought, nor would any information that had been given willingly or held for an official purpose (eg Councillor contact details and details of contractual information such as allotment holder details). Clear guidance for staff and Councillors would be provided in due course and a further update would be given at the next meeting.</p> <p>It was noted that South Street Trust data would need to be on the Information Commissioner Registration as some personal data may be held.</p> <p>Town Clerk advised that he and the Business & Facilities Manager would be meeting with the Council's IT provider, ISS, to discuss GDPR in relation to encryption and that all contracted suppliers who had access to Farnham Town Council data would be asked to certify that they complied with the GDPR legislation.</p> | <p>role of Corporate Governance Officer.</p> <p>The Town Clerk and Corporate Governance Officer would review the new templates being issued for councils as soon as they were published.</p> <p>A toolkit and guidance for staff and councillors would be compiled and circulated before the GDPR compliance deadline date of 25th May 2018.</p> <p>Town Clerk to action.</p> <p>Business and Facilities Manager to action.</p> |
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9. Hale Chapels

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

10. End of World War I commemoration

| POINTS | ACTION |
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| <p>The Working Group considered options for recognising the centenary of the end of World War I and that Waverley Borough Council was coordinating a list of activities taking place around the Borough. The Town Clerk advised there were a number of beacons being lit around the country including one at Farnham Castle.</p> <p>Councillor Attfield suggested Silent Soldiers be purchased to flank the War Memorial and this was agreed. Members noted commemorative bedding was being devised as part of Farnham in Bloom but that additional ideas from members would be welcome. Members suggested that the Council encourage other groups to take forward ideas.</p> | <p>Silent soldiers be purchased funded from the War Memorial budget.</p> |

10. Town Clerk update

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

11. Date and time of next meeting

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

The meeting ended at 11:07am.

Notes written by Karen Johansen-Berg

FARNHAM TOWN COUNCIL



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Report
Council

Date: 8th March 2018

Internal Auditor's Report

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

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

Recommendation

The Strategy & Finance Working Group recommend that:

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

FARNHAM TOWN COUNCIL

INTERNAL AUDIT 2017-2018

INTERIM REPORT

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

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

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

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

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

A. BOOKS OF ACCOUNT

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

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

Loan repayments continue as previously.

B. FINANCIAL REGULATIONS

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

Content should be reviewed and updated if required.

OFFICER COMMENT

Agreed. Review due Spring 2018

Contract management and initial procedures are satisfactory.

Expenditure is properly controlled, with release of on-line payments authorised by two Members. Correct use is made of corporate cards for minor items.

C. RISK MANAGEMENT

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

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

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

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

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

OFFICER COMMENT

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

D. BUDGET & PRECEPT

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

E. INCOME

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

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

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

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

F. PETTY CASH

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

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

G. PAYROLL

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

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

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

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

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

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

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

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

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

H. ASSETS AND INVESTMENTS

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

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

OFFICER COMMENT

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

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

I. BANK RECONCILIATIONS

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

J. ACCOUNTING STATEMENTS AND YEAR END ACCOUNTS

To be considered at year end.

K. TRUSTEESHIP

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

OFFICER COMMENT

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

OTHER ITEMS

Implementation of a Social Media Policy is in hand.

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

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

OFFICER COMMENT

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

Paul Hartley
Internal Auditor
4th February 2018

FARNHAM TOWN COUNCIL



E

Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 5 February 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor M Hyman – Chair

Councillor D Beaman

Councillor J Fraser

Councillor A MacLeod

Councillor J Ricketts

Officers in attendance: Jenny de Quervain

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

1. Apologies

Apologies were received from Councillors C Cockburn and J Williamson

2. Declarations of Interest

None were received

3. Applications for comment

Farnham Bourne

WA/2018/0054 Farnham Bourne Jane McMullan

Application under Section 73A to remove Condition 6 of WA/2014/0513 (permitted development rights removed) to allow permitted development rights.

TWO ACRES, MONKS WALK, FARNHAM GU9 8HT

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

WA/2018/0048 Farnham Bourne Mr Chris Turner

Erection of a two storey extension and alterations (revision of WA/2017/0633).

