



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 21st January 2016 at 7.00pm

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 21st JANUARY 2016, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only.

Questions by the Public

Prior to the commencement of the meeting, the Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda, to which an answer will be given or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. A maximum of 15 minutes will be allowed for the whole session.

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

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



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

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

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

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

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

FULL COUNCIL: 21st January 2016

Name of Councillor

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

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 21st January 2016

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting prayers will be said in the Council Chamber by Pastor Michael Hall of Farnham Pentecostal Church. Councillors and members of the public are welcome to attend.

1 Apologies

To receive apologies for absence.

2 Disclosure of Interests

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

NOTES:

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

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

3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 10th December 2015

Appendix A

4 Questions and Statements by the Public

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

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

5 Town Mayor's Announcements
To receive the Town Mayor's announcements.

6 Questions by Members
To consider any questions from councillors in accordance with Standing Order 9

Part 1 – Items for Decision

Working Group Notes

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

i)	Tourism and Events held on 6 th January 2016	Appendix B
ii)	Strategy and Finance held on 11 th January 2016	Appendix C
iii)	Community Enhancement held on 13 th January 2016	Appendix D

8 Planning and Licensing Applications
To receive the minutes of the Planning & Licensing Consultative Group meetings held on: 21st December and 11th January 2016. **Appendices E & F**

9 Precept 2016/17 **Appendix G**
To agree the precept for 2016/17.

Part 2 – Items to Note

10 Actions taken under the scheme of delegation

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

12 Reports from Outside Bodies
To receive from Members any verbal reports on Outside Bodies.

13 Date of next meeting
To note the date of the next meeting of Full Council on 10th March 2016.

Part 3 – Confidential Items

14 Services to Farnham Awards **Exempt Appendix H**
To receive the recommendations of the Services to Farnham Awards Panel

Membership:

Council Membership:

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

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

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

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 29th October 2015

Place

The Council Chamber, South Street, Farnham

- * Pat Frost (Mayor of Farnham)
- * John Ward (Deputy Mayor)

- * David Attfield
- * Patrick Blagden CBE
- * Carole Cockburn
- * Paula Dunsmore
- * John Scott Fraser
- * Jill Hargreaves
- A Stephen Hill
- * Mike Hodge
- A Sam Hollins-Owen
- * Mike Hyman
- * Andy Macleod
- * Kika Mirylees
- * Julia Potts
- * Susan Redfern
- * Jeremy Ricketts
- * John Williamson

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Rachel Aves (Team Leader)

There were 14 members of the public in attendance.

Prior to the meeting, prayers were said by Revd Canon Anne Gell, Rural Dean of Farnham.

C110/15

Apologies for Absence

Apologies were received from Cllrs Hill and Hollins Owen.

C111/15 Declarations of interests

Apart from declarations of personal interest by councillors who were dual or tripartite hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, there were no declarations of interest.

C112/15 Minutes

The Minutes of the Farnham Town Council Meeting held on Thursday 29th October 2015 were agreed and signed by the Mayor as a correct record.

C113/15 Questions and Statements by the Public

- i) Mrs Celia Sandars drew attention to the meeting of Waverley Borough Council's Executive on 1st December when the emerging Spatial Strategy was discussed. She had a particular area of concern, namely air quality, and found it shocking that there was no mention of Farnham's traffic problems and the fact that there was to be ten to twenty thousand new homes built on Farnham's boundaries which would add to the air quality problems.

The Leader of the Council responded by saying that this matter would be dealt with through the Strategy & Finance Working Group.

- ii) Mr Mark Mulberry, a parent at St Andrew's Infant School, said there was tremendous anxiety amongst the parents current and new about where the pupils would go to after St Andrews. This was because the previously established route into South Farnham had been eroded because of a breakdown in communication between the diocese and South Farnham education trust, and because of a lack of information from Surrey county council. Parents were worried the school would face closure and this had already caused parents to move their children out to other schools. He said that there would be a meeting between the Diocese and parents the following week.

The Mayor responded by saying this had been a problem for some years but that she would attend the meeting with the Diocese. Cllr Williamson advised that he would also attend as a school governor.

- iii) Mr John Coulson, a parent at St Andrew's, said there had been discussions with the South Farnham Educational Trust, but he felt the bodies appeared to be going their separate ways at the moment.

Mrs Janet Elliot, a parent at St Andrew's, drew attention to the fact that the uncertainty was affecting parents enrolling in January and there needed to be a sustainable route for children attending the school

Cllr Frost advised that there would be a consultation by the Education Authority in January.

- iv) Mr David Beaman stated that Farnham Town Council had a track record of prudent financial management but the budget for next year (2016/17) that was being considered at the Council meeting showed a projected total expenditure for £1,216,927 which was 4.5% higher than the budget for 2015/16. He noted that this included a supplementary top-up for services that may be stopped by other tiers as a result of Government cuts for them and thought this was a decision that

should be applauded. He wondered how many residents would be happy to accept a higher increase eg 10% to save essential services.

In responding to the question, Cllr Ward thanked Mr Beaman for his compliment about the council's prudent financial management and said that although there was an increase in the budget it was still less than the 2014/15 spend. He would deal with the question in more detail in the discussion on the budget and advised that at its January meeting, Council would have to decide how to fund its budgeted expenditure and he would not like to pre-empt Council's decision by an early attempt at apportionment. As a Prudent Council, a sufficient level of reserves needed to be maintained, but part of the budget could be funded from reserves, increased savings from efficiency or by increased Contributions from 3rd parties or fourthly by an increase in the precept. There were a number of government announcements before then which would help inform the best way forward.

- v) Mrs Celia Sandars asked Council to be particularly concerned about the loss of trees in Farnham especially in the conservation area.

C114/15 **Town Mayor's Announcements**

- i) The Town Mayor advised that she had received many positive compliments about the Christmas lights which had been further extended this year.
- ii) The Mayor reminded Council that the Christmas Market was taking place on Sunday 13th December in Castle Street and the Bush Hotel, with the Farmers' Market in Central Car Park as usual and of the Christmas Carol Service In St Andrew's Church on 15th December.
- iii) The Mayor spoke of her delight in hosting the School Council from Potters Gate School in the Council Chamber, and complimented them on their excellent questions and for being such good ambassadors for their school. She said other schools were welcome to come to the Council Chamber too.
- iv) The Mayor congratulated the Farnham U3a on its 25th anniversary and the Farnham winners who had done so well at the Surrey Sports Awards, and in particular Lily Partridge of Aldershot & Farnham Athletics Club as Sports Personality of the Year, Paul Phillips of Frensham Ponds Sailability as Disability Sports winner, and Verity Snook of Aldershot & Farnham Athletics Club as Coach of the Year.

C115/15 **Questions by Members**

There were no questions from Members.

Part I – Items for Decision

C116/15 **Tourism and Events Working Group**

Cllr Hargreaves introduced the notes of the Tourism and Events Working Group meeting held on 10th November 2015, at Appendix B to the Agenda. Councillor Hargreaves drew attention to the debrief of the Food Festival and changes that were being introduced for the Christmas Market to ensure it went smoothly. In particular there were a number of UCA students being employed as elves to help direct people to the different parts of the town where the market was being held.

Cllr Fraser congratulated the Working Group on its successful events and proposed a vote of thanks to the residents of Hale for putting up with the extra traffic when Castle Street was closed. Cllr Hargreaves agreed that everyone in Farnham should be thanked for putting up with traffic.

Cllr Attfield passed on the thanks of the First Farnham Girls Brigade for the lovely Christmas Lights, particularly in South Street.

Cllr Fraser asked why the lights in castle Street were so limited. Cllr Hargreaves explained that Skanska had put limitations on what was allowed on the lampposts but it was hoped to have new Cross-street lights in future subject to listed building consent being obtained.

Cllr Hargreaves advised that the Spring Festival was being held again in 2016, and would be at the end of May when the Andernach StadtOrchester was over to mark the 25th anniversary of the signing of the deed of friendship (in Germany) of Farnham's links with Andernach.

Council noted progress on preparations for the 2 Minute silence centenary event; the 2016 Residents' Guide, and the publication of a new Tree Train and Sculpture Trail.

Community Enhancement Working Group

C117/15 Cllr Cockburn introduced the notes of the Community Enhancement Working Group meeting held on 18th November 2015, at Appendix C to the Agenda. Councillor Cockburn advised that South & South East in Bloom had nominated the Town Council represent the South East in RHS Britain in Bloom in 2016 and that the Working Group had agreed the themes for the 2016 planting.

Cllr Cockburn advised that the Winter Celebration would be taking place in Gostrey Meadow on 21st December and that the Hale Chapels Trust would be organising the Mulled Wine Tent.

C118/15 Cllr Cockburn advised on the discussions that had been held over the bins in the alleyways from Central Car Park but that apart from Boots other businesses had not wished to take advantage of the proposal to create a bin store adjacent to the Bush Hotel (courtesy of the Bush Hotel, subject to a small annual fee).

Cllr Ward said this matter had gone on far too long and strong action was now needed. This was one of the main walkways into the Town and its state was in stark contrast to, and degraded from, the efforts to keep the Town tidy and the work put into Farnham in Bloom and the Christmas Lights. Cllr Williamson asked who needed to progress this matter, and was advised by Cllr Ward that the legislative responsibility rested with Waverley Borough Council. Cllr Cockburn supported the approach totally and that the bins had to go particularly in the conservation area. Cllr Potts agreed as the matter had gone on for several years and the Town Council had done as much as it could to facilitate a reasonable solution.

Cllr Ward proposed, seconded by Cllr Cockburn and **RESOLVED unanimously** that:

“Farnham Town Council deplores the long-running, untidy and dirty state of the Passageway from the Central Carpark to the Borough, where businesses persistently leave their overflowing bins.

Council is pleased that Boots are prepared to help tackle this situation but is surprised and disappointed by the antipathy of the other businesses as reported in the Community Enhancement Working Group Notes. Council is concerned that these Bins, as well as being unsightly and a nuisance to pedestrians, now represent a health hazard.

Farnham Town Council should approach Waverley Borough Council requesting a bye-law dealing with bins in all the town's alleyways and

walkways and make all efforts, including recourse to law, to have these bins removed within the next 6 months.”

Cemeteries and Appeals Working Group

C119/15

Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working Group meeting held on 19th November 2015, at Appendix D to the Agenda. Councillor Cockburn reported that the Working group had reviewed the Cemetery Regulations, following the tour of nearby cemeteries in August, in order to resolve anomalies.

It was proposed i) that a small portion of the grave space (18 inches or 45 centimetres) should be offered to the bereaved which they could be planted up and used to place commemorative items; ii) that one cemetery (Badshot Lea) be allocated as a cemetery where kerbed surrounds could be allowed to give choice to those bereaved families that wanted them; that a new wildflower area be created in West Street Cemetery adjacent to the cemetery wall behind the chapel; spoil in the cemeteries be removed of discreetly placed; that Badshot Lea be entered in the 2016 cemeteries category of South and South East in Bloom in order to be peer assessed for future improvements. It was agreed to recommend that apart from genealogy fees, the remaining fees be kept at the same level.

It was RESOLVED *nem con* that:

**1) the following policy be adopted:
“Purchasers of graves will be permitted to plant the area of the grave to a maximum of 18 inches from the head of the grave and will be responsible for its upkeep. The cutting back or removal of any plants, trees or other vegetation and or undergrowth beyond the ground immediately above any particular grave is not permitted unless the prior written permission of the Town Clerk or an authorised member of Council staff has been obtained.**

No person will be permitted to cultivate any ground that is outside of the designated planting area. Any plants or other objects outside of the designated area of the grave will be removed without notice. The Council reserves the right at any time to prune, cut down or dig up and remove any existing shrub, tree or plant at any time which becomes unsightly or overgrown or causes encroachment. Before removing any shrub, tree or plant, the Town Council will remind the grave owner of their responsibilities.

- 2) Officers be delegated to implement the above policy in accordance with other relevant policies.**
- 3) The regulations be amended, to permit kerb surrounds in Badshot Lea Cemetery from 1st April 2016 and that:
 - i. The style and design of kerbed memorial be subject to the previously adopted NMM specification guide.**
 - ii. An additional fee for a permit memorial for kerbs of £300 be introduced.**
 - iii. Grave owners who purchased graves prior to adoption of the new regulations, be offered the opportunity to apply for a kerb surround for a fee of £150.****
- 4) The fees and charges, except for hourly genealogy charge, be maintained for 2016/17 and that the hourly rate for genealogy be increased from £10 to £20.**

Strategy and Finance Working Group

C120/15 Cllr Ward introduced the notes of the Strategy and Finance Working Group meeting held on 1st December 2015, at Appendix E to the Agenda.

