



FARNHAM TOWN COUNCIL

A

Minutes
Council

Time and date

7.00pm on Thursday 20th December 2018

Place

The Council Chamber, South Street, Farnham

Councillors

- * David Attfield (Mayor of Farnham)
- * Paula Dunsmore (Deputy Mayor)
- * David Beaman
- * Carole Cockburn
- * John Scotty Fraser
- * Simon Foale from Agenda item 8
- * Pat Frost
- * George Hesse
- * Jill Hargreaves
- * Stephen Hill
- * Mike Hodge
- * Mike Hyman
- * Andy Macleod
- A Kika Mirylees
- * Julia Potts
- A Susan Redfern
- * Jeremy Ricketts
- * John Ward

- * Present
- A Apologies for absence

Officers Present:

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

There were 11 members of the public in attendance.

Prayers.

Prior to the meeting prayers were said by the Revd Alan Crawley, Vicar of Badshot Lea with Hale.

- C103/18 **Apologies for Absence**
Apologies were received from Cllrs Redfern
- C104/18 **Declarations of interests**
Apart from the standard declarations of personal interest by councillors and by those who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, there were no disclosures of interest.
- C105/18 **Minutes**
The Minutes of the Farnham Town Council Meeting held on 1st November 2018 were agreed to be signed by the Mayor as a correct record.
- C106/18 **Questions and Statements by the Public**
Mrs Anne Cooper, Chairman of the Farnham Theatre Association, stated that the demolition of the Redgrave Theatre causes immense distress to those who regarded Farnham's two theatres as beacons of culture for over fifty years. She asked if Farnham Town Council would ask Waverley Borough Council for funding through the Community Infrastructure Levy (CIL) or Section 106 agreements from developers for a replacement theatre/concert hall in Farnham as reparation for the loss of the Redgrave Theatre?
- In response, Cllr Cockburn advised that whilst developer contributions cannot be used for reparation there was what was known as a Section 123 list for things to be funded from developer contributions and cultural facilities could be funded. As far as Cllr Cockburn was aware, this item was not yet on the list and Farnham could put it forward for consideration.
- C107/18 **Town Mayor's Announcements**
The Mayor reported on a number of engagements attended since the last meeting including:
- a) The joint Remembrance Service with Cllr Le Gal, Mayor of Waverley which had been a very moving occasion.;
 - b) The Surrey Association of Local Councils AGM and conference;
 - c) The last Farnham Competitive Music Competition Concert after 40 years;
 - d) The Christmas Lights Switch on;
 - e) The Civic Carol Service with the Farnham Youth Choir which had been very special.
- C108/18 **Questions by Members**
There were no questions by members in accordance with Standing Order 9.

Part I – Items for Decision

- C109/18 **Co-option of a Councillor**
Following the resignation of Cllr Sam Hollins-Owen, five people put their names forward met the criteria for co-option. The candidates, Roger Blishen, Mrs Pat Evans, Simon Foale, Andrew Jones, and Simon Robinson drew lots in order to choose the order to make statements to Council and answer questions.
- Councillors voted until one candidate had a majority of the votes of those present and Mr Simon Foale was duly co-opted onto the Council. Having made his declaration of acceptance of office, Cllr Foale took his seat on Council to represent the Bourne Ward.
- Cllr Hodge, Cllr Potts and Cllr Ricketts left the meeting at this point.

C110/18

Tourism and Events Working Group

Cllr Hargreaves introduced the notes of the Tourism and Events Working Group held on 6th November 2018. She particularly wanted to congratulate the officers and councillors for the Christmas programme which had been the best ever.

The Working Group had received a presentation from the Farnham Soapbox committee and responded to questions. There were a number of issues which had been agreed to pass on to the Waverley Safety Advisory Group that would be meeting in January.

Council noted the successful work that had been taking place with the Business Community including the Waverley BIG awards and the Farnham Customer Excellence programme which had seen an increase in the assessed scores.