55 FRENHAM ROAD, FARNHAM GU10 3QE

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

WA/2018/0056 Farnham Bourne Jane McMullan

Erection of extensions and alterations.

19 DENE LANE, FARNHAM GU10 3PW

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

WA/2018/0057 Farnham Bourne Mr Chris Turner

Erection of a dwelling and detached garage.

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

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

WA/2018/0104 Farnham Bourne Mr Chris Turner

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

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

Farnham Town Council has no objections.

WA/2018/0114 Farnham Bourne Mr Chris Turner

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

6 GREENHILL ROAD, FARNHAM GU9 8JN

Farnham Town Council has no objections.

WA/2018/0140 Farnham Bourne Ruth Dovey

Erection of an extension to sports hall.

EDGEBOROUGH SCHOOL, FRENHAM ROAD, FARNHAM GU10 3AH

Farnham Town Council has no objections.

TM/2018/0010 Farnham Bourne Mr A Clout

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

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

CA/2018/0010 Farnham Bourne Mr A Clout

GREAT AUSTINS FARNHAM CONSERVATION AREA
WORKS TO A HORSE CHESTNUT TREE

11 GREAT AUSTINS MANOR, VICARAGE HILL FARNHAM GU9 8AF

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

TM/2018/0014 Farnham Bourne Steve Tester

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

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

Farnham Castle

WA/2018/0127 Farnham Castle Jane McMullan

Installation of air cooling plant to roof.

16 SOUTH STREET, FARNHAM GU9 7RP

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

Farnham Firgrove

WA/2018/0133 Farnham Firgrove Rachel Kellas

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

FARNHAM COLLEGE, MORLEY ROAD, FARNHAM GU9 8LU

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

Farnham Hale and Heath End

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

Erection of extensions and alterations following demolition of existing conservatory.

24 OAST HOUSE CRESCENT, FARNHAM GU9 0NR

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

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

Erection of conservatory.

121 UPPER WEYBOURNE LANE, FARNHAM GU9 9DD

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

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

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

4 WHITMORE GREEN, FARNHAM GU9 9AF

Farnham Town Council has no objections.

Farnham Moor Park

WA/2018/0081 Farnham Moor Park Jane McMullan

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

3 HALE ROAD, FARNHAM GU9 9QQ

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

WA/2018/0090 Farnham Moor Park Ruth Dovey

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

CORNER COTTAGE, MENIN WAY, FARNHAM GU9 8DY

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

WA/2018/0106 Farnham Moor Park Jane McMullan

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

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

Farnham Town Council has no objections.

WA/2018/0134 Farnham Moor Park Jane McMullan

Erection of extensions and alterations to provide additional office accommodation.

LIONSGATE, 74 EAST STREET, FARNHAM

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

Farnham Shortheath and Boundstone

WA/2018/0096 Farnham Shortheath and Boundstone Philippa Staddon

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

OAK RIDGE, 2 VINE LANE, WRECCLESHAM GU10 4TD

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

WA/2018/0099 Farnham Shortheath and Boundstone Kayleigh Taylor

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

8 BURNT HILL WAY, WRECCLESHAM GU10 4RN

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

WA/2018/0111 Farnham Shortheath and Boundstone Jane McMullan

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

15 CHESTNUT AVENUE, FARNHAM GU9 8UL

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

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

Erection of extension and alterations.

39 BALDREYS, FARNHAM GU9 8RH

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

Farnham Upper Hale

Already allowed

NMA/2018/0010 Farnham Upper Hale Philippa Staddon

Amendment to WA/2017/0570 for alterations to fenestration and tiles.
WISHING WELLS, 8 SPRING LANE WEST, FARNHAM GU9 0BX

WA/2018/0101 Farnham Upper Hale Kayleigh Taylor

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

2 QUEENS LANE, FARNHAM GU9 0LU

S Gunner, 5 Queens Lane

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

Farnham Weybourne and Badshot Lea

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

Erection of extensions and alterations.

20 HILLSIDE ROAD, FARNHAM GU9 9DW

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

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

Erection of a single storey extension.

10 WEYBOURNE ROAD, FARNHAM GU9 9ES

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

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

Construction of a dropped kerb.