Cllr Ward deferred to the detailed budget that was being considered at a later item on the Council agenda. The Working Group had reviewed fees and charges and had a number of recommendations to Council in addition to those agreed for Cemeteries.

It was proposed to maintain the fee for the Farmers' market at the same level but increase the fee for equipment hire. In relation to the hire of the council offices it was proposed to increase the rates for the use of the buildings but give discretion to the Town Clerk for use of the building by community groups if the additional staff time involved was minimal.

It was RESOLVED *nem con* that:

- 1) the Farmers' Market pitch fee remains unchanged for 2016/17, at £35;**
- 2) the fee for the hire of a gazebo be increased to £15 plus VAT;**
- 3) the sponsorship levels proposed by the Community Enhancement Working Group be agreed with the Town Clerk having discretion to negotiate appropriate packages;**
- 4) the income Target for Farnham in Bloom in 2016/17 be set at £20,000.**
- 5) subject to discussion at its January meeting, that the provisional income target for Tourism and Events be £31,500;**
- 6) the Town Clerk determine the appropriate fees and charges to be included in the sponsorship brochure; and**
- 7) the rates for use of the Council Offices be £30 per hour for commercial groups and £20 for community groups but that the Town Clerk should have discretion to waive or discount the fees if the additional staff time involved was minimal.**

C121/15 Cllr Ward advised that the Working Group had received a report of a meeting with Farnham's Philanthropic grant giving organisations and the proposal to jointly fund a new Hoppa bus for Farnham as part of the fleet renewal. Further discussion would take place at the January meeting of Strategy & Finance.

C122/15 Cllr Ward reported on a number of contracts that had been considered by the Working Group. Members had considered the need to deal with a leak on the West Street Chapel roof which had not been part of the refurbishment contract. There were some flashing and coping stone repairs required and further advice was being sought.

It was RESOLVED *nem con* that:

The Town Clerk be authorised to progress the repairs to the West Street Chapel Roof up to a maximum of £10,000 with the costs met from the cemetery earmarked reserves.

C123/15 Cllr Ward advised that the Working Groups had completed their review of risks associated with their Working Groups, and that Strategy & Finance had reviewed its own along with those considered by other Working Groups. The Working Group agreed a number of areas where the risk profile had reduced as a result of work undertaken or experience in recent years. Copies of the report had also been circulated to all councillors. Strategy & Finance had also considered the report on Risk Assessment Management and Health and Safety by its Risk Management and health and safety advisors Ellis Whittam noting that there were no items needing immediate attention after the date of the fixed electrical testing had been clarified.

After noting that councillor volunteers as Fire Marshalls and Evac Chair helpers were required,

It was RESOLVED *nem con* that:

- 1) the individual risk assessments undertaken by each Working Group and the amendments agreed;
- 2) the annual risk assessment report with the Action Plan arising out of the General Risk Assessment contained in Annex 2 be approved;
- 3) the Health & Safety Policy (Annex 3) Environmental Policy (Annex 4), the Fire Safety Management Policy (Annex 5) be readopted by Council; and

C124/15 Cllr Cockburn provided an update on the work of the Infrastructure Planning Group referring to a discussion with a Neighbourhood Planning Examiner who had been invited to a joint meeting with Waverley Borough Council to discuss, amongst other things how the question of SANGs (suitable Alternative Natural Greenspace) should be dealt with in the Neighbourhood Plan.

Council noted that a new Waverley Spatial Strategy was being considered and that although a Farnham response had not been invited, the Town Council should provide its observations.

It was RESOLVED *nem con* that: the Town Clerk writes to Waverley Borough Council having consulted the Infrastructure Planning Group with observations from Farnham on the Borough Council's emerging Spatial Strategy.

C125/15 Cllr Ward advised Council of the new guidance note issued by the National Association of Local Councils as a result of the Public Contracts Regulations 2015 which required a change to Financial Regulations to reflect the fact that contracts over £25,000 must be advertised on the contract finder website.

It was RESOLVED *nem con* that:

Financial Regulation 11 2d be amended to include "iii) In compliance with the Public Contracts Regulations 2015, the Council shall advertise all contracts with an estimated value over £25,000 on the Contract Finder website (www.gov.uk/contracts-finder) and in other relevant places."

Planning & Licensing Consultative Group

C126/15 Cllr Ward introduced the minutes of the Planning & Licensing Consultative Group held on 2nd, 16th and 30th November at Appendices F, G and H to the agenda.

Budget 2016/17

C127/15 Cllr Ward introduced the budget report attached at Appendix I. He advised that there were three principal sources of income to fund the Budget: the precept (usually known as Council Tax), use of Reserves, and Income from other third parties such as allotments, market & event stall-holders, burials and other charges. The amount to be paid by residents was constantly in the Council's mind, although the actual level would be agreed in January.

The budget had been closely scrutinised by the Strategy & Finance Working Group and it was recommended that FTC's expenditure budget for 2016/17 be agreed at £1,216,927 with proposed Income of £203,500 leaving a net Budget of £1,013,427.

Cllr Ward drew attention to the difficulties in putting together budget with the possibly swinging cuts being made to the budgets of principal authorities. Should the Council just accept the reduction in services or do try to take-up or fill-in some of these to keep Farnham in the condition that residents expect? The latter would obviously demand an increase in expenditure. Overall, the recommended Budget is less than the actual spend in 2014/15 of £1,302,368.

Cllr Ward took Council through the budget in detail highlighting that the proposed increases were to help fund services that Principal authorities might find difficult to continue (as yet unknown); for special events such as the centenary of the first two minute's silence that originated in Farnham; the costs for the Inspection of the Neighbourhood Plan; and public toilet improvements. The budget was supplemented by an annex containing detailed notes.

It was RESOLVED unanimously by show of hands, subject to discussion at the Tourism and Events Working Group on its budget, that: Farnham Town Council's expenditure budget for 2016/17 be agreed at £1,216,927 with proposed income of £203,500 leading to a net budget of £1,013,427.

Part 2 – Items Noted

C128/15

Reports from Other Councils

- i) Cllr Frost reported that there would be a new transport review undertaken in January by Surrey County Council
- ii) The Town Clerk advised that Farnham Town Council was still in dialogue with Alton Town Council on the 65 bus review and that there would be a survey, undertaken in the new year, which had been drawn up by Alton in conjunction with Bentley and Farnham.

C129/15

Reports from Outside Bodies

- i) Cllr Hodge reported he had attended the Blackwater Valley Countryside Partnership AGM. In the Farnham area BVCP's main work had been on the restoration work at the Farnham Quarry. A lot of work had been carried out by volunteers on vegetation removal and ditch clearance. Rangers had also worked on roadside landscaping around Shepherd and Flock roundabout. Cllr Hodge reported that there was also a new grant funding scheme which may be of interest to Farnham's conservation groups. The Partnership had specifically asked that their thanks be passed on to Farnham Town Council for the £1500 grant.
- ii) Cllr Cockburn reported on a meeting at the Gostrey Centre and the clash between what the Gostrey Centre wished to deliver and the fact that Waverley wanted to make money out of the Memorial Hall. The intention had been that the Gostrey Centre would fundraise to equip the new kitchen, but if it were to be available for everyone to hire this was a different situation. There was also a lot of negotiation going on over the room layout to find a suitable solution. Cllr Potts advised there were still a lot of unknowns and there had been some changes to plans and wished to reassure Council that there would be a further meeting to bring clarity.
- iii) Cllr Fraser said he had listened carefully to what had been said but had heard nothing about what would happen to the Royal Voluntary Service Meals on Wheels with the move. The Mayor said that this was a matter best taken up with Waverley Borough Council who had responsibility for resolving the

- matter. The Town Clerk advised that the Wellbeing Task Group had raised concerns over this and would be discussing it at its next meeting.
- iv) Cllr Hargreaves said that she had attended the Farnham Visitors' Forum who had met recently to consider how it could evolve its role to meet the needs of businesses, residents and visitors.
 - v) Cllr Fraser reported that he had attended the Hale Recreation Ground Management Committee. They thanked Waverley for replacing the concrete and steel fencing with timber posts and rails.
 - vi) Cllr Fraser said he had also attended the Farnborough Airfield Consultative Committee. Nothing was happening in 2016 and the airspace proposals had been referred back to consultants.
 - vii) Cllr Cockburn updated Council on the Farnham Conservation Area Management Plan discussions with Robert Dyas and the joint approach to improve the important entrance to the town from Central Car Park.

C130/15 Actions under the Scheme of Delegation

The Town Clerk reported that he was to write to Waverley Borough Council following the discussions at Strategy & Finance to accept the transfer of a piece of land adjacent to the Gostrey Meadow Toilets to facilitate the toilet improvement project.

C131/15 Date of next meeting

Members noted that the next Council Meeting would take place on Thursday 21st January 2016.

The Town Mayor closed the meeting at 8.35pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Tourism & Events Working Group

Time and date

9.30am on Wednesday 6 January 2016

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Councillors J Hargreaves, P Dunsmore, K Mirylees, J Williamson

Officers Present: Stephanie King (Events Officer), Iain Lynch (Town Clerk)

In attendance: Councillor Cockburn

1. Apologies

Apologies of absence were received from Councillor Hill and Councillor Ward.

2. Notes of the last meeting

POINTS	ACTION
The notes of 10 November 2015 were agreed as an accurate record of the meeting.	

3. Disclosure of Interests

POINTS	ACTION
There were no disclosures of interest.	

4. Tourism and Events Budget

POINTS	ACTION
<p>Members reviewed the proposed tourism and events income and expenditure budgets set for 2016/17. Members asked for clarification on the agreed budget for agency/contract staffing and it was noted that the budget for all staff (both employed and contracted) was allocated globally under the salaries code and was also not split between the different events.</p> <p>Members noted the activity summary codes were often allocated with global budgets as dividing very small sums would not necessarily be efficient and agreed that the net target was the most important figure. It was agreed that if an area of expenditure for a particular activity totalled 25% of that</p>	<p>Town Clerk to vire budget across.</p>

<p>expenditure (eg equipment hire at the Christmas Market, it would be prudent to allocate that level of spend to a specific budget code.</p> <p>Members reviewed the Christmas Market code which appeared to make a surplus of £8,500 as the gross expenditure had been omitted. It was agreed that £8,500 should be vired from the general Tourism Development & Events code (310 4600) to adjust the net expenditure budget to zero.</p> <p>It was noted that the overall net budget remained the same.</p>	
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5. 2015 Events

POINTS	ACTION
<p><u>Christmas Lights Switch on Review</u> Members received a review of the Christmas Lights Switch-on. Members considered areas for future improvement. Members agreed that the sound from the stage could have been improved as there were often times it did not appear to be working because the speakers were inside the canopy rather than external as in previous years. Members noted that the layout of the stalls possibly affected the impact of the switch on of the lights as the stalls blocked some viewing areas and that this should be reviewed for 2016. Members also agreed that there was insufficient signage for the information tent.</p>	<p>Events officer to improve signage available for the information tent.</p>
<p><u>Christmas Lights</u> Members discussed areas that could be improved and noted that the proposed cross-street lights in Castle street could not proceed in 2015 as listed building consent was required but this would be actioned early for 2016. Members agreed that the retailers in Castle street should be encouraged to decorate their shop windows to improve the overall impact of the street.</p>	<p>Events officer to contact businesses in Castle street to encourage more Christmas lights.</p>
<p>Members agreed that it would be a good idea to revisit the possibility of putting lights on the street lamps.</p>	<p>Officers to progress with Surrey County Council</p>
<p><u>Christmas Market</u> Members received a review of the Christmas Market. Members noted that some Farmers' Market remained concerned that the Christmas Market took place on the same day, although others had reported better takings and improved footfall this year as a result of the improved signposting.</p> <p>Some stall holders left earlier than the stipulated time.</p> <p>Members agreed both markets could decorate their stalls to fit in with the event and this could be stipulated on the terms and conditions. Members also considered adding a minimum staffing requirement for catering stallholders on to the terms and condition to reduce issues with long queues on the day. It was also noted that there had been feedback suggesting there were too many stalls selling food at the event. Members noted that with the market becoming more established the need to</p>	<p>Events officer to review terms and conditions for stallholders.</p>