C111/18

Community Enhancement Working Group

Cllr Hill introduced the notes of the Community Enhancement Working Group held on 14 November 2018 providing an update on the work of the Farnham in Bloom Community Group which had had an away day to plan for future ideas; and reporting on a review of the awards evening and activities of Farnham in Bloom 2018.

Council noted the funding of equipment for the voluntary Farnham Rivers Group that tested water quality and that efforts were being made to obtain agreement from Waverley Borough Council to empty a proposed new bin at Farnham railway station. It was also noted that representation had been made for conservation area grade bins to be installed in Castle Street.

The Working Group had considered a request for the late Ron Stonehouse, a Farnham athlete, respected coach and lynch-pin of Farnham Athletic Club to be added to the Famous Names of Farnham wall.

It was RESOLVED *nem con* that Ron Stonehouse be added to the Famous names of Farnham Wall.

In response to a question from Councillor Hesse requesting that five trees be planted at the refurbished Memorial Hall commemorating the five soldiers in whose memory the Memorial Hall had been donated to the town, the Town Clerk advised that Waverley Borough Council had responded positively to the suggestion.

Members raised concern that the bins by Boots Opticians were still causing a problem, and the Town Clerk advised that Waverley Borough Council had asked for another meeting with businesses to be held and this was due to take place in the new year.

C112/18

Strategy and Finance Working Group

Cllr Cockburn introduced the notes of the Strategy and Finance Working Group meeting held on 11th December 2018, at Appendix D to the Agenda.

- i) The Working Group had considered a proposal some areas of land to be transferred to the Town Council (on a long lease at a peppercorn) from Waverley Borough Council. There would be a phased transfer of the maintenance costs to the Town Council over a four year period with the costs being cost-neutral in the first year apart from any enhancements the Town Council wished to apply. Council noted the proposed areas recommended by the Strategy & Finance Working Group and the potential cost implications which

were set out at Exempt Annex I. Council felt that Gostrey Meadow, which had long been subject of a possible freehold transfer should be transferred on a freehold basis in view of the Town Council's existing commitments there.

It was RESOLVED *nem con* that the Town Clerk, in consultation with the Leader, progress discussions with Waverley Borough Council on the potential transfer of the land set out in Exempt Annex I and that provision be made in forward budgets to take on the costs of managing the land.

- ii) Cllr Cockburn updated Council on the latest timetable for the Regulation 15 Neighbourhood Plan following the new Neighbourhood Planning Regulations that had been laid before Parliament effective from 28th December. Cllr Cockburn also advised that Local Plan Part 2 was undergoing further consultation and the timetable for adoption had changed to 2020. Council noted that the Revised Neighbourhood Plan would be submitted to the January Council meeting for adoption.
- iii) Cllr Ward, reported on the Section 106 Task Group discussions and made a plea to councillors to submit a list of projects throughout each Ward and the town as a whole that should be considered for implementation through the Community Infrastructure Levy (CIL). The Strategy & Finance Working group recommended and

It was RESOLVED *nem con* that the Terms of Reference of the Section 106 Task Group be extended to include advising the Strategy & Finance Working Group on matters relating to the Community Infrastructure Levy.

C113/18

Consultations

Council discussed the six consultations being undertaken by Surrey County Council on changes to service provision:

- a) [Family Resilience: Children's Centres](#)
- b) [Concessionary bus travel](#)
- c) [Special Educational Needs and Disabilities](#)
- d) [Libraries and Cultural Services](#)
- e) [Community Recycling Centres](#)

Following strong representations, a consultation event was held in Farnham for the local community to have its say and it was very well attended, reflecting the concern over reductions in service in one of Surrey's largest towns and the difficulties of accessing services elsewhere.

During the debate, Councillors were encouraged to make their own individual responses and include the following points:

- The children's centres in Farnham are excellent and are a credit to Surrey County Council.
- The Community Recycling Centre requires investment not closure as it is of poor quality and the Surrey alternatives are too far away. There are already long queues at peak times with traffic blocking the main road. The recent reduction in hours had caused issues with increased flytipping.
- The proposals for the changes to concessionary fares would adversely affect people with disabilities.