92 LOWER WEYBOURNE LANE, BADSHOT LEA GU9 9LG

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

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

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 26/01
7 COPSE AVENUE FARNHAM GU9 9ED

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

Farnham Wrecclesham and Rowledge

WA/2018/0107 Farnham Wrecclesham and Rowledge Jane McMullan

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

ENDWELL, 11 SHORTEATH CREST, FARNHAM GU9 8SA

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

WA/2018/0135 Farnham Wrecclesham and Rowledge Jane McMullan

Erection of extensions and alterations.

9 HOLLIS WOOD DRIVE, WRECCLESHAM GU10 4JT

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

Cllr Fraser brought additional information on the ongoing application

Precis notes to Ruth Dovey 05/02/18

WA/2017/2223 Farnham Wrecclesham and Rowledge Ruth Dovey

Construction of an energy storage facility and associated works.

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

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

Meeting closed 10.50

Notes by Jenny de Quervain

Date of next meeting 19 February 2018

FARNHAM TOWN COUNCIL



F

Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 19 February 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor M Hyman – Chair

Councillor J Fraser

Councillor A MacLeod

Officers in attendance: Jenny de Quervain

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

1. Apologies

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

2. Declarations of Interest

None were received

3. Applications for comment

Farnham Bourne

WA/2018/0143 Farnham Bourne Mr Chris Turner

Erection of extensions.

31 MIDDLE BOURNE LANE, FARNHAM GU10 3NH

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

WA/2018/0206 Farnham Bourne Jane McMullan

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

16 OLD CHURCH LANE, FARNHAM GU9 8HQ

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

Description change only, FTC have previously provided comments

WA/2017/2257 Farnham Bourne Mr Chris Turner

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

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

No further comments required.

WA/2018/0148 Farnham Bourne Mr Chris Turner

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

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

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

WA/2018/0208 Farnham Bourne Jane McMullan

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

MICHAELMAS COTTAGE, 11 UNDERHILL LANE, FARNHAM GU10 3NF

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

Already refused

NMA/2018/0015 Farnham Bourne Harry Adams

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

No further comments required.

TM/2018/0017 Farnham Bourne Mr A Clout

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

BOURNE HOUSE, LODGE HILL ROAD, FARNHAM GU10 3RD

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

Farnham Castle

WA/2018/0186 Farnham Castle Victoria Choularton

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

47 WEST STREET, FARNHAM GU9 7DX

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

WA/2018/0237 Farnham Castle Jane McMullan

Erection of a storage building.

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

Farnham Town Council strongly objects to the erection of a storage building on land Outside the Built Up Area Boundary of the Farnham Neighbourhood Plan, not being in line with Policy FNP10 Protect and Enhance the Countryside, in the Old Park's very sensitive landscape and in an Area of Great Landscape Value.

WA/2018/0153 Farnham Castle Mr Chris Turner

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

3 SAXON CROFT, FARNHAM GU9 7QB

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

WA/2018/0215 Farnham Castle Philippa Staddon

Erection of rear extension and alterations.

93 CRONDALL LANE, FARNHAM GU9 7BZ

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

WA/2018/0253 Farnham Castle Jane McMullan

Erection of side and rear single storey extensions and alterations.

30 ABBEY STREET, FARNHAM GU9 7RL

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

CA/2018/0021 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO AND REMOVAL OF TREES.

THE OLD VICARAGE, VICARAGE LANE, FARNHAM GU9 7PR

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

Farnham Firgrove

WA/2018/0191 Farnham Firgrove Mr Chris Turner

Erection of a detached outbuilding.

28 WEYDON HILL ROAD, FARNHAM GU9 8NX

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

DW/2018/0009 Farnham Firgrove Jane McMullan

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

LAUREL COTTAGE, 42 RIDGWAY ROAD, FARNHAM GU9 8NW

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

Farnham Hale and Heath End

Carryover to 5 March, more information being sought

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

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

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

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

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

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

Erection of extensions and alterations.

7 WEST CLOSE, FARNHAM GU9 0RF

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

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

Change of use of land to allow the siting of 2 no. food preparation units for a temporary period.