<p>include so many food stalls would reduce. Members agreed the market area in the Bush hotel was very good and considered whether there were other smaller areas that stalls could be located such as Borelli Yard.</p> <p>Members noted the decision to implement a park and ride system had worked well considering the lack of prior advertising and agreed that this arrangement should be made again. Members reviewed whether to move the Farmers' Market to the Bush hotel car park to allow more space for visitors in Central car park although it was noted that this idea would need to be supported by the Farmers' Market stallholders who had not previously supported it. It was agreed that the offer of the Bush Hotel to hold additional stalls in its car park for future markets should be pursued.</p> <p>Members were disappointed by the number of elves that did not attend the market and agreed that other organisations such as Farnham College should be contacted for the future. It was suggested that auditions could be organised to ensure they would carry out their responsibilities as required.</p>	
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6. Updates on other matters and items for noting

POINTS	ACTION
<p>i) Members received an update about the organisation for the commemoration of the two minute silence event taking place in May and how involved Farnham Town Council would be with the arrangements. Members noted that the Farnham Maltings was taking most of the responsibility with support from Farnham Town Council. It was noted that the idea to hold the event following the performance in Gostrey Meadow was well received. Members noted there would be further feedback following an update in late January.</p> <p>ii) Members reviewed a selection of ideas provided by Thunderbolt to produce a logo for the Farmers' Market. Members agreed the simpler ideas were better and the logo should be earthy and rustic.</p>	<p>Events officer to provide feedback following the update meeting with the Maltings.</p> <p>Events Officer to progress.</p>

7. Date of Next meeting

The next meeting was agreed as Tuesday 23 February 9.30am.

Notes taken by Stephanie King



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 12th January 2016

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Attfield, Carole Cockburn, Jill Hargreaves, Stephen Hill, Jeremy Ricketts, John Williamson .

The Mayor, Cllr Mrs Pat Frost attended ex officio.

Officers present:

Iain Lynch (Town Clerk),
Rachel Aves (Corporate Governance Officer)
Raymond Montgomery (Business and Contracts Officer) - part
Dixon Chau (Graduate Projects Assistant) - part

In the absence of the Chairman, Cllr attfield was elected as Chairman for the meeting.

1. Apologies

Apologies were received from , John Ward

2. Declarations of Interest

The following declarations of interest were made in relation to the item on Grants:

- Cllr Frost personal interest as a representative on 40 Degreez and the New Ashgate Gallery and as Chairman of the Farnham Competitive Music Festival.
- Cllr Cockburn pecuniary interest as a Trustee on Woodlarks, and personal as a representative on the Farnham Sports Council and the Brightwells Gostrey Club
- Cllr Hargreaves a personal interest relating to Tilford Cricket Club

3. Notes of Meeting held on 1st December 2015

POINTS	ACTION
The Notes of the previous meeting were agreed	

4. Finance

POINTS	ACTION
<p>Internal Auditor's Interim report</p> <p>1) The Working Group considered the Internal Auditor's Interim report and the officers' comments which were included at Appendix B to the agenda. After discussion, it was agreed:</p> <ul style="list-style-type: none"> i) that Standing Orders covered the necessary elements of the new procurement regulations, and could be adapted in light of the implementation of the new regulations in future; ii) a member of the HR panel undertake adhoc checks of payroll as an additional safeguard to the current independent checks; iii) the advice of South East Employers on Outer London Weighting be considered when received; iv) ad hoc physical checks of bank statements and money market transactions be undertaken from time to time by those authorising payments. <p>Quarterly Finance</p> <p>1) Members reviewed the Bank and Petty Cash reconciliations at 31st December at Appendix C noting that the detailed paperwork for invoices and payments was available for inspection.</p> <p>2) Members received the Income and Expenditure Summary and detailed accounts by code expenditure, noting that they were broadly as expected for the nine month period, although overall expenditure was running below budget with income ahead of budget. It was noted that there were significant invoices to be received for agreed expenditure and that invoices were yet to be received for the Christmas events.</p> <p>3) Members reviewed the Statement of Investments at 31st December at Appendix E and noted the rate reduction at HSBC for short term deposits.</p> <p>4) Members reviewed the debtors at 31st December at Appendix F welcoming the reduction in debtors over three months and the overall position.</p> <p>5) Members reviewed in detail the list of reserves to consider whether any could be reduced as part of the precept setting process. Overall the levels of earmarked reserves were felt to be right for identified activities and it the level of general reserves was within the recommended guidance levels. .</p>	<p>Any Standing Orders' refinements to be considered at next review.</p> <p>HR panel to agree who should undertake ad hoc checks.</p> <p>Advice from South East Employers to be reviewed</p> <p>Payment approvers to undertake ad hoc checks of money market and bank statements.</p> <p>Reserves to be reviewed at the end of the financial year</p>

5. Precept 2016/17

POINTS	ACTION
<ul style="list-style-type: none"> i) The Working Group received a report on the possible precept options for 2016/17 to meet the agreed budget. ii) Members were concerned about the overall impact of Council tax on local residents and that times were getting harder rather than easier; albeit that the Farnham share of Council Tax was only around 3% of the total. iii) The Working Group also considered the pressures on services in Farnham and future plans for which the reserves were held. Consideration was given to setting an in-year 	

<p>savings target or using reserves to keep down the increase.</p> <p>iv) It was agreed that it would not be prudent to erode the level of reserves for ongoing running costs. It was also agreed that there were services currently provided by others that were under pressure and for which additional funding should be raised to ensure services and standards could be maintained or improved. Specific services for which provision was earmarked included continuing the second dial-a-ride Hoppa bus in Farnham and providing funding for additional environmental cleaning and improvements. The investment budgeted for these two elements alone represented most of the proposed increase.</p> <p>v) After much discussion, Strategy & Finance agreed unanimously to recommend to Council that the net budget of £1,011,182 should be funded by the precept leading to an increase of just over four pence per week (£2.24 per annum) for a band D property. The band D cost would therefore increase by 3.89% from £57.59 to £59.83.</p>	<p>It is recommended that: the precept for 2016/17 should be £1,011,182 equating to a Band D cost of £59.83 per annum (£1.15 per week).</p>
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6. Grants 2016/17

POINTS	ACTION
<p>i) The Working Group received a report on the grant applications which exceeded the funding available.</p> <p>ii) It was noted that 40Degreez had asked for a reduced allocation in 2016/17 and that the balance of funding provisionally in the budget was allocated to general grants.</p> <p>iii) It was also noted that Waverley Hoppa Community Transport had requested becoming part of the organisations receiving regular funding with a Service Level Agreement (SLA), and it was agreed to recommend that Hoppa be added to the SLA organisations when the scheme was reviewed later in 2016. It was also agreed to recommend that Hoppa receive a continuing grant of £10,000 to sustain the second dial-a-ride bus in Farnham, to be funded from the Community Initiatives fund given the continuing uncertainty over bus provision in Farnham.</p> <p>iv) The budgeted SLA grants were agreed for approval by Council and the remaining grants applications were considered in detail and recommendations for adoption by Council were made as set out at Annex I. In view of the number of applications, no grant was recommended for funding at the maximum level.</p> <p>v) The Grant for Hale Recreation Ground was deferred to clarify the issue over Waverley Borough Council's expected</p> <p>vi) The Grant for Farnham Sports Council was to include a contribution to the Farnham Community games, and was also subject to clarification over the siting and nature of the proposed banners.</p> <p>vii) A small grants pot for allocation throughout the year and delegated to the Town Clerk was maintained at £2,000.</p> <p>viii) The proposal to purchase a replacement Farnham Hoppa bus by all the organisations working together was reviewed. Hoppa had submitted their accounts and further data, and it</p>	<p>It is recommended that:</p> <p>i) the proposed grants set out at Annex I be agreed with the grant for the Hoppa Community Transport dial-a-ride service being funded from the Community Initiatives fund;</p> <p>ii) Hoppa be considered to be an SLA organisation in the review of the scheme in 2016;</p> <p>iii) A grant of £5,000 be awarded towards the cost of a replacement Hoppa bus for Farnham with up to a further £5,000 available to match fund contributions from other Farnham organisations if the target of £30,000 is reached.</p>

was agreed that Farnham should offer a grant of £5,000 to the new bus with up to a further £5,000 earmarked subject to other contributions taking the total up to £30,000.	
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7. Infrastructure Planning Task Group

POINTS	ACTION
<p>Members considered the report at Appendix J in relation to the progress of the Farnham Neighbourhood Plan. It was noted that the report from the NPIERS (Neighbourhood Planning Independent Examiner Referral Service) examiner was still in draft form as there were points that required clarification before the report was finalised.</p> <p>Members noted some key points from the report including the opportunity to move the Neighbourhood Plan to a project-based approach, where the plan would be supported by an evidence paper, shared by Waverley BC and Farnham Town Council.</p> <p>It was noted that the report had suggested that the Neighbourhood Plan may be able to move forward and rely on Waverley BC to provide SANGs (Suitable Alternative Natural Greenspace) to support to the Neighbourhood Plan housing allocations. Officers pointed out that this approach would need to be endorsed by Natural England, who had provided some initial advice on the content of the report at the time of the meeting but formal guidance had not yet been received.</p> <p>It was noted that a stakeholder workshop was being held on Thursday 14th January to update residents on the progress to date and the reasons for the delayed timetable for the submission of the Neighbourhood Plan.</p> <p>Members agreed that officers and IPG should liaise further with the NPIERS examiner commissioned to do the report, Natural England and WBC, to agree a way forward and revise the timetable for the NP accordingly, with a view to submission of the Neighbourhood Plan as soon as possible.</p>	<p>It is recommended that: officers and IPG should liaise further with the NPIERS examiner Natural England and WBC, to agree a way forward and revise the timetable for the NP accordingly, with a view to submission of the Neighbourhood Plan as soon as possible.</p>

8. Contracts Update

POINTS	ACTION
<p>I. The Working Group received a detailed tabled report from the Assets Task Group that had met on 11th January. Key points arising were:</p> <ul style="list-style-type: none"> i) To replace the broken chain link fence at Wrecclesham Community Centre adjacent to the electricity sub-station, as previously agreed, at a cost of £2009.23 plus VAT. ii) The Working Group noted that the temporary roof covering on the Hale Chapels had been replaced. iii) The Working Group noted that the repairs to the West Street Chapel Wall were due for completion by the end of January, and that the cemetery pathway repairs were due to start imminently. iv) The Working group agreed to recommend the installation 	

<p>of CCTV to cover Victoria Gardens in view of the vandalism and rough sleeping that had taken place. This required the upgrading of the viewing and recording equipment in the Council Offices with the cost of the installation and equipment (following tending) being £3,070 to be met from the CCTV budget. It was agreed to request a contribution to the installation costs and for the ongoing maintenance cost of the cameras to be met by the Victoria Gardens (Swimming Baths Trust).</p> <p>v) The Working Group noted that quotations were being sought for the repairs or replacement to rotten windows and rear fire door canopy; that the disabled toilet refit had been awarded to AP Plumbing who had submitted the best price; that a camera survey may be required to check external drains if the intermittent smell in the Tindle Suite is to be resolved; prices had been obtained for carpet cleaning and areas for prioritising agreed.</p> <p>vi) The Working Group noted the prices that had been obtained for a new photocopier from several sources and that a new three year contract with KCS (current provider) for a machine should bring savings based on current usage of around £2000 over the life of the contract. In addition, six copies of PDF pro would be provided free of charge (normally £139 per copy).</p> <p>vii) After much difficulty in obtaining competitive prices, AP Plumbing had been awarded the contract for creating a shower room at the Depot. Prices for the electrical works including new lighting in the workshop to replace the substandard lighting were being sought. Once this work had been completed the previously approved redecoration of the depot would be completed.</p> <p>viii) It was agreed that prices should be sought for roller doors for the depot workshop as these would improve accessibility and security.</p> <p>ix) The War Memorial paving project was being delayed to await the outcome of the War Memorials Trust application but it was hoped the project would be completed during the current financial year. It was noted that access to the path through Gostrey Meadow would need to be closed during the works.</p>	<p>It is recommended that:</p> <p>1) CCTV be installed to cover Victoria Gardens at a cost of £3,070 with the costs met from the CCTV budget;</p> <p>2) A new three year photocopier contract be taken out with Kent County Supplies.</p>
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10. Meeting Dates 2016/17

POINTS	ACTION
<p>The Working Group received the draft timetable of dates (attached at Annex2) for 2016/17 noting that there was a difficulty which needed resolution on the proposed date for the Civic Christmas Carol Service as this would clash with the December Council meeting.</p>	<p>Town Clerk to discuss dates with Farnham Youth Choir.</p>

11. Hale Chapels

POINTS	ACTION
The Working group noted progress on preparing the planning application for the Hale Chapels project, and reviewed the drawings that had been prepared by Robin Crane Associates and discussed with the Historic Buildings Officer. The Working Group asked that the architect be advised of a preference for a pitched roof if this could be achieved.	Town Clerk to progress.