It was RESOLVED *nem con* that comments be provided to the Town Clerk on each of the consultations for inclusion in the Town Council's formal response.

C114/18 Council heard of the imminent proposal to close the Crown Post Office and transfer it to WH Smith which was both unsuitable and unsatisfactory given its location. It was agreed that a formal response would be made once the consultation was issued by the Post Office.

C115/18 A rent review of the West Street Cemetery Chapel had been undertaken and the figures were noted with a proposal that the lease be extended by a further ten years and an extended notice period.

It was RESOLVED *nem con* that the Town Clerk be authorised to conclude the rent review and amended terms of the lease as set out.

C116/18 Cllr Cockburn advised Council that the Working Group had discussed the continued high level of achievement of staff across the council in what had been a difficult year of staff changes and new activities. As a way of saying 'thank you' it was proposed and **RESOLVED *nem con* that an additional day's leave be granted to staff in view of the excellent contribution to the achievements of the Council.**

C117/18 Council noted that the Town Crier would be retiring in 2020 and arrangements would be put in place to recruit a successor. Council also noted that a meeting would be held with the Trustees of Wreclesham Community Centre who were also retiring.

C118/18 **Budget 2019/20**

Cllr Cockburn introduced the Budget report at Annex I to the notes of Strategy & Finance. The draft budget had been drawn up based on a review of expenditure in 2018/19 and on the 2017/18 outturn. The budget includes fees and charges were broadly based on 2018/19 levels, given the continuing uncertainty in the economic climate. Account had been taken of the potential impact of pressures on the budgets of principal authorities and the increasing likelihood that there may be a need to top up services such as street cleansing and litter collection to meet the aspirations of the local community. Council noted that if the proposed budget of £1,362,152 were agreed with income (assuming no precept increase) of £1,330,214 there would be a shortfall of £31,939 to be found from additional charges, reserves or precept.

It was RESOLVED *nem con* that:

- i) the budget report at Annex ii to the minutes be agreed and that the budget for 2019/20 be set at £1,362,652.**
- ii) fees and charges be as maintained as set out in Appendix D to the Strategy & Finance agenda and that allotment rents be increased from 1st January 2020 to £59 per typical plot.**

C119/20 Cllr Cockburn reported on the appeal decision allowing 96 homes in Folly Hill despite objections from the community, Farnham Town Council and the fact that the site was not included in the allocated sites for the Neighbourhood Plan. The Town Council was making representation to the local MP and Secretary of State and the National Association of Local Councils. Technically it appears the Inspector's decision cannot be challenged but the decision seems completely against localism and the principle of local communities making decisions on where housing should be going.

Cllr Frost agreed and said she and many others were furious about the decision. Cllr Ward said the lack of consistency ridiculous with one Inspector approving whilst another says reject. Cllr Foale felt this was not fair or just and there should be a way to appeal such decisions not supported locally. Cllr Macleod agreed that there was a basic injustice in the system whereby councils are held responsible for housing being

built when developers are not building. There is a fundamental problem with the system especially when the latest national statistics say the housing need is overstated.

Planning & Licensing Consultative Group

C120/18 Cllr Hyman introduced the minutes of the Planning & Licensing Consultative Group meetings held on 12th and 26th November, and 18th December 2018.

On 26th November the applications included the screening opinion for 350 homes at Coxbridge (an approved Neighbourhood Plan site) and there was discussion on the Hook and Crondall Neighbourhood Plans with a message to each congratulating them on progress to date.

Cllr Hyman advised that there had been seven further applications for works on trees but no information had been provided and this was no basis for making a decision. This would be passed back to the Borough Council.

Part 2 – Items Noted

C121/18 **Actions under the Scheme of Delegation**

There were no items to report

C122/18 **Reports from other Councils**

There were no items raised.