LAND NORTH OF PROPERTY KNOWN AS BRODICK FARMHOUSE CENTRED

COORDINATES 484838 148247, LOWER HALE, FARNHAM

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

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

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER WA243

WENTWOOD, ROWHILLS, FARNHAM GU9 9AT

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

Farnham Moor Park

PRA/2018/0011 Farnham Moor Park Kayleigh Taylor

General Permitted Development Order 2015, Schedule 2 Part 3 Class P -Prior Notification

Application for proposed change of use from B8 storage/warehouse use to residential dwelling.

BARN SOUTH WEST OF WEST FARM, TONGHAM ROAD, RUNFOLD GU10 1PJ

Farnham Town Council STRONGLY OBJECTS to this application (previously refused applications PRA/2017/0010 and PRA/2017/0016). Farnham Town Council STRONGLY OBJECTS to the change of use from Class B8 (storage building) to C3

(dwelling). It is unsuitable for habitation, the location is isolated with no formal access road or provision for utilities and refuse collection. It is situated in Countryside beyond the Green Belt C2 and the Farnham/Aldershot Strategic Gap C4, Outside the Built Up Area Boundary Farnham Neighbourhood Plan in an area covered by Policy FNPI0 and FNPI1.

WA/2018/0179 Farnham Moor Park Philippa Staddon

Erection of extensions and alterations.

AMERSHAM HOUSE, 25 COMPTON WAY, FARNHAM GU10 1QT

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

WA/2018/0169 Farnham Moor Park Mr Chris Turner

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

1 KEENS COTTAGES, GUILDFORD ROAD, RUNFOLD GU10 1PE

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

WA/2018/0174 Farnham Moor Park Jane McMullan

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

30 PARK ROAD, FARNHAM GU9 9QN

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

DW/2018/0006 Farnham Moor Park Jane McMullan

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

20 ADAMS PARK ROAD, FARNHAM GU9 9QG

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

Farnham Shortheath and Boundstone

WA/2018/0145 Farnham Shortheath and Boundstone Kayleigh Taylor

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

SWANBOURNE, 25 THORN ROAD, WRECCLESHAM GU10 4TU

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

WA/2018/0157 Farnham Shortheath and Boundstone Flo Taylor

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

LAND AT 6 BOUNDSTONE CLOSE, WRECCLESHAM GU10 4RW

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

WA/2018/0182 Farnham Shortheath and Boundstone Jane McMullan

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

14 GARDENERS HILL ROAD, WRECCLESHAM GU10 4RL

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

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

Erection of a dwelling with new access off Greenhill Close.

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

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

Farnham Upper Hale

WA/2018/0146 Farnham Upper Hale Jane McMullan

Installation of replacement entrance gates, entrance piers and fencing.

WOODSTOCK, OLD PARK LANE, FARNHAM GU10 5AA

Farnham Town Council objects to fencing inaccessible to wildlife.

WA/2018/0241 Farnham Upper Hale Flo Taylor

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

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

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

CR/2018/0003 Farnham Upper Hale Flo Taylor

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

THE OLD BAKERY, 122 UPPER HALE ROAD FARNHAM

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

Farnham Weybourne and Badshot Lea

WA/2018/0209 Farnham Wrecclesham and Rowledge Jane McMullan

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

12 GLORNEY MEAD, BADSHOT LEA GU9 9NL

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

Farnham Wrecclesham and Rowledge

WA/2018/0150 Farnham Wrecclesham and Rowledge Jane McMullan

Alterations to garage to form habitable accommodation.

9 CHARTWELL, WRECCLESHAM GU9 8SU

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

WA/2018/0185 Farnham Wrecclesham and Rowledge Rachel Kellas

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

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

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

WA/2018/0225 Farnham Wrecclesham and Rowledge Philippa Staddon

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

9 CHERRY TREE ROAD, ROWLEDGE GU10 4AB

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

WA/2018/0249 Farnham Wrecclesham and Rowledge Jane McMullan

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

8 KEABLE ROAD, WRECCLESHAM GU10 4PW

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

Meeting closed 11.30

Notes by Jenny de Quervain

Date of next meeting 5 March 2018