9. Date and Time of Next Meeting

POINTS	ACTION
Members noted that the next meeting was scheduled to take place on Tuesday 1st March 2016 at 9.30.	Town Clerk to circulate agenda

The meeting finished at 12.45pm

Notes written by Iain Lynch

Organisation Applicant	Amount Requested	Cost of Project	Proposed FTC Grant 2016/17	Proposed FTC Grant as % of project cost	Awarded 2015/16	Project Name & Project Summary	Officer Comments
Abbey School, The	£2,000	£4,309	£1,500	34.81%		<p>Media and Performing Art Equipment for the Provision of a Creative Arts Classroom</p> <p>Funding will be used to purchase 5 Apple macs to transform a room into a media, performing arts and music base. The computers will be used to create films, edit and create animation as well as photography. In addition music will be created on the computers.</p>	<p>The project will allow students to develop and expand their IT skills in media, photography and music.</p> <p>The school has a student roll of 107 students, of which 27 are local residents</p>
Alder Valley Brass Band	£1,058	£1,058	£750	70.89%		<p>Marching Bass Drum For Parade & Concerts</p> <p>If successful the entire grant will be spent on procurement of a new bass drum. The new drum will enable the band to more effectively fulfil its role in the community at events such as the Armistice Day Parade.</p>	<p>The funding would allow the band to perform at local events and parades. These performances help fund raising for local charities e.g. Phyllis Tuckwell Hospice.</p> <p>The band currently has 27 members, of which it is unknown how many are local residents.</p>
Brightwells Gostrey Centre	£2,000	£2,500	£1,000	40.00%		<p>Potato Peeler (Industrial)</p> <p>Funding is requested to replace old potato peeler used in preparation of lunches for up to 50 local residents per day.</p>	<p>A quick google search has found a GAM PSP700-15 15kg / 33lb Potato Peeler ck1603 for £799 +VAT which is capable of peeling 500kg of potatoes p/hr. This should be more than sufficient.</p>
Challengers	£1,984	£19,731	£1,500	7.60%		<p>Farnham Summer Youth scheme</p> <p>The scheme aims to give disabled children access to fun activities in the month of August. The funding will help subsidise the daily cost of £124 (rising to £199 for 2:1 support dependent of complexity of disability) and families will be charged £20 per a day.</p> <p>£1984 will enable 16 day placements for young disabled people.</p>	<p>Funding this scheme will allow disabled young people between the ages of 13-18 to experience activities they may not get to otherwise. Family who care for the children will be able to take a short break from their caring responsibilities, which is good for their overall health.</p> <p>This could benefit up to 10% of their 160 local participants.</p>

Organisation Applicant	Amount Requested	Cost of Project	Proposed FTC Grant 2016/17	Proposed FTC Grant as % of project cost	Awarded 2015/16	Project Name & Project Summary	Officer Comments
Creative Response	£2,000	£4,993	£1,000	20.03%	£1,000	<p>Holiday Workshops</p> <p>To provide 16 days of workshops, ranging from glass blowing to print making. The workshop aims to encourage and provide the expertise and material for people to learn new skills. The workshops enable local carers to access a voluntary service. It also provides a wellbeing service to all the users and participants. The workshops will provide a calming space for carers to learn new skills.</p>	<p>The purpose of the workshops is to provide local carers with respite, and to prevent social isolation of carers.</p> <p>This could give an opportunity to 52 local carers to engage with others and develop new skills, whilst availing of much needed respite from their caring capacity.</p>
Dance Movement, The	£2,000	£10,726	£1,750	16.3%	£1,961	<p>Farnham Blooming</p> <p>Building on from last year's success, Farnham Blooming, this year the project will run 8 weeks of dance session, with one performance as part of the Farnham Town Carnival and one performance for the judges as part of the Farnham in Bloom Town Centre judging event. The project will bring together 15 groups of young dancers based in Farnham along with 20 older dancers.</p>	<p>An opportunity for young dancers ranging from different age groups and learning abilities to participate in a large scale dance project and to learn new skills. Also, the dance project will be performed during the Farnham in Bloom judging.</p> <p>It can benefit 170 local residents, of which 70% live in Farnham</p>
Farnham Art and Design Education Group (FADEG)	£900	£900	£900	100.00%	£700.00	<p>Unseen Artists: Art from the Community 2017</p> <p>To stage a two day biennial show of Community Art and Design celebrating visual creativity, from the art group to the garden sculptor. The grant will be used to expand and develop the exhibition at the Maltings.</p>	<p>The exhibition will celebrate and promote voluntary groups and activities, in particular attention will be drawn towards organisations working with people experiencing social and often economic difficulties.</p> <p>It is estimated that 150 - 300 local people will attend the show.</p>

Organisation Applicant	Amount Requested	Cost of Project	Proposed FTC Grant 2016/17	Proposed FTC Grant as % of project cost	Awarded 2015/16	Project Name & Project Summary	Officer Comments
Farnham Brass Band	£2,000	£2,300	£1,000	43.48%	£1,000	<p>Senior band: uniform Coats/ ties Junior band: equipment and regeneration</p> <p>Some of the funding will be used to enhance their outdoor appearance by providing coats so the band has a professional look when performing outside for events such as Remembrance Sunday, Farnham in Bloom etc. The rest of the funding will be used to employ a tutor to tutor junior band members how to play brass instruments, so that they can eventually progress to the senior band.</p>	<p>In view of the organisation trying to continue to provide a high level of support and care, funding for this project would help them achieve their goal.</p> <p>The band can support up to 20 new band members.</p>
Farnham Competitive Music Festival	£800	£6,600	£800	12.12%	£500	<p>38th Farnham Competitive Music Festival</p> <p>To allow young musicians an opportunity to perform and show their skills at every level. It will also give young performers a chance to build up self-esteem playing in front of an audience. The Funding will be used to hire Frensham Heights' facilities and expenses for hiring professionals and printing.</p>	<p>The Farnham Competitive Music Festival is of a high standard supporting a wide range of young musicians.</p> <p>Hard to estimate the number, but it will benefit all musicians at schools, colleges and universities in the surrounding area.</p>
Farnham Maltings Association Ltd.	£1,785	£2,085	£1,000	47.96%	£12,800 (SLA) + £1500 for a different project	<p>Care for Carers</p> <p>Funding will allow two workshops, one in March and the other in autumn. These workshops will demonstrate techniques for controlling an unexpected situation and skills for caring for those who have dementia.</p>	<p>This project will aim to provide support for both professional carers and family members who are based in the Farnham area.</p> <p>It is estimated around 200 local people will benefit from the project.</p>
Farnham Sports Council	£1,814	£3,629	£1,200	33.07%		<p>Farnham Fair Play Scheme</p> <p>The aim of the project is to get more people in to sports, with 36 sports club participating. The funding will be used to cover promotional banners. The banners will showcase and highlight a wide range of sports available in Farnham.</p>	<p>Supporting this project could encourage more local residents to participate in a sport within Farnham.</p> <p>The Council would like to request each banner to have the Town Council logo on it to show the partnership between the two organisations.</p> <p>The scheme aims to encourage</p>

Organisation Applicant	Amount Requested	Cost of Project	Proposed FTC Grant 2016/17	Proposed FTC Grant as % of project cost	Awarded 2015/16	Project Name & Project Summary	Officer Comments
							around 500 extra people to join local sports clubs.
Farnham Thursday Club	£107	£107	£107	100.00%		Farnham Thursday Club Funding will be used to provide outdoor facilities for a play in May 2016 at the Brightwells Gostrey Centre.	The project's aim is to expand activities and encourage those who have learning disabilities to go outside and get some fresh air. Around 25 people directly will benefit and a further 100 indirectly.
Hale Carnival Committee	£2,000	£12,610	£400	3.17%	£200	Hale Carnival Funding will be used to provide security from Friday night to Sunday morning, in addition it will also provide clean toilet facilities for the attendees.	This is a project where many people will be able have fun and enjoy the entertainment at the carnival. Having security will prevent unwanted disruptions. It is estimated up to 7500 people will attend. The Carnival makes a surplus which is distributed to local community groups.

Organisation Applicant	Amount Requested	Cost of Project	Proposed FTC Grant 2016/17	Proposed FTC Grant as % of project cost	Awarded 2015/16	Project Name & Project Summary	Officer Comments
Hale Recreation Ground Management Committee	£587	£1,174	£ Deferred	0.00%		<p>GOAL!</p> <p>The aim of the project is to replace the existing old and broken goal posts with a set of new ones. Various football teams have requested to use the recreational ground as their home ground.</p>	<p>As Waverley Borough Council owns part the recreational ground, the applicant should contact Waverley Borough Council first and see if they have the funds to replace the old goal posts.</p> <p>Funding for the goals posts will allow multiple footballs teams to play at the Hale recreation ground. Football has been played at the ground for over 100 years.</p> <p>It is hard to estimate the exact number of people who will benefit - everyone who will use the goals.</p>
Museum of Farnham	£2,000	£2,560	£1,000	39.06%		<p>Finding Farnham Community Dig</p> <p>The aim of the project is to increase the awareness of archaeology work to the members of the public whilst engaging them in Farnham's rich archaeology history. The project will try to develop a deeper understanding of what lies beneath Farnham.</p>	<p>This project could inspire young children and adults in to archaeology and history. This also gives them a chance to understand more about Farnham's history as well as archaeology.</p> <p>It is estimated around 950 people locally will benefit from the project.</p>
New Ashgate Gallery Trust	£2,000	£15,890	£750	4.72%	£1,500	<p>50 Years at Waggon Yard</p> <p>Funding will be used to host a series of free workshops and events that celebrate the wealth and diversity of high quality craft that it has offered for the past 50 years. There will be a total of 5 events spanning over 5 months with the last event held during craft month. Some of the funding will be used for promoting the events, e.g. leaflets. These will be distributed to the local communities.</p>	<p>The workshops provide a range of skills from calligraphy to weaving. A great opportunity for someone to try a new skill.</p> <p>74 people will be participating with the workshops.</p>

Organisation Applicant	Amount Requested	Cost of Project	Proposed FTC Grant 2016/17	Proposed FTC Grant as % of project cost	Awarded 2015/16	Project Name & Project Summary	Officer Comments
Phyllis Tuckwell Hospice Care	£716	£7,273	£700	9.62%		Food trolley for in Patient Unit Funding will be used to purchase crockery for the food trolley. Together they will be used at the 18-bed In Patient Unit. The crockery will help them tailor the nutritional needs for each individual patient.	By funding the project it could improve the level of comfort and dietary needs for the patients at the hospice. It is estimated around 370 people will benefit from the project, with 50% living in Farnham.
Rowledge Cricket Club	£2,000	£12,336	£1,750	14.19%	£1,700	Wicket Cover To replace old and unusable cricket wickets cover with new modern covers. The new covers will allow the Rowledge Cricket Club to continue to play in the Southern Premier Cricket League, as the covers are compulsory. At the moment they are playing in the highest league below County Cricket.	Supporting this project will allow the club to continue to play at their highest level, with the high level of standard it could encourage more people to take part in cricket. There are 700 members in the club who would benefit from new wicket covers.
St Peter's Church - Leverton Hall	£2,000	£42,399	£1,750	4.13%		Access for All This project aims to make the church and hall much more access specifically wheelchair users and other such as families with pushchairs and buggies.	Funding for this project will allow more people to access and use the facilities at the church and hall. Some of the activities/ groups include: Brownies/Guides, yoga classes, over 60's club and many more. Over 100 people from the local area are estimated to benefit from the project.
Tilford Cricket Club	£2,000	£4,164	£0	0.00%		2016 Ground Improvement The Tilford Cricket Club would use the funding to improve the current cricket green. Improvements include an electronic scoreboard to replace the current 30 year old scoreboard. In order for the scoreboard to be installed, it will require levelling the ground with decking. Finally, additional equipment would include a ground drying machine for when there is heavy rainfall.	This Project is outside the Farnham Town Council area, therefore it cannot be supported.