C123/18 **Reports from Outside Bodies**

i) Cllr Ward reported on the Farnham Public Art Trust who had expressed concern over the state of the Library Garden sculptures and the maintenance which had been much better when undertaken by Farnham Town Council. They had also been complimentary about the walks leaflets and were planning to organise walks based on the Public Arts Walk leaflet.

The Town Clerk advised that officers had been in discussion with the artist of the book sculptures in the garden and she had not wanted them to be restored as part of the concept was for the words to fade over time. Cllr Mirylees wondered if it was possibly time to replace them if that was the case. Cllr Hesse asked for an update on the possible transfer of the Library gardens and the Town Clerk advised that officers had recently contacted Surrey County Council who were undertaking repairs to the walls and would discuss further once these works were complete.

ii) Cllr Dunsmore reported on the Major Roads Network report that had been issued on 18th and had mentioned Wrecclesham following the local representation that had been made. She also thanked Farnham Town Council on behalf of the Wrecclesham History Project for the support with the Wrecclesham history map which had just been unveiled.

C124/18 **Date of next meeting**

Members noted that the next scheduled Council Meeting would take place on Thursday 24th January 2019

The Mayor closed the meeting at 8.15.

Date

Chairman

FARNHAM TOWN COUNCIL



B

Tourism & Events Working Group

Time and date

10am on Tuesday 6 November 2018

Place

Byworth Room, Council Offices, South Street, Farnham

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

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

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

1. Apologies

Apologies were received by Cllr Cockburn

2. Notes of the last meeting

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

3. Disclosure of Interests

There were no disclosures of interest.

4. Soapbox Race 2019

POINTS	ACTION
Members received a presentation by the organising committee for the first Farnham Soapbox Race, proposed to take place on 18 August 2019, in aid of Phyllis Tuckwell Hospice. The committee provided an overview of the event, which is a race of self-built gravity propelled karts down a 500m course, with Castle Street as the suggested location. The committee talked through the proposed plan including road closures, health and safety, support from the local community	

<p>and discussed the positive impact the event will have on the Phyllis Tuckwell charity.</p> <p>Cllr Macleod updated all members that at the recent Castle Street AGM meeting residents had expressed concern over another road closure. Members discussed other hills in Farnham as alternative options to the steep hill by The Castle. It was agreed that getting support from Waverley's Safety Advisory Group was paramount and the Working Group would provide their final decision on the matter following their feedback.</p>	<p>Event Manager to provide feedback to the Soapbox Committee.</p>
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The Soapbox Committee left the meeting at this point.

5. Risk Assessment

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

6. Recent & Upcoming Events

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

<p>signage and volunteers to steward the areas where possible at the Christmas Market.</p> <p>Mike Hawthorn Grand Prix Members noted the positive reaction from people across the town for this event organised by the Friends of Mike Hawthorn. The Town Clerk informed members that there had been a number of challenges for the organising committee to overcome, specifically related to road closures and the emergency plans that were in place. However, it was noted that this was a very successful event for the community despite the poor weather.</p>	Action Events Manager
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7. Christmas 2018

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

8. Other Events

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

9. Business Matters

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

Waverley BIG Awards

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

East Street/Cambridge Place business liaison

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

Small Business Saturday

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

10. Budget and Invest in Farnham 2019

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

Date of Next Meeting

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

Notes taken by Sophie Walker (Events Manager).



FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

9:30am Wednesday 14 November 2018

Place

Byworth Room, South Street, Farnham

Attendees:

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

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

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

1. Apologies

Apologies were received from Councillor Carole Cockburn and Jeremy Ricketts.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 5 September 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom

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

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

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

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

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

7. Famous Names Wall

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

8. Bins by Boots Opticians

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

9. Allotments

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

10. Public Rights of Way Maintenance Funding

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

11. Consultations

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

12. Items for future meetings

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

13. Date of Next Meeting

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

Meeting ended at 12.40am

Notes taken by Lara Miller



FARNHAM TOWN COUNCIL

D

Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 11th December 2018

Place

Town Clerk's Office, South Street, Farnham

Attendees:

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

Other councillors in attendance: The Mayor, Cllr David Attfield

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

1. Apologies

Cllrs Pat Frost, Jill Hargreaves, Stephen Hill,

2. Declarations of Interest

There were no declarations of interest.

