



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 26th January 2017 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 26th JANUARY 2017, 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: 26th January 2017

Name of Councillor

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

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 26th January 2017

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 the 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, 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: Councillors Cockburn, Fraser, Frost, Hargreaves, Hill, Hodge, Macleod, Mirylees, Potts, Ward and Williamson.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to her being a councillor of Surrey County Council: Councillor 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 15th December 2016

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 10 th January 2017	Appendix B
ii) Community Enhancement held on 11 th January 2017	Appendix C
iii) Strategy and Finance held on 17 th January 2017	Appendix D

8 Planning and Licensing Applications
To receive the minutes of the Planning & Licensing Consultative Group meetings held on: 9th January and 23rd January 2017. **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 9th March 2016.

14 Exclusion of the Press and Public
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda in view of any confidential items under discussion.

Part 3 – Confidential Items

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

Council Membership:

Councillors: John Ward (Mayor), Mike Hodge (Deputy Mayor), David Attfield, David Beaman, Carole Cockburn, Paula Dunsmore, John Scott Fraser, Mrs Pat Frost, Jill Hargreaves, Stephen Hill, 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.



FARNHAM TOWN COUNCIL

A

Minutes
Council

Time and date

7.00pm on Thursday 15th December 2016

Place

The Council Chamber, South Street, Farnham

Councillors

- * John Ward (Mayor of Farnham)
- * Mike Hodge (Deputy Mayor)
- A David Attfield
- * Carole Cockburn
- * Paula Dunsmore
- * John Scott Fraser
- * Pat Frost
- * Jill Hargreaves
- A Stephen Hill
- * 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)
Ian Kershaw (Assistant Town Clerk)

There were two members of the public in attendance.

Prior to the meeting, prayers were said by the Reverend Michael Hopkins of the United Reformed Church, Farnham.

- C095/16 **Apologies for Absence**
Apologies were received from Councillors Attfield and Hill.
- C096/16 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 3rd November were agreed and signed by the Mayor as a correct record.
- C097/16 **Declarations of interests**
Apart from the standard declarations of personal interest by councillors and by those who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council no disclosures of interest relating to items on the agenda were made.
- C098/15 **Questions and Statements by the Public**
There were none.
- C099/16 **Town Mayor's Announcements**
- i) The Mayor had been pleased to attend a number of events which were all the largest of their kind held to date in Farnham, including the Roundtable fireworks display, the Schools Service of Remembrance, the Annual Remembrance Day service, and the Christmas Lights Switch On. The lights had been turned on by Olympian Rachel Morris who had subsequently been named world Paralympic rower of the year.
 - ii) The Mayor had hosted a reception to thank the volunteers and home owners who had made the Heritage Open days such a success.
 - iii) The Mayor had attended a reception for international students at Farnham Castle.
 - iv) The Christmas Market had been a great success and the Mayor paid tribute to all involved in its organisation.
 - v) The Civic Carol Service with the Farnham Youth Choir under its new conductor had been held at the United Reformed Church this year. This was a new venue and positive comments had been received.
 - vi) The Mayor had enjoyed the annual Venison Dinner and thanked its Chairman Councillor Frost for a splendid evening.
 - vii) The Mayor had been pleased to open the running track at Potters Gate School and attend the annual *Light Up A Life* service with the Phylis Tuckwell Hospice. He had also enjoyed a tour of the Royal Surrey County Hospital with seven other Mayors followed by a Carol Service.

Part I – Items for Decision

Working Group Notes

- C100/16 **Community Enhancement held on 23rd November 2016**
Cllr Ricketts reported on the Community Enhancement Working Group held on 23 November. He advised that the Bloomin' Kids workshops over half-term had been successful and that "Guerrilla gardeners" had targeted hotspots around the Town. Areas for improvement from Britain in Bloom were noted and that improvements to Gostrey Meadow were being worked on with Waverley Borough Council. Members considered the budget for enhancements and agreed that some of the older planters should be replaced or upgraded. The In Bloom Awards hosted at Squire's Garden Centre had been a success as had the Autumn Bloomin' Big Pick. It was noted that Specsavers would be the corporate sponsor of Farnham in Bloom 2017.