Organisation Applicant	Amount Requested	Cost of Project	Proposed FTC Grant 2016/17	Proposed FTC Grant as % of project cost	Awarded 2015/16	Project Name & Project Summary	Officer Comments
Voluntary Action South West Surrey	£2,000	£15,558	£1,000	6.43%	£1,400	Farnham Volunteer Centre Farnham Volunteer Centre uses its database to match up charities with those who would like to volunteer. This includes smaller, local charities. In addition to charities, communities groups and some statutory organisations such as schools and hospitals are also on the database. In 2015 Age UK Waverley and The Godalming Hub have both been sharing the office in Farnham to give disability advice to Farnham residents. These two projects are planned to continue next year.	The funding will go towards some of the running cost. The centre is open 2 days a week and is run by volunteers. Without this, smaller and local charities could miss out on volunteers as people are unaware of them. Approximately 150 will benefit from the project, with 398 organisations registered with the volunteer centre..
Woodlarks Centre, The	£1,300	£1,279	£800	62.55%	£2,000	In-House Hair Dressing Salon Having an in-house salon will allow the organisation to continue to provide a high level of care and support for the residents. Having a designated area where the residents can have regular haircuts would be more efficient and easier than taking residents to a local hair salon, in particular residents in wheelchairs.	In view of the organisation trying to continue to provide a high level of support and care, funding for this project would help them achieve their goal. All 23 residents will be able to use the in-house salon, with all of them being from Farnham.
Wrecclesham History Project	£500	£500	£500	100.00%	£2,000	Web Site Development The organisation would like to develop a website for their project of preserving the memories and history of Wrecclesham. The grant will be used to cover the initial cost of employing a consultant to develop a website.	With the development of the website, it would allow those who are interested in the project to find out more information and keep them up to date. 95% of the 150 people will benefit from the website.

Total **£35,551** **£21,157**
Balance **£843**

(The remaining balance can be used to support the Hale Recreation Ground Management Committee if appropriate.)

Additional support: Farnham's Demand Response Transport Service: £10,000 to be met from the Community Initiatives budget

Organisation Applicant	Amount Requested	Cost of Project	Proposed FTC Grant 2016/17	Proposed FTC Grant as % of project cost	Awarded 2015/16	Project Name & Project Summary	Officer Comments
Waverley Community Transport (Hoppa)	£10,000	£ 13,751	£10,000	73%	£ 10,000	<p>Hoppa Bus</p> <p>A door-to-door demand responsive bus service used by local residents especially the elderly and those who are unable to use normal public transport.</p>	<p>Funding will enable the continuation of the second Hoppa Dial-a-ride service which made 1400 in its first 8 months.</p>



DRAFT CALENDAR OF DATES MUNICIPAL YEAR 2016-17

Meeting	Date	Time
Council (Annual) Mayor Making	Thu 12 May 2016	19:00
Farmers' Market	Sun 22 May 2016	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 23 May 2016	09:30
Farnham Andernach Friendship Association visit	Thu 26 May 2016	to 29 May 2016
Andernach StadtOrchester at the Farnham Maltings	Fri 27 May 2016	19:30
Music in the Meadow	Sun 29 May 2016	15:00 - 17:00
Late May Bank Holiday	Mon 30 May 2016	
Music in the Meadow	Sun 05 June 2016	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 06 June 2016	09:30
Strategy & Finance Working Group	Tue 07 June 2016	09:30
Community Enhancement Working Group	Wed 08 June 2016	09:30
Civic Service at St Andrew's Church	Sun 12 June 2016	15:00
Music in the Meadow	Sun 12 June 2016	15:00 - 17:00
Council (Sign Off Annual Accounts)	Thu 16 June 2016	19:00
Music in the Meadow	Sun 19 June 2016	15:00 - 17:00
Armed Forces Week Flag Raising	Mon 20 June 2016	10:00
Planning & Licensing Consultative Group	Mon 20 June 2016	09:30
Farmers' Market	Sun 26 June 2016	10.00 - 13.30
Picnic in the Park	Sun 26 June 2016	15:00 - 17:00
Tourism and Events Working Group	Tue 28 June 2016	09:30
Music in the Meadow	Sun 03 July 2016	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 04 July 2016	09:30
Cemeteries and Appeals Working Group	Thu 07 July 2016	09:30
Music in the Meadow	Sun 10 July 2016	15:00 - 17:00
Music in the Meadow	Sun 17 July 2016	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 18 July 2016	09:30
Strategy & Finance Working Group	Tue 19 July 2016	09:30
Farmers' Market	Sun 24 July 2016	10.00 - 13.30
Music in the Meadow	Tue 26 July 2016	15:00 - 17:00

Council	Thu 28 July 2016	19:00
Music in the Meadow	Sun 31 July 2016	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 01 August 2016	09:30
Music in the Meadow	Sun 07 August 2016	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 15 August 2016	09:30
Music in the Meadow	Tue 16 August 2016	15:00 - 17:00
Music in the Meadow	Sun 21 August 2016	15:00 - 17:00
Farmers' Market	Sun 28 August 2016	10.00 - 13.30
Music in the Meadow	Sun 28 August 2016	15:00 - 17:00
Summer Bank Holiday (Farnham Community Games)	Mon 29 August 2016	
Music in the Meadow	Sun 04 September 2016	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 05 September 2016	09:30
Tourism and Events Working Group	Tue 06 September 2016	09:30
Cemeteries and Appeals Working Group	Thu 08 September 2016	09:30
Heritage Open Days	Thu 08 September 2016	to Sun 11 September 2016
Feast of Food	Fri 09 September 2016	to Sun 25 September 2016
Italian Market (Castle Street)	Fri 09 September 2016	10:00 to 16:00
Strategy & Finance Working Group	Tue 13 September 2016	09:30
Community Enhancement Working Group	Wed 14 September 2016	09:30
Planning & Licensing Consultative Group	Mon 19 September 2016	09:30
Council	Thu 22 September 2016	19:00
Food Festival	Sat 24 September 2016	10.00 - 16.00
Farmers' Market	Sun 25 September 2016	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 03 October 2016	09:30
Farnham in Bloom Awards Evening	Thu 06 October 2016	16:00 Schools 18:00 Community
Planning & Licensing Consultative Group	Mon 17 October 2016	09:30
Strategy & Finance Working Group	Tue 18 October 2016	09:30
Farmers' Market	Sun 23 October 2016	10.00 - 13.30
Council	Thu 27 October 2016	19:00
Planning & Licensing Consultative Group	Mon 31 October 2016	09:30
Tourism and Events Working Group	Tue 01 November 2016	09:30
Remembrance Sunday (Gostrey Meadow War Memorial)	Sun 06 November 2016	10:45
Venison Dinner (Farnham Castle)	Thu 10 November 2016	19:00

Remembrance Day	Fri 11 November 2016	11:00
Planning & Licensing Consultative Group	Mon 14 November 2016	09:30
Cemeteries and Appeals Working Group	Thu 17 November 2016	09:30
Christmas Lights Switch-On (Gostrey Meadow)	Sat 19 November 2016	13.00 -18.00
Community Enhancement Working Group	Wed 23 November 2016	09:30
Farmers' Market	Sun 27 November 2016	10:00 - 13:30
Planning & Licensing Consultative Group	Mon 28 November 2016	09:30
Strategy & Finance Working Group	Tue 06 December 2016	09:30
Farnham Farmers' Market Central Car Park and Christmas Market, Castle Street, Bush Hotel	Sun 11 December 2016	10:00 - 16:00
Planning & Licensing Consultative Group	Mon 12 December 2016	09:30
Christmas Civic Carol Service, St Andrew's (Provisional)	Thu 15 December 2016	19:00 for 19:30
Council (Budget)	Thu 15 December 2016	19:00
Farnham in Bloom Winter Celebration	Sun 18 December 2016	14:30 - 15:30
OFFICES CLOSED BETWEEN CHRISTMAS AND NEW YEAR	Fri 23 December 2016	CLOSED from 26th December to January 2nd January 2017
Planning & Licensing Consultative Group	Mon 09 January 2017	09:30
Tourism and Events Working Group	Tue 10 January 2017	09:30
Community Enhancement Working Group	Wed 11 January 2017	09:30
Strategy & Finance Working Group	Tue 17 January 2017	09:30
Farmers' Market	Sun 22 January 2017	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 23 January 2017	09:30
Council (Precept)	Thu 26 January 2017	19:00
Planning & Licensing Consultative Group	Mon 06 February 2017	09:30
Cemeteries and Appeals Working Group	Thu 16 February 2017	09:30
Farmers' Market	Sun 19 February 2017	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 20 February 2017	09:30
Services to Farnham Awards	Mon 20 February 2017	18:00
Strategy & Finance Working Group	Tue 28 February 2017	09:30
Council	Thu 09 March 2017	19:00
Commonwealth Day Flag Raising	Mon 13 March 2017	10:00
Planning & Licensing Consultative Group	Mon 13 March 2017	09:30
Tourism and Events Working Group	Tue 14 March 2017	14:00

Community Enhancement Working Group	Wed 15 March 2017	09:30
Annual Town Meeting of Electors (Bush Hotel)	Thu 23 March 2017	19:00
Farmers' Market	Sun 26 March 2017	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 27 March 2017	09:30
Strategy & Finance Working Group	Tue 04 April 2017	09:30
Council (appointment of Working Groups)	Thu 13 April 2017	19:00
Good Friday	Fri 14 April 2017	
Easter Monday	Sun 16 April 2017	
Planning & Licensing Consultative Group	Wed 19 April 2017	09:30
Farmers' Market	Sun 23 April 2017	10.00 - 13.30
Early May Bank Holiday	Mon 01 May 2017	
Planning & Licensing Consultative Group	Mon 01 May 2017	09:30
Council (Annual)	Thu 11 May 2017	19:00
Planning & Licensing Consultative Group	Mon 15 May 2017	09:30



Farnham Town Council
DRAFT Working Group Meeting Dates by Working Group
2016/17

Full Council

All Council meetings are held on Thursdays at 19.00

Date	Meeting Details
28 July 2016	Annual Council (Annual)
22 September 2016	Council (Sign Off Annual Accounts)
27 October 2016	Council
09 March 2017	Council
11 May 2017	Council (Budget 1)
12 May 2016	Council (Budget 2)
13 April 2017	Council (Precept)
15 December 2016	Council
26 January 2017	Council (Appointments of Working Groups)
16 June 2016	Council (Annual)

Cemeteries Appeals and Working Group

Cemeteries Appeals and Working Group meetings are held on Thursdays at 9.30

Date	Meeting Details
07 July 2016	Cemeteries Appeals and Working Group
08 September 2016	Cemeteries Appeals and Working Group
17 November 2016	Cemeteries Appeals and Working Group
16 February 2017	Cemeteries Appeals and Working Group

Strategy and Finance Working Group

Strategy & Finance Working Group meetings are held on Tuesdays at 9.30

Date	Meeting Details
07 June 2016	Strategy & Finance Working Group
19 July 2016	Strategy & Finance Working Group
13 September 2016	Strategy & Finance Working Group
18 October 2016	Strategy & Finance Working Group
06 December 2016	Strategy & Finance Working Group
17 January 2017	Strategy & Finance Working Group

28 February 2017	Strategy & Finance Working Group
04 April 2017	Strategy & Finance Working Group

Tourism and Events Working Group

Tourism and Events Working Group meetings are held on Tuesdays at 9.30

Date	Meeting Details
28 June 2016	Tourism and Events Working Group
06 September 2016	Tourism and Events Working Group
01 November 2016	Tourism and Events Working Group
10 January 2017	Tourism and Events Working Group
14 March 2017	Tourism and Events Working Group

Community Enhancement Working Group

Community Enhancement Working Group meetings are held on Wednesdays at 9.30

Date	Meeting Details
08 June 2016	Community Enhancement Working Group
14 September 2016	Community Enhancement Working Group
23 November 2016	Community Enhancement Working Group
11 January 2017	Community Enhancement Working Group
15 March 2017	Community Enhancement Working Group

Planning & Licensing Consultative Group

Planning & Licensing Consultative Group meetings are held on Mondays at 9.30

Date	Meeting Details
23 May 2016	Planning Consultative Group
06 June 2016	Planning Consultative Group
20 June 2016	Planning Consultative Group
04 July 2016	Planning Consultative Group
18 July 2016	Planning Consultative Group
01 August 2016	Planning Consultative Group
15 August 2016	Planning Consultative Group
05 September 2016	Planning Consultative Group
19 September 2016	Planning Consultative Group
03 October 2016	Planning Consultative Group
17 October 2016	Planning Consultative Group
31 October 2016	Planning Consultative Group
14 November 2016	Planning Consultative Group

28 November 2016	Planning Consultative Group
12 December 2016	Planning Consultative Group
09 January 2017	Planning Consultative Group
23 January 2017	Planning Consultative Group
06 February 2017	Planning Consultative Group
20 February 2017	Planning Consultative Group
13 March 2017	Planning Consultative Group
27 March 2017	Planning Consultative Group
19 April 2017	Planning Consultative Group
01 May 2017	Planning Consultative Group
15 May 2017	Planning Consultative Group



FARNHAM TOWN COUNCIL

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Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 13th January 2016

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, Stephen Hill, Susan Redfern and John Williamson.