3. Notes of Meeting held on 22nd October 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Open Spaces

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

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

POINTS	ACTION
<p>Budget Strategy and detailed budget</p> <p>i) Members considered the budget and precept strategy for 2019/20 and the report at Appendix C to its meeting. Members discussed the detail of the draft budgets and made some small amendments for submission to Council for comment and approval. Most Working Groups had considered their own budget allocations and agreed no significant variations would be required. Individual areas had been updated to reflect spend or additional income being delivered.</p> <p>ii) The Town Clerk advised that the base budget was prepared along similar lines to the current financial year with some flexibility again retained to support the potential transfer of services from principal authorities and the precept requirements proposed by Council. Additional sums had been allocated for investment in the public conveniences (part funded from capital also) particularly in Gostrey Meadow once the property issues had been resolved.</p> <p>iii) Members noted that the salary budget headings combined included the costs for the agreed pay settlement, and included a discount on full costs to cover vacancies and reflect the fact that not all staff were at their maximum scale points.</p> <p>iv) The Working Group noted that a separate allocation had again been made for the costs of specialist advice needed for the Farnham Neighbourhood Plan and to respond from a Farnham perspective to the emerging Waverley Local Plan Part 2.</p> <p>v) The Town Clerk advised that Town and Parish Councils were not expected to be capped for 2019/20 in line with the previous commitment by Government. However the Working Group were keen that the growth in the budget and precept be kept to a modest level whilst reflecting the need to invest in services to meet the aspirations of the local community for improvements in the town.</p> <p>vi) The Working group noted that the growth in Band D properties would result in income growth of just £6024 based on the 2019/20 precept of £62.62. The Working Group also noted that the adopted Council Tax scheme resulted in an annual loss of some £67,100 per annum. This was again partly</p>	<p>Recommendation to Council: That the budget report at Annex ii to the minutes be agreed and that the budget for 2019/20 be set at £1,362,652.</p>

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

POINTS	ACTION
<p>Infrastructure Planning Group</p> <p>i) Cllr Cockburn updated the Working Group on the latest timetable for the Regulation 15 Neighbourhood Plan. New Neighbourhood Planning Regulations had been laid before Parliament effective from 28th December. The Council Meeting on 24th January would be asked to approve the Regulation 15 Neighbourhood Plan reflecting the new National Planning Policy Framework. The Plan would then be submitted to Waverley Borough Council on 25th January in order to undergo a further six week period of Consultation which was expected to take place in February</p>	

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

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

8. Risk Assessments

POINTS	ACTION
<p>Members reviewed the Risk Assessments that fell under the responsibility of the Working Group (attached at Appendix F to the agenda) and were satisfied that they continued to be appropriate. A composite report would be presented to</p>	<p>Action: Business and Contracts Manager.</p>

Council in the new year once the annual Ellis Whittam Inspection had taken place.	
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9. Consultations

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

10. Property Matters

POINTS	ACTION
<p>1) The Town Clerk advises that the rent review of the West Street Cemetery Chapel had been undertaken and the figures were noted. It was agreed to recommend to Council that the lease be extended by a further ten years and that the six months' notice period be removed as a basis for the Town Clerk to agree the rent review with the tenant and any adjustments to the lease required.</p> <p>2) The Town Clerk advised Strategy & Finance of the retirement of two of the Trustees of the Wrecclesham Community Centre Trust and that new Trustees were</p>	<p>Recommendation to Council: The Town Clerk be authorised to conclude the rent review and amended terms of the lease as set out.</p>

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

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

12. Date and time of next meeting

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

The meeting ended at 12.01pm.