The Town Council continued to pursue the issue of adequate waste collection and contractor performance with Waverley Borough Council.

It was RESOLVED *nem con* that Farnham Town Council source and purchase additional heritage items/and planters up to a maximum value of £5000.

C101/16 Council noted that the Allotment Liaison Group Meeting was in favour of taking out a group insurance policy to cover 'member liabilities' which would result in a small increase to allotment rents at around £2/3 per person. It was noted that some Councils charged an administration fee of £25 for new tenants. Other than these changes, it was agreed that allotment rents should remain the same for 2017.

It was RESOLVED *nem con* that Farnham Town Council introduce an administration fee of £25 for new allotment holders.

Strategy and Finance held on 6th December 2016

C102/16 Cllr Cockburn reported on the Community Enhancement Working Group held on 6th December. It was noted that all Working Groups bar the Cemetery and Appeals Working Group, had considered their budget allocations and agreed no significant variations would be required. However given the overall pressure on public and voluntary services, an increase of £15,000 in the Community Grants budget was recommended as well as increase in the New Initiatives Fund by £10,000 to help address a likely increase in demand for progressing new areas of activity. The Cemetery and Appeals Working Group had yet to meet however no significant alterations were expected in that business area.

The Government had announced it would not be capping the Town/Parish sector this year though it would continue to scrutinise precepts.

Changes in Band D Council Tax gave an uplift of some £4,500 from the increase in housing across the Town Council and that Waverley was proposing to pass on the Local Council Tax Support Funding for a further year, less 15%. A small increase in the staffing budget was proposed to reflect legislative changes. However Council noted that the decision in the previous financial year to pay the outstanding back-funding of the Pension Fund meant the Council as employer was now 100% funded. As a result of triennial review the Town Council was likely to see its contribution reduce and this would have a positive impact on the budget.

Members considered the fees and charges proposed for 2017/18. There were no cross-the-board increases proposed. Members noted there was some changes in sponsors which happened from time to time and agreed there should be no general increase in contributions sought. Cemetery fees were proposed to remain the same. Fees for the Farmers' Market would be kept at existing levels for six months and then reviewed. In future it would be worth considering changing the basis of discounts for longer term bookings. It was noted that Council had agreed previously that there should be no further increases in allotment fees for the time being once the break-even point was reached. There had been subsequent issues about insurance and Members had agreed that a group policy should be implemented covering all holders. Fees would be increased proportionately to cover this additional service. Fees for banners would stay the same.

Members considered the latest budget position at the end of November 2016 and the draft budget for 2017/18 by committee and by account code. Insurance costs were increased to anticipate increased charges at the end of the Town Council's current

three year deal and to provide contingency for ongoing claims. Additional budget for the website anticipated new plug-ins that were required. Cllr Fraser said that he was grateful for the detailed budget notes which had answered all his queries.

- C103/16 It was noted that the Town Council would have a new External Auditor from the next financial year. These were to be appointed from a new national framework.
- C104/16 Members noted that the public Hearing for the Farnham Neighbourhood Plan had taken place on 25th November. The Examiner had said he would take account of the points made at the hearing along with representations submitted during the consultation and his observations from site visits. He would then conclude whether the Neighbourhood Plan met the required Basic Conditions and could go forward for Referendum. He would announce the conclusion of his Examination after Christmas.
- C105/16 Cllr Cockburn advised that the Council Depot had been burgled and additional security had been implemented. She also advised that the programme of repairs to West Street and Badshot Lea Cemeteries was on track and that tender for Hale Chapels was being drawn up.
- C106/16 Cllr Cockburn informed Council that the risk assessments had been considered by the various Working Groups and that a further report was expected with the revised annual action plan following the external health and safety visit.