Officers: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader), Lara Prior (Community Enhancement Officer)

In attendance: John Ely (Member of Farnham in Bloom Community Group) and Paul Redmond (Environmental Services Manager at Waverley Borough Council)

2. Apologies

Apologies were received from Councillors Paula Dunsmore and Jeremy Ricketts.

3. Declarations of Interest:

There were no declarations of interest.

4. Notes of Meeting held on Wednesday 14th November 2015.

POINTS	ACTION
The notes of the previous meeting were agreed.	

5. Farnham in Bloom

POINTS	ACTION
<p>i. Members noted that the Farnham in Bloom Community Group had a meeting on 12th January and that members of the group were excited for the year ahead with the prospective entry in Britain in Bloom and had a number of events and initiatives planned.</p> <p>John Ely, member of the Community Group, thanked Farnham</p>	

<p>v. Members agreed to some small changes to the Farnham in Bloom sponsorship options:</p> <ul style="list-style-type: none"> • Hanging baskets to be increased from £50 to £60 • Traffic islands to be increased from £300 to £400 • Half bridges to be increased from £300 to £400 • New trough areas all to be £400 	<p>Outside Services Team Leader to progress</p>
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6. Allotments

POINTS	ACTION
<p>Members also noted that there were about 16 vacant allotments plots in the new year which would shortly be reallocated to people on the waiting list.</p> <p>Members also noted the dates for the Allotment Show and Winter Lecture, both of which they were invited to attend.</p>	

7. Bins by Boots Opticians

POINTS	ACTION
<p>Members noted that the Town Clerk and Outside Services Manager had met with Richard Homewood at Waverley BC to discuss implementing a byelaw. It was noted that legislation around byelaws had changed in 2015 and that Waverley investigate the options to see if it would be a possible way forward. In addition discussions would take place with the other authorities in the Waste Management Partnership and Surrey Highways. A review of existing legislation would also be carried out to look at the best tools available on this issue which was common to many towns.</p> <p>It was noted that this was a wider issue than simply litter, as it also affects the amenity and ambience of the town particularly at key entry points; is a potential environmental health issue; and also causes obstruction on a public footpath.</p> <p>Members agreed that Boots Opticians should be approached again as they have been supportive throughout.</p>	<p>Town Clerk and Outside Services Team Leader to progress further with Waverley</p>

8. Surrey County Council Highways Localism Project

POINTS	ACTION
<p>Members noted again their disappointment with the lack of transparency with how the Localism project funds had been allocated in the current financial and noted that Farnham Town Council had requested criteria for 2016/17 to be determined early although information was still awaited.</p>	<p>Town Clerk and Outside Services Team Leader to progress</p>

Street Furniture Update

POINTS	ACTION	
<p>i. Members noted that officers were working together with UCA to create a design for vinyl wrapping the bus stop on the traffic island at the train station. The design would include a welcome to Farnham as the home of UCA and also set out details of Farnham in Bloom.</p>	<p>Community Enhancement Officer to progress</p>	
<p>ii. Members noted that other bus stops that were a priority for vinyl wrapping included Alma Lane and Upper Way in partnership with Waverley Borough Council.</p>		
<p>iii. Members noted that there were no new requests for street furniture but noted that new graffiti had appeared.</p>		<p>Outside Services Team Leader to progress</p>

9. Community Clean Up Gangs

POINTS	ACTION
<p>Paul Redmond briefly described to members the Community Clean Up Gangs programme and how they worked. There are two 'gangs' of two or three people, one of which is prescriptive and the other is reactive to requests that have been reported. They primarily tidy up litter and weeds.</p> <p>Members heard that a new contract manager would be starting at Veolia in March and it was suggested he/she should be to meet with the Working Group in due course.</p> <p>Members wondered about the possibility of purchasing new equipment suitable for cleaning between cobble stones, especially as there is such an issue with cigarette butts.</p> <p>Mr Redmond suggested it might be a good idea to show the new person areas of Farnham and clarify expectations and in terms of standards of cleanliness what was achievable</p> <p>Members noted that if public waste bins were more than 75% full they should be reported directly to Waverley on waste@waverley.gov.uk.</p>	

10. Community Toilet Scheme

POINTS	ACTION
<p>Members noted that the idea was being progressed and that approximately 10 businesses were interested in being part of the pilot scheme. An offer to design the logo had also been made by a graphic design student.</p>	<p>Community Enhancement Officer to progress</p>

11. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be Wednesday 16th March 2016 at 9.30am	

Meeting ended at 11:30am

Notes taken by Lara Prior



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 21 December 2015

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr C Cockburn
Cllr P Dunsmore
Cllr J S Fraser
Cllr M Hyman
Cllr A Macleod

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon, Rachel Aves

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

Cllrs Blagden, Hargreaves, Mirylees, Ricketts, Ward and Williamson

2) Declarations of Interest

There were no declarations of Interest.

3) Applications Considered by the Planning & Licensing Consultative Group on Monday 21 December 2015**Farnham Bourne****WA/2015/2278 Farnham Bourne**

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

I LORIE HIGHLANDS CLOSE FARNHAM GU9 8SP

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and materials in keeping with the existing.

WA/2015/2263 Farnham Bourne

Erection of a two storey front extension and alterations following demolition of existing sun room.
AMARAH, 21 OLD FRENHAM ROAD, LOWER BOURNE GU10 3HD

Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design Statement and materials in keeping with the existing.

WA/2015/2258 Farnham Bourne

Certificate of Lawfulness under Section 191 for erection of extension implemented under the GDPO 1995 (as amended).

THE OLD GRANARY, HILLSIDE ROAD, FRENHAM GU10 3AJ

Farnham Town Council objects to this application and the use of Section 191 in this sensitive area, covered by Policy BE3. A full planning application should be submitted and the impact of this application be fully analysed in accordance with Policy BE3.

WA/2015/2253 Farnham Bourne

Erection of a dwelling with basement.

LAND AT GOLD HILL, FARNHAM

Farnham Town Council objects to the fragmentation of land covered by Policy BE3.

WA/2015/2223 Farnham Bourne

Outline application for the erection of 3 detached dwellings with access to be determined.

PENDRAGON HALL, 13 GARDENERS HILL ROAD, WRECCLESHAM GU10 4RL

Farnham Town Council objects to the urbanisation of this rural part of The Bourne.

WA/2015/2277 Farnham Bourne

Certificate of Lawfulness under Section 191 for the formation of new vehicle access and hardstanding off Aveley Lane.

HERON COURT, 39 FORD LANE, WRECCLESHAM GU10 4SF

Farnham Town Council strongly objects to the access off Aveley Lane which would destroy the rural aspect of the lane. This scheme has been dismissed by a Government Inspector and despite this work has taken place on site.

WA/2015/2271 Farnham Bourne

Listed Building consent for erection of rear extension and alterations following demolition of outbuilding; erection of extension and alterations to garage.

39 HERON COURT FORD LANE FARNHAM GU10 4SF

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

WA/2015/2270 Farnham Bourne

Erection of rear extension and alterations following demolition of outbuilding; erection of extension and alterations to garage (revision of WA/2015/1500).

39 HERON COURT, FORD LANE, WRECCLESHAM GU10 4SF

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

WA/2015/2265 Farnham Bourne

Application under Section 73A to remove Condition 4 of WA/2014/0430 (restricts use of garage) to allow use as habitable accommodation. **Previous comments on 24.03.2014 were as follows: Farnham Town Council is concerned about the size of the proposed extension and would suggest that the windows should be obscured and fixed to maintain the privacy of the neighbouring property. The extensions and alterations should also be in line with the Farnham Design Statement.**

CORRIEMOUNT TILFORD ROAD FARNHAM GU9 8HX

Farnham Town Council objects to the removal of this condition. This condition was specifically imposed in order to protect against the garage becoming ancillary accommodation and this application seeks to now remove a crucial planning condition to the detriment of the system.

WA/2015/2287 Farnham Bourne

Construction of new vehicular access and driveway and landscaping works.
SPRINGFIELD, 30 FRENHAM VALE, LOWER BOURNE GU10 3HT

Farnham Town Council has no objections.

WA/2015/2264 Farnham Bourne

Erection of a dwelling with associated parking and minor landscape works following demolition of existing dwelling.

SWEETCROFT, LODGE HILL ROAD, LOWER BOURNE GU10 3RE

Farnham Town Council has no objections subject to the dwelling being in keeping with the Farnham Design Statement.

WA/2015/2307 Farnham Bourne

Erection of a new dwelling.

LAND TO THE REAR OF 106 LODGE HILL WOOD, LODGE HILL ROAD, FARNHAM GU10 3RD

Farnham Town Council objects to this application which is in an area covered by BE3. The site needs to be viewed from the street and across the valley as the Town Council is concerned about the erosion of trees on the bank arising from Dene Lane, which is material in light of BE3.

NMA/2015/0187 Farnham Bourne

Amendment to WA/2015/1471 to provide alterations to elevations.

ORCHARD HOUSE, 18A GREAT AUSTINS, FARNHAM GU9 8JQ

Farnham Town Council has no objections.

Farnham Castle

NMA/2015/0188 Farnham Castle

Amendment to WA/2015/1544 to relocate door and central windows to front elevation. **Previous comments on 24.08.2015 were as follows: Farnham Town Council has no objections.**

104B WEST STREET FARNHAM GU9 7EN

Farnham Town Council has no objections.

WA/2015/2232 Farnham Castle

Erection of a car port.

14 THREE STILES ROAD, FARNHAM GU9 7DE

Farnham Town Council has no objections.

WA/2015/2267 Farnham Castle

Listed Building consent for internal alterations.

117 WEST STREET FARNHAM GU9 7HH

Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design statement.

WA/2015/2305 Farnham Castle

Change of use from shop (A1) to cafe (A3).

11 DOWNING STREET, FARNHAM GU9 7PB

Farnham Town Council has no objections.

NMA/2015/0183 Farnham Castle

Amendment to WA/2015/0641 to amend location of footpath. **Previous comments on**

13.04.2015 were as follows: Farnham Town Council is concerned about the cramped nature of the proposal and the location of facilities such as the bin store, which is located at the front of the development, close to the entrance and visible from the road. The proposed solid wall facing West Street is not in keeping with the street scene. This site is also allocated in the Farnham Neighbourhood Plan for housing development.

BRETHRENS MEETING ROOM, WEST STREET, FARNHAM GU9 7AP

Farnham Town Council has no objections.

WA/2015/2333 Farnham Castle

Erection of rear extension and alterations to allow change to 1 retail unit and 2 flats and associated works together with relevant partial demolition of an unlisted building in a Conservation Area.

99 WEST STREET FARNHAM GU9 7EN

Farnham Town Council has no objections.