Notes written by Iain Lynch

FARNHAM TOWN COUNCIL



Annex ii to minutes of Strategy & Finance

Date: 20th December 2018

Budget and precept strategy for 2019/20

I Introduction

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

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

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

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

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

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

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

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

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

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

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

Recommendation

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



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 12 November 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillors M Hyman - Chair

Councillor D Beaman

Councillor J Fraser

Councillor A Macleod

Officers in attendance: Jenny de Quervain

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

1. Apologies

Councillors J Ricketts, C Cockburn, J Ward

2. Disclosure of Interests

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

3. Applications considered

Farnham Bourne

WA/2018/1731 Farnham Bourne Philippa Staddon

Erection of extensions and alterations.

106 LODGE HILL ROAD, LOWER BOURNE GU10 3RD

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

WA/2018/1741 Farnham Bourne Kayleigh Taylor

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

LAND AT CENTRE COORDINATES 484492 144581,

GOLD HILL, LOWER BOURNE

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

WA/2018/1751 Farnham Bourne Rachel Kellas

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

LAND AT PENDRAGON HALL, 13 GARDENERS HILL ROAD, WRECCLESHAM

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

WA/2018/1773 Farnham Bourne Kayleigh Taylor

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

FOXACRE, SWINGATE ROAD, FARNHAM GU9 8JJ

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

WA/2018/1795 Farnham Bourne Gerald Chibumu

Erection of a single storey extension.

24 FRENHAM VALE, LOWER BOURNE GU10 3HN

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

CA/2018/0137 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREES

5, LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

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

CA/2018/0145 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREE

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

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

If removal is necessary, replace with an appropriate species.

Farnham Castle

WA/2018/1746 Farnham Castle Jane McMullan

Erection of a single storey extension.

28 BEAVERS ROAD FARNHAM GU9 7BD

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

WA/2018/1783 Farnham Castle Gerald Chibumu

Alterations to elevations and roof to provide sun tunnels.

18 WEST STREET, FARNHAM GU9 7DR

Farnham Town Council has no objections to the alterations subject to the approval of the Heritage Officer and it being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials be in keeping with the Conservation Area covered by Policy FNP2.

WA/2018/1793 Farnham Castle Jane McMullan

Display of illuminated and non-illuminated signs.

11 CASTLE STREET, FARNHAM GU9 7JA

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

WA/2018/1802 Farnham Castle Philippa Staddon

Listed Building consent for installation of signage and ANPR cameras.

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

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

TM/2018/0157 Farnham Castle Steve Tester

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

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

Farnham Firgrove Hill

WA/2018/1735 Farnham Firgrove Kayleigh Taylor

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

1 WEYDON HILL ROAD, FARNHAM GU9 8NX

Farnham Town Council has no objections subject to the dwellings being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP1 and no negative impact on the neighbour's amenity.

WA/2018/1743 Farnham Firgrove Kayleigh Taylor

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

19 LANCASTER AVENUE, FARNHAM GU9 8JY

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

Farnham Hale and Heath End

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

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

38 NORTH AVENUE, FARNHAM GU9 0RE

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

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

Erection of single storey side and rear extensions.

9 EAST AVENUE, FARNHAM GU9 0RA

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

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

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

11 KNIGHTS ROAD FARNHAM GU9 9BX

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

Farnham Moor Park

WA/2018/1742 Farnham Moor Park Flo Taylor

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

CORNER COTTAGE, MENIN WAY, FARNHAM GU9 8DY

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

WA/2018/1744 Farnham Moor Park Gerald Chibumu

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

41 ST JAMES AVENUE, FARNHAM GU9 9QF

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

WA/2018/1765 Farnham Moor Park Mr Chris Turner

Erection of a detached garage.

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

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

WA/2018/1789 Farnham Moor Park Kayleigh Taylor

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

50 ABBOTS RIDE, FARNHAM GU9 8HZ

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

TM/2018/0162 Farnham Moor Park Mr A Clout

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

TITWOOD AND STOREYS, OLD COMPTON LANE FARNHAM GU9 8EG

MARK CASSIDY, RAMSBURY OLD COMPTON LANE, FARNHAM SURREY GU9 8EG

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. Concern has been raised about the number of trees already removed from the location.