It was RESOLVED *nem con* that:

- i) the fees and charges for burials and cemeteries be maintained at the current level;**
- ii) the fees charged for the farmers' market remains unchanged until June 2017 at £35 with a review of the charges and discount arrangement to be undertaken and discussed with representatives of the producers;**
- iii) the allotment fees be kept at the same level but that the cost of the combined insurance policy be added to the fees once arranged;**
- iv) the budget for banners continue to be cost neutral;**
- v) the charges for use of the ancillary services be maintained in 2017/18; and**
- vi) the budget detail by centre 2017/18; the budget detail by combined account code 2017/18; and budget notes as set out to the agenda be adopted subject to a £10,000 uplift in the budget for New Initiatives.**

Tourism and Events

- C107/16 Although there had not been a meeting of the Tourism and Events Working Group Cllr Hargreaves wanted to record her thanks to those who had worked tirelessly to make the Christmas programme so successful including Helena Jarman, the Town Clerk and other officers, the Rowledge Guides for being elves at the Christmas Market and all councillors who had volunteered to help at the various event.

Planning and Licensing Applications

- C108/16 Cllr Williamson introduced the notes of the Planning and Licensing Consultative Working Group meetings held on 14th and 28th November 2016. It was noted that further to Minute C084/16 Members had reconsidered application WA/2015/1694 Knowle Farm, Old Park Lane, Farnham, and maintained the Town Council's original objection.

C109/16 The Working Group considered that the parking of construction vehicles should be controlled by conditions on planning permissions and it may be worth the Town Council asking Waverley Borough Council for more stringent conditions to be applied where roads were more restricted, both in terms of the timing and size of vehicles parking.

Part 2 – Items to Note

C110/16 **Actions taken under Scheme of Delegation**
There were none to report

C111/16 **Reports from other Councils**
There were no reports from other councils.

C112/16 **Reports from Outside Bodies**
Councillor Hodge reported that he had been unable, through illness, to attend the Blackwater Valley Partnership Annual Meeting in November but would circulate the Minutes when they were published.

C113/16 Following a discussion on how matters from external organisations could be taken forward, it was agreed that the Town Clerk review the list of external bodies on which the Town Council was represented to ensure they were routinely reported into the relevant Town Council Working Group.

Part 3 – Confidential Items

C114/16 There were no confidential matters for discussion.

C115/16 **Date of next Meeting**
The date of the next Council Meeting was agreed as Thursday 26th January 2017.

The Town Mayor closed the meeting at 7:45pm.

Date

Chairman

	<u>2015-16</u>		<u>2016-17</u>		<u>2017-18</u>
		Actual	Revised Budget	Actual YTD	Budget
<u>Budget Expenditure</u>					
5000 Transfers To EM Reserves		103,000	0	0	0
5005 Transfers From EM Reserves		-66,000	0	0	0
9999 Discount		0	0	0	0
Other Cost/Income		37,000	0	0	0
<u>Budget Expenditure</u>					
4000 Salaries		437,130	511,000	344,681	525,050
4001 Agency/Contract Staffing		51,225	72,000	71,947	62,000
4002 Actuarial Contribution		59,000	8,000	0	8,000
4003 Contracted Services		15,493	13,500	13,352	20,500
4020 Additional Staffing & Events		9,768	7,800	5,936	7,500
4025 Farmers' Market Supervision		1,320	1,500	990	1,500
4030 Staff Training		3,483	5,800	1,452	5,800
4041 Staff Travel		835	2,000	554	2,000
4050 Staff Recruitment/Advertising		1,404	1,500	1,721	1,500
4070 Protective Clothing		1,120	1,000	277	1,000
4100 Rent		0	0	0	0
4110 Rates, rent		32,726	38,000	25,396	38,000
4115 Water Charges		2,616	6,150	2,843	5,150
4120 Energy Costs		8,402	10,450	6,476	10,450
4130 Insurance		9,548	12,500	10,068	15,600
4140 Office Costs		3,473	2,200	3,085	2,250
4170 Property Maintenance/Refurbish		87,445	82,000	32,450	82,000
4175 Graffiti Removal		6,596	7,500	3,300	7,000