Farnham Firgrove

WA/2015/2255 Farnham Firgrove

Erection of extensions to bungalow to form a two storey dwelling (revision of WA/2015/1710).

Previous comments on 21.09.2015 were as follows: Farnham Town Council has no objections subject to any adverse effect to the neighbours' amenities.

1 WEYDON HILL ROAD, FARNHAM GU9 8NX

Farnham Town Council has no objections subject to any adverse effect to the neighbours' amenities and all extensions being in keeping with the Farnham Design Statement.

WA/2015/2288 Farnham Firgrove

Certificate of Lawfulness under Section 192 for the erection of a chimney together with internal and external alterations including relocation of side fence and gate.

WYCHWOOD, 3 OLD FARNHAM LANE, FARNHAM GU9 8JU

Farnham Town Council has no objections.

TC/2015/0003 Farnham Firgrove

G.P.D.O. Schedule 2, Part 16; replacement of existing 12.5m phase 2 monopole with 14.7m phase 4 monopole and 1 no. additional equipment cabinet, plus ancillary works.

TELECOMMUNICATIONS MAST, WEYDON LANE, FARNHAM

Farnham Town Council has no objections.

DW/2015/0060 Farnham Firgrove

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.5m, for which the height would be 3.3m, and for which the height of the eaves would be 2.9m.

40 RIDGWAY ROAD, FARNHAM GU9 8NW

Farnham Town Council has no objections.

Farnham Hale and Heath End

WA/2015/2260 Farnham Hale and Heath End

Erection of extensions.

11 HIGHLANDS ROAD FARNHAM GU9 0LX

Farnham Town Council strongly objects to the size, design and scale of the proposed extension, which will have an adverse effect on the street scene and is completely out of character for the area.

WA/2015/2266 Farnham Hale and Heath End

Formation of additional access including dropped kerb.

83 FARNBOROUGH ROAD FARNHAM GU9 9AL

Farnham Town Council has no objections.

WA/2015/2344 Farnham Hale and Heath End

Erection of extensions and alterations

69 HEATH LANE, FARNHAM GU9 0PX

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design statement and existing materials.

WA/2015/2310 Farnham Hale and Heath End

Erection of single storey extensions and alterations; erection of a side porch.

1 OAST HOUSE CRESCENT FARNHAM GU9 0NP

Farnham Town Council strongly objects to the size, design and scale of the proposed extensions and alterations, which will have an adverse effect on the street scene being completely out of character.

Farnham Moor Park

WA/2015/2299 Farnham Moor Park

Erection of lower ground floor extension together with alterations to roof.

WOODPECKERS REST, OLD COMPTON LANE, FARNHAM GU9 8EG

Farnham Town Council has no objections subject to the alterations and extension being in keeping with the Farnham Design statement.

WA/2015/2284 Farnham Moor Park

Consultation on a County Matter: First periodic review (review of old mineral permission under Schedule 14 of the Environment Act 1995) of appeal reference M25/1/31 dated 5 December 2000 for the approval of new conditions at Jolly Farmer Sandpit.

JOLLY FARMER SANDPIT, GUILDFORD ROAD, RUNFOLD GU10 1PG

Farnham Town Council has no objections.

DW/2015/0059 Farnham Moor Park

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 3.3m, and for which the height of the eaves would be 2.4m.

1 KILN COTTAGES, MOOR PARK WAY, FARNHAM GU9 8EL

Farnham Town Council has no objections.

WA/2015/2306 Farnham Moor Park

Erection of extensions and alterations; erection of a detached garage and associated works.

35, FAIRACRE, COMPTON WAY, FARNHAM GU10 1QT
Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement.

Farnham Shortheath and Boundstone

TM/2015/0178 Farnham Shortheath and Boundstone

Application for removal of trees subject of Tree Preservation Order 45/99.

21 BOUNDSTONE ROAD, WRECCLESHAM GU10 4TW

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2015/2295 Farnham Shortheath and Boundstone

Erection of a detached garage/store and associated works (revision of WA/2015/1300). **Previous comments on 13.07.2015 were as follows: Farnham Town Council has no objections.**

12 WESTWARD, BIRCH CLOSE, FARNHAM GU10 4TJ

Farnham Town Council has no objections.

TM/2015/0180 Farnham Shortheath and Boundstone

Application for works to a tree subject of Tree Preservation Order 05/14.

JASMINE COURT, 2 BAT AND BALL LANE GU10 4RA

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2015/2259 Farnham Shortheath and Boundstone

Erection of roof extension and dormer windows to provide loft conversion together with installation of roof lights.

1 GORSE COTTAGE, JUBILEE LANE, FARNHAM GU10 4SZ

Farnham Town Council has no objections.

Farnham Upper Hale

WA/2015/2269 Farnham Upper Hale

Erection of extensions and alterations following demolition of existing conservatory (revision of WA/2015/1731). **Previous comments on 21.09.2015 were as follows: Farnham Town Council has no objections subject to the proposed extensions and alterations being in keeping with the Farnham Design Statement and materials used being in keeping with existing.**

8 TRINITY FIELDS, FARNHAM GU9 0SB

Farnham Town Council has no objections subject to the proposed extensions and alterations being in keeping with the Farnham Design Statement and materials used being in keeping with existing.

Farnham Weybourne and Badshot Lea

WA/2015/2282 Farnham Weybourne and Badshot Lea

Erection of a single-storey extension.

12 WOODSIDE ROAD, FARNHAM GU9 9DS

Farnham Town Council has no objections subject to the proposed extension being in keeping with the Farnham Design Statement and materials used being in keeping with existing.

WA/2015/2268 Farnham Weybourne and Badshot Lea

Construction of a dropped kerb.

11 LOWER WEYBOURNE LANE, FARNHAM GU9 9HQ

Farnham Town Council has no objections.

Farnham Wrecclesham and Rowledge

TM/2015/0176 Farnham Wrecclesham and Rowledge

Application for works to trees subject of Tree Preservation Order 45/99.

17 BOUNDSTONE ROAD WRECCLESHAM GU10 4TH

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

TM/2015/0183 Farnham Wrecclesham and Rowledge

Application for works to and removal of trees subject of Tree Preservation Order 03/05.

81 BOUNDSTONE ROAD, GU10 4AT

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2015/2241 Farnham Wrecclesham and Rowledge

Consultation on a County Matter: Details of a written scheme of investigation; a working plan containing mitigation measures proposed for the protection of human health and the environment; a ground gas monitoring methodology; a surface water drainage sch

ALTON ROAD SANDPIT, ALTON ROAD, FARNHAM

Farnham Town Council welcomes some work but remains concerned about the residential effects on neighbours and the environment. The Town Council looks forward to the eventual restoration of the site for the benefit of the local community.

WA/2015/2322 Farnham Wrecclesham and Rowledge

Application under Section 73A to vary Conditions 1 (plan numbers) & 2 (materials) of WA/2014/1914 to allow addition of gates and french doors. **Previous comments on 10.11.2014 were as follows: Farnham Town Council has no objections.**

MANSARD, 118 BOUNDSTONE ROAD, FARNHAM GU10 4AU

Farnham Town Council has no objections.

NMA/2015/0184 Farnham Wrecclesham and Rowledge

Amendment to WA/2014/1297 to provide alterations to elevations and glazed gable. **Previous comments on 10.08.2014 were as follows: The Town Council is concerned and wondered why the end of the property is a gable end and not hip.**

WOODCUT HOUSE 1 BROADWELL ROAD WRECCLESHAM GU10 4QH

This application has been refused.

Applications considered which result in a net increase 5 or more dwellings

Farnham Moor Park

CR/2015/0022 Farnham Moor Park

Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use to provide 11 dwellings.

THE BARBICAN, EAST STREET, FARNHAM GU9 7TB

Farnham Town Council has no objections.

Farnham Shortheath and Boundstone

WA/2015/2294 Farnham Shortheath and Boundstone

Erection of 21 affordable dwellings following demolition of existing buildings together with associated works (revision of WA/2014/2387). **Previous comments on 12.01.2015 were as follows:**

Farnham Town Council welcomes this application but is concerned the parking provision will be adequate for all needs.

40 WEYDON LANE, FARNHAM GU9 8UP

Farnham Town Council has no objections.

Farnham Weybourne and Badshot Lea

WA/2015/2283 Farnham Weybourne and Badshot Lea

Outline application with all matters reserved except for access for the erection of up to 120 dwellings including 35 affordable together with associated works.

LAND ON WEST SIDE OF GREEN LANE, BADSHOT LEA

Farnham Town Council objects. Whilst the Farnham Neighbourhood Plan proposes the development of this site, the Town Council strongly objects to the density being proposed. The density is completely out of character in this area and would urge the application to review the Farnham Neighbourhood Plan in order to achieve a suitable and sustainable development on this site.

Licensing applications considered

An application was received for a variation to a premises licence.

The application was for an additional 30 minutes for the On and off sales of alcohol on Friday and Saturday until 01:00 and Opening hours Friday and Saturday until 01:30.

Premises	Appication Type	Address	Applicant
The William Cobbett	Variation	4 Bridge Square, Farnham	Miss J Rolfe

Farnham Town Council objects to this extension in an area which is surrounded by residential properties. The Town Council is concerned about the impact on crime and disorder and public nuisance that this extension would cause. The applicant should not be seeking to extend their licence to a later time than the town centre establishments, especially on the outskirts of the town, as it is entirely inappropriate in this setting.

Date of next meeting was agreed as Monday 11 January 2016.

The meeting closed at 10.20am

Notes by Ginny Gordon



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 11 January 2016

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr C Cockburn
Cllr P Dunsmore
Cllr J S Fraser
Cllr M Hyman
Cllr A Macleod
Cllr K Mirylees
Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon, Rachel Aves

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

Cllrs Blagden, Hargreaves, Ricketts and Ward

2) Declarations of Interest

There were no declarations of Interest.

3) Applications Considered by the Planning & Licensing Consultative Group on Monday 11 January 2016

Farnham Bourne

WA/2015/2349 Farnham Bourne Kayleigh Taylor

Certificate of Lawfulness under section 192 for a single storey rear extension.
BLACK LAKE COTTAGE, TILFORD ROAD, LOWER BOURNE GU10 3RN
Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design statement and all materials in keeping with existing.

CA/2015/0134 Farnham Bourne Mr A Clout

OLD CHURCH LANE FARNHAM CONSERVATION AREA.

Works to and removal of trees, in accordance with submitted scheme of works and annotated plan.
THE OLD CHURCHYARD, VICARAGE HILL, FARNHAM GU9 8HJ

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2015/2404 Farnham Bourne David Spring

Application under Section 73A to vary Condition 5 of WA/2015/0403 (approved plan numbers) to allow changes to porch, dormer windows, roof lights and fenestration. **Previous comments on 09.03.2015 were as follows: Farnham Town Council has no objections provided the guidance of the Farnham Design Statement is adhered to and the Great Austin's Conservation Area.**

SHOTTISHAM LODGE, 7 SWINGATE ROAD, FARNHAM GU9 8JJ

Farnham Town Council has no objections provided the guidance of the Farnham Design Statement is adhered to and the Great Austin's Conservation Area.

CR/2015/0024 Farnham Bourne Amy Radford

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

Application for Change of Use of a building from Office Use (Class B1(a)) to 1 dwelling.

2 ABBEY BUSINESS PARK, MONKS WALK, FARNHAM GU9 8HT

Farnham Town Council has no objections.

WA/2015/2413 Farnham Bourne Kayleigh Taylor

Erection of extensions.

5 LODGE HILL ROAD, FARNHAM GU10 3QN

Farnham Town Council has no objections subject to there being no adverse effect on the neighbours' amenities or the street scene.

Farnham Castle

WA/2015/2386 Farnham Castle David Spring

Listed Building consent for internal alterations to retail unit.

UNITS 1 & 2 TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7ND

Farnham Town Council has no objections subject to the approval of Listed Buildings Officer.

TM/2015/0186 Farnham Castle Mr A Clout

Application for works to and removal of trees subject of Tree Preservation Order 12/12.