Farnham Shortheath and Boundstone

WA/2018/1748 Farnham Shortheath and Boundstone Gerald Chibumu

Erection of extensions and alterations.

RYE COTTAGE, 33 JUBILEE LANE, BOUNDSTONE GU10 4TA

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

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

Erection of a dwelling and associated works.

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

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

WA/2018/1803 Farnham Shortheath and Boundstone Philippa Staddon

Erection of extensions and alterations.

RUTHERFORD HOUSE 12, JUBILEE LANE, BOUNDSTONE GU10 4SZ

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

Farnham Upper Hale

WA/2018/1747 Farnham Upper Hale Gerald Chibumu

Erection of extension and alterations.

13 FARNHAM PARK CLOSE, FARNHAM GU9 0HT

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

Farnham Weybourne and Badshot Lea

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

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

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

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

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

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

5 ORCHARD ROAD, BADSHOT LEA GU9 9LH

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

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

Farnham Wrecclesham and Rowledge

WA/2018/1733 Farnham Wrecclesham and Rowledge Flo Taylor

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

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

WA/2018/1738 Farnham Wrecclesham and Rowledge Gemma Paterson

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

ALTON ROAD SANDPIT, ALTON ROAD, FARNHAM

Farnham Town Council has no objection to this retrospective application.

WA/2018/1777 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Erection of a new dwelling.

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

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

4. Section 106 Considerations

WA/2018/1742 Corner Cottage.

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

Defer to 26 November to allow time for review:

Hook Neighbourhood Plan Reg 14 Pre-submission Consultation

The consultation ends at midnight on 20th December.

Dogmersfield Neighbourhood Plan Regulation 14 Consultation

The consultation ends at midnight on 21st December 2018

Crandall Neighbourhood Plan - Regulation 14 Consultation

The consultation ends at midnight on 16th December 2018.

Meeting closed 12.10pm

Notes by Jenny de Quervain

Date of next meeting 26 November 2018



FARNHAM TOWN COUNCIL

F

Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 26 November 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillors M Hyman - Chair
Councillor D Beaman
Councillor C Cockburn
Councillor J Fraser
Councillor A Macleod
Councillor J Ward

Officers in attendance: Jenny de Quervain

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

2. Apologies

None were received.

2. Disclosure of Interests

None were received.

3. Large applications considered

SO/2018/0011 Farnham Castle Flo Taylor

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

COXBRIDGE FARM, WEST STREET, FARNHAM GU9 7AS

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

WA/2018/1879 Farnham Firgrove Kayleigh Taylor

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

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

Farnham Town Council objects to the over development of this restrictive site. The narrow access is unworkable for the proposed number of dwellings. This is not an approved site in the Farnham Neighbourhood Plan and not in line with Policy FNP1a), d) or e).

4. Other applications considered

Farnham Bourne

WA/2018/1820 Farnham Bourne Kayleigh Taylor

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

16 BLACK POND LANE, FARNHAM GU10 3NN

Farnham Town Council objects to the inappropriate development not being in line with the Farnham Design Statement for the Bourne or Farnham Neighbourhood Plan Policy FNP1a), d) or e), with particular emphasis on the inappropriate materials and design.

WA/2018/1838 Farnham Bourne Gerald Chibumu

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

LODGE FARM, TILFORD ROAD, FARNHAM, GU9 8HU

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

WA/2018/1850 Farnham Bourne Mr Chris Turner

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

31 MIDDLE BOURNE LANE, LOWER BOURNE, GU10 3NH

Farnham Town Council has no objections.

TM/2018/0166 Farnham Bourne Steve Tester

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

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

TM/2018/0170 Farnham Bourne Steve Tester

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

FRENESHAM ROAD FARNHAM GU9 8HA

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

Farnham Firgrove Hill

NMA/2018/0149 Farnham Firgrove Mr Chris Turner

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

54, UPPER WAY, FARNHAM GU9 8RF

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

WA/2018/1827 Farnham Firgrove Gerald Chibumu

Erection of extensions and alterations.

10 SEARLE ROAD, FARNHAM GU9 8LJ

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

WA/2018/1834 Farnham Firgrove Gerald Chibumu

Erection of a porch following demolition of existing porch.

7 WEYDON HILL CLOSE, FARNHAM GU9 8PA

Farnham Town Council has no objections to the porch.

WA/2018/1837 Farnham Firgrove Gerald Chibumu

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

32 ST GEORGES ROAD, FARNHAM GU9 8NB

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

WA/2018/1875 Farnham Firgrove Gerald Chibumu

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

2, SEARLE ROAD, FARNHAM GU9 8LJ

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

Farnham Hale and Heath End

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

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

LAND AT 47 ALMA WAY, FARNHAM GU9 0QH

Farnham Town Council objects to the over development of this site and the lack of amenity space. The proposed access is inappropriate to the adjacent roads. The proposed new dwelling is not in line with Farnham Neighbourhood Plan Policy FNP1a), d), e) or g).

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

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

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

Farnham Moor Park

WA/2018/1825 Farnham Moor Park Flo Taylor

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

THE WOOLMEAD, EAST STREET, FARNHAM,

Farnham Town Council objects to the size and frequency of the advertisement on the hoarding in respect of the development company name and its telephone number. The

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

WA/2018/1852 Farnham Moor Park Jane McMullan

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

ROBINS WOOD, MOOR PARK WAY, FARNHAM GU9 8EL

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

WA/2018/1863 Farnham Moor Park Philippa Staddon

Erection of 2 dwellings together with associated works.

LAND ADJOINING WEST FARM, TONGHAM ROAD, RUNFOLD GUI0 1PJ

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

WA/2018/1874 Farnham Moor Park Gerald Chibumu

Erection of extensions and alterations including roof extensions to provide ancillary accommodation. 30 HALE ROAD, FARNHAM GU9 9QH

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

Farnham Shortheath and Boundstone

WA/2018/1832 Farnham Shortheath and Boundstone Rachel Kellas

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

BOWERHILL, 31A SHORTHEATH ROAD, FARNHAM GU9 8SN

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

WA/2018/1851 Farnham Shortheath and Boundstone Gerald Chibumu

Erection of single storey extension.

FIR COTTAGE, 6 VINE WAY, WRECCLESHAM GUI0 4TB

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

WA/2018/1866 Farnham Shortheath and Boundstone Gerald Chibumu

Erection of a shed.

64 BOUNDSTONE ROAD, WRECCLESHAM GUI0 4TR

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

Farnham Upper Hale

WA/2018/1826 Farnham Upper Hale Kayleigh Taylor

Erection of a dwelling following demolition of existing dwelling.

2 QUEENS LANE FARNHAM GU9 0LU

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

WA/2018/1830 Farnham Upper Hale Gerald Chibumu

Erection of a home office following demolition of existing garage.

THE ROBINS, HOGHATCH LANE, FARNHAM GU9 0BY

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

Farnham Wrecclesham and Rowledge

TM/2018/0172 Farnham Wrecclesham and Rowledge

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

1 CLARE MEAD, FARNHAM GU10 4BJ

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

WA/2018/1849 Farnham Wrecclesham and Rowledge Gerald Chibumu

Erection of extension and alterations.

21A ST PETERS GARDENS, WRECCLESHAM GU10 4QX

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

5. Section 106 Consideration

Coxbridge Farm when full application is submitted.

6. Other consultations

Hook Neighbourhood Plan Reg 14 Pre-submission Consultation

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

Dogmersfield Neighbourhood Plan Regulation 14 Consultation

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

Crondall Neighbourhood Plan - Regulation 14 Consultation

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

Meeting closed 10.55am

Notes by Jenny de Quervain

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