LAND AT TRAFALGAR COURT, FARNHAM GU9 7QF

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2015/2347 Farnham Castle Amy Radford

Application under Section 73 to vary Condition 11 of WA/2015/0965 (plan numbers) to allow an increase in the ridge height and alterations to fenestration. **Previous comments on 08.06.2015 were as follows: Farnham Town Council objects to the overdevelopment this application would cause and the problems for extra parking in an already busy lane.**

26 MEAD LANE, FARNHAM GU9 7DY
Farnham Town Council has no objections.

WA/2015/2354 Farnham Castle Amy Radford

Consent for display of non-illuminated signs.
WAITROSE, THE HART, FARNHAM GU9 7HD
Farnham Town Council has no objections.

WA/2015/2353 Farnham Castle Amy Radford

Provision of external seating area and non-illuminated signs.
WAITROSE, THE HART, FARNHAM GU9 7HD
Farnham Town Council has no objections.

WA/2015/2372 Farnham Castle Gemma Paterson

Change of use of rear part of building from Class A1 (retail) to Class C3 (residential) and alterations to form a dwelling.
40 THE BOROUGH, FARNHAM GU9 7NW
Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

WA/2015/2373 Farnham Castle Gemma Paterson

Listed Building Consent for internal alterations.
40 THE BOROUGH, FARNHAM GU9 7NW
Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

WA/2015/2420 Farnham Castle David Spring

Use of land to provide an outside seating area.
3 CASTLE STREET FARNHAM GU9 7HR
Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

Farnham Firgrove

WA/2015/2400 Farnham Firgrove Kayleigh Taylor

Erection of a single storey extension following demolition of existing detached building.
4 RYLE ROAD, FARNHAM GU9 8RW
Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design statement.

WA/2015/2397 Farnham Firgrove Amy Radford

Certificate of Lawfulness under Section 192 for the construction of a dormer window.
40 RIDGWAY ROAD, FARNHAM GU9 8NW
Farnham Town Council has no objections.

Farnham Hale and Heath End

TM/2015/0195 Farnham Hale and Heath End Steve Tester

Application for works to a tree subject of Tree Preservation Order 10/10.
75 OAST HOUSE CRESCENT FARNHAM GU9 0NP
Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

TM/2015/0194 Farnham Hale and Heath End Steve Tester

Application for works to / removal of trees subject of Tree Preservation Order 33/99.

55 WHITE COTTAGE CLOSE FARNHAM GU9 0NL

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

TM/2015/0193 Farnham Hale and Heath End Steve Tester

Application for works to a tree subject of Tree Preservation Order 33/99.

17 WHITE COTTAGE CLOSE FARNHAM GU9 0NL

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

Farnham Moor Park

NMA/2015/0191 Farnham Moor Park Mrs M Knight

Amendment to WA/2015/0615 to provide alterations to fenestration and elevations.

64 LYNCH ROAD, FARNHAM GU9 8BT

This application has already been allowed.

TM/2015/0196 Farnham Moor Park Steve Tester

Application to remove tree subject of Tree Preservation Order 34/06.

1 HOLLAND CLOSE FARNHAM GU9 8DT

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2015/2387 Farnham Moor Park Gemma Paterson

Outline application with all matters reserved except for access for the erection of 96 dwellings with associated car parking and up to 4200sqm of commercial floor space to provide use class A1 (retail) or A2 (professional and financial services) or A3 (food)

THE WOOLMEAD, EAST STREET, FARNHAM GU9 7TT

Farnham Town Council would welcome further discussions on this application and a further traffic study. The Town Council has concerns about using the existing one way access which is potentially very dangerous, but feels that the two way road would increase pollution and traffic but would alleviate the frequency and impact on access.

Farnham Shortheath and Boundstone

WA/2015/2361 Farnham Shortheath and Boundstone Gemma Paterson

Erection of 9 dwellings with associated garaging, landscaping and access.

LAND AT LAVENDER LANE, ROWLEDGE

Farnham Town Council strongly objects to this proposed application which is in a very narrow lane. The proposed application is out of keeping with this green site area and the Neighbourhood Plan and is totally out of character.

Farnham Upper Hale

WA/2015/2374 Farnham Upper Hale David Spring

Erection of a boundary fence.

1 SPRING LANE WEST, FARNHAM GU9 0BX

Farnham Town Council regrets the use of fencing and would prefer to see green hedging and boundaries where possible.

Farnham Weybourne and Badshot Lea

WA/2015/2403 Farnham Weybourne and Badshot Lea Kayleigh Taylor

Erection of a single storey rear extension following demolition of existing conservatory.

11 THE LAURELS, FARNHAM GU9 9EG

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design statement.

WA/2015/2417 Farnham Weybourne and Badshot Lea Rachel Kellas

Erection of a roof extension and dormer to allow use of 2nd floor space for residential purposes as an independent flat.

65 BADSHOT LEA ROAD, BADSHOT LEA GU9 9LP

WA/2015/2389 Farnham Weybourne and Badshot Lea Rachel Kellas

Erection of 12 dwellings following demolition of 2 existing dwellings together with associated works (revision of WA/2015/1360). **Previous comments on 27.07.2015 were as follows: Farnham Town Council has no objections subject to the neighbours' amenities not being adversely affected.**

LAND AT 25 & 2 HURLANDS CLOSE, FARNHAM GU9 9JF

Farnham Town Council has no objections subject to the neighbours' amenities not being adversely affected.

Farnham Wrecclesham and Rowledge

WA/2015/2398 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Erection of extensions and alterations to elevations.

UPTON HOUSE AND CEDAR BANK, YATESBURY CLOSE, FARNHAM GU9 8UF

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design statement and materials in keeping with existing.

TM/2016/0001 Farnham Wrecclesham and Rowledge Mr A Clout

Application for works to a tree subject of Tree Preservation Order 03/11.

4 HOLLIS WOOD DRIVE FARNHAM GU10 4JT

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

TM/2015/0192 Farnham Wrecclesham and Rowledge Steve Tester

Application to remove a tree subject of Tree Preservation Order 08/07.

THE GARDEN HOUSE CHERRY TREE WALK GU10 4AD

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

PRA/2016/0001 Farnham Wrecclesham and Rowledge Gemma Paterson

Application for prior approval under Part 18 of the Town and Country Planning Act (General Permitted Development) Order 2015 for installation of new siding 17 and associated works.

NETWORK RAIL YARD, WRECCLESHAM ROAD, FARNHAM

Farnham Town Council has no objections.

WA/2015/2409 Farnham Wrecclesham and Rowledge Rachel Kellas

Erection of two storey extension following demolition of existing garage.

WOODCUT HOUSE, 1 BROADWELL ROAD, WRECCLESHAM GU10 4QH

Farnham Town Council objects to the size of the proposed extension, which is almost double in size and over development of the site. The town Council is also concerned about the possible adverse effects on the amenities of the neighbours.

Other Matters:

Cllrs noted that inspectorate appeals were being allowed due to the lack of five year housing land supply in Waverley. It was agreed that the Town Council should send a letter to Waverley Borough Council to encourage the identification of the Five Year Housing Land Supply.

It is recommended that: The Town Clerk be delegated to send a letter to Waverley Borough Council to encourage the identification of the Five Year Housing Land Supply.

Date of next meeting 25 January 2016.

The meeting closed at 10.25am

Notes by Ginny Gordon and Rachel Aves



FARNHAM TOWN COUNCIL

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Report
Full Council

Date: 21st January 2016

Precept 2016/17

Introduction

- 1 A local council precepts on the billing/collection authority (Waverley) for an amount which it requires to deliver its agreed programme of activities for the forthcoming year. Unlike the major precepting authorities (Waverley BC, Surrey CC, Surrey Police Authority) which set a rate for the various bands described as a Band D equivalent figure, a parish sets a budget and precept. This amount is payable by the collection authority, regardless of how much is collected, as a result of the levy set by the precepting council (eg Farnham).
- 2 It is good practice however, to do the calculation to understand what the Band D levy (or Council Tax amount) is going to be, in both cash and percentage increase terms, as this helps explain the budget impact to electors.
- 3 As part of the Local Government Finance Settlement (SFA) announced in December, the Government is reducing overall, the funds available to local authorities through the SFA by 12.5% in the coming year and cumulatively by 31.8% by 2019/20. The reductions seem to hit Surrey particularly hard with five of the ten highest reductions (out of all districts in England) being for Surrey districts. The thresholds for 2015/16 for principal authorities and police authorities have been announced as 2% (or £5 if greater for the lowest quartile of district council Band D bills) with an additional 2% flexibility for councils with adult social care responsibilities.
- 4 The Government created legislation, through the Localism Act, which allows a restriction on increases in Council tax. Town and Parish Councils do yet not face the risk of being 'capped' (and will not be this year), and may well be expected to pick up some services being cut or stopped as a result of pressure on the principal authorities. The Secretary of State has not yet applied the referendum 'capping' principles to the Town and Parish Council tier of local government (i.e. which would require a referendum to be held by those councils wanting to increase their portion of the Council tax above that specified by the Secretary of State). Previous indications from DCLG (Department of Communities and Local Government) officials and ministers are that the capping principles will only be applied to councils that raise a precept equal to the lowest level of council tax raised by district councils (around £160 per annum per band D property).

- 5 It is important to note that a referendum on a budget could cost the Town Council approximately £35,000 the equivalent to 4% of the money raised from the precept.

Farnham's Budget 2016/17

- 6 At the Council meeting in December, Members approved a net budget of £1,013,427 based on gross expenditure of £1,216,927 with proposed discretionary income of £203,500. The discretionary income included an estimated Council Tax Support Grant of £17,500. Since then Waverley has announced that although the Local Council Tax Support Grant is no longer specifically identified in its Grant Settlement from Government it proposes only to reduce the Local Council Tax Support Grant by a further 15% in the coming year. This means it should reduce from £23,300 to £19,745 leading to a revised discretionary income of £205,745 and a revised net budget of £1,011,182.
- 7 The figures provided by Waverley Borough Council for 2016/17 show 16,899.8 Band D properties for Farnham after being adjusted for a 99% collection rate (up from 16,686.8 in 2015/16). The Collection rate is significant since any loss or surplus is shared between the major precepting authorities (Surrey, Waverley and the Police authority), but not Town and Parish Councils. It is interesting to note that there has not been a loss on the Collection fund in the last ten years, and that in the past two full financial years 2013/14 and 2014/15 there was a surplus of £487,000.
- 8 Farnham's Town Council's share of the total Council tax bill for a Band 'D' property in Farnham in 2015/16 of £1,655.07 was just £57.59. This same rate would, if applied in 2015/16, raise £973,259.48. . With the addition of the Council Tax Support Grant (£19,745) and budgeted income from services of £186,000 the total income for Farnham Town Council would be £1,179,004 a shortfall of £37,923 or £2.24 per annum (just over 4 pence per week) per band D property if funded through the precept. This would make the charge for the average Band D household £59.83 per annum (£1.15 per week).
- 9 In determining the level of precept Council should consider whether it wishes to:
- 1) use any of its reserves
 - 2) increase further the income targets for services, or
 - 3) set unallocated in-year savings targets.

Members could consider reducing the precept level further; applying a freeze on the Farnham Town Council proportion of the Council tax; or funding the agreed budget with an increase in the precept.

- 10 In determining the current level of budget, Council applied a provisional sum to allow the Town Council to support or take on responsibility for services currently provided by Principal authorities as a result of as yet unknown reductions in their services. It is inevitable that this sum is uncertain given that the Principal authorities will not be setting their respective budgets until February.
- 11 In discussion at Strategy & Finance, members were concerned about the overall impact of Council tax on local residents and that times were getting harder rather than easier albeit that the Farnham share of Council Tax was only around 3% of the total. The Working Group also considered the pressures on services in Farnham and future plans for which the reserves were held.
- 12 It was agreed that it would not be prudent to erode the level of reserves for ongoing running costs. It was also agreed that there were services currently provided by others that

were under pressure and for which additional funding should be raised to ensure services and standards could be maintained or improved. Specific services for which provision was earmarked included continuing the second dial-a-ride Hoppa bus in Farnham which had seen 1400 additional passenger journeys in its first 8 months of operation, and providing funding for additional environmental cleaning and improvements. The investment budgeted for these two elements alone represented most of the proposed increase.

- 13 After much discussion, Strategy & Finance agreed unanimously to recommend to Council that the net budget should be funded by the precept..

It is recommended that:

the precept for 2016/17 should be £1,011,182 equating to a Band D cost of £59.83 per annum (£1.15 per week).