Budget Detail - By Combined Account Code

Note : Farnham Town Council DRAFT 2017-2018

	<u>2015-16</u>	<u>2016-17</u>		<u>2017-18</u>
	Actual	Revised Budget	Actual YTD	Budget
4176 Cleaning consumables	4,705	9,200	3,104	6,200
4181 Equipment Maintenance	3,583	3,500	3,689	4,000
4182 Equipment Purchase	6,705	3,000	2,888	4,000
4190 CCTV	6,232	7,500	2,460	7,500
4195 Alarms - Fire, Security	1,524	4,750	4,284	4,750
4196 Crime Prevention	0	500	0	500
4205 Waste Disposal	2,550	3,050	1,991	3,050
4210 Grave Digging	0	0	0	0
4215 Friends Of Cemeteries	0	0	0	0
4217 Buy back of EROB	58	0	0	0
4220 Memorials & Plaques	49	0	478	0
4225 Cemetery Memorial Maintenance	3,289	5,000	1,465	5,000
4300 Vehicle Costs - Fuel	3,864	7,000	3,295	7,000
4301 Vehicle Costs - LPG	741	1,500	391	1,500
4302 Vehicle Costs - Maintenance	4,214	3,000	2,353	3,000
4303 Vehicle Costs - Road Tax	495	750	18	750
4310 New Vehicles/Machinery	32,171	0	0	0
4400 Stationery	3,126	4,800	2,265	4,275
4410 Photocopying Charges	4,179	6,000	2,496	5,700
4411 Publications, books etc	484	750	110	700
4415 Printing & Design (External)	16,095	18,000	13,284	17,200
4425 Advertising	10,234	8,000	9,710	11,500
4426 Publicity and newsletter	8,794	4,500	1,137	4,500
4440 Telephones	6,371	8,300	4,307	8,000
4455 Postages & Distribution	8,648	12,000	5,213	12,000
4460 Subscriptions & Memberships	5,948	6,050	4,908	6,900

Budget Detail - By Combined Account Code

Note : Farnham Town Council DRAFT 2017-2018

	<u>2015-16</u>	<u>2016-17</u>		<u>2017-18</u>
	Actual	Revised Budget	Actual YTD	Budget
4461 Licences	5,079	5,350	4,814	5,350
4480 IT Equipment	2,348	5,000	1,002	5,000
4481 Web Site	9,080	15,000	10,970	20,000
4482 IT Support	11,044	10,000	5,598	10,000
4500 Mayoral Allowance	0	0	0	0
4501 Mayoral Allowance 2014-15	0	0	0	0
4502 Mayoral Allowance 2015-16	2,700	0	0	0
4503 Mayoral Allowance 2016-17	0	2,700	1,478	0
4504 Mayoral Allowance 2017-18	0	0	0	2,700
4505 Mayor's Charity	0	0	0	0
4520 Members' Travel	12	200	0	200
4525 Members' Training	71	1,500	0	1,000
4540 Civic & Community Functions	6,398	7,000	6,794	8,500
4541 Christmas Civic Carol Concert	1,618	2,000	2,283	2,000
4545 Twinning/Partnerships Expenses	882	2,000	2,755	1,000
4550 Bank Charges	2,298	2,500	1,935	2,500
4555 Legal & professional Fees	13,127	5,000	20,278	4,000
4560 Accountancy & Payroll Costs	5,834	5,000	3,400	5,000
4570 Audit Fees	3,884	4,500	2,000	5,000
4600 Tourism Developments & Events	9,407	16,850	5,428	15,000
4610 Horticultural Supplies	7,899	8,500	2,979	8,500
4611 Plants and Flowers	9,908	10,000	1,692	10,000
4612 Community Group	0	0	0	0
4613 Community Events	9	0	10	0
4625 Entertainment - Performers	7,450	10,000	6,381	9,500
4630 Events Costs - Other Events	2,300	5,000	1,707	5,000

Budget Detail - By Combined Account Code

Note : Farnham Town Council DRAFT 2017-2018

	<u>2015-16</u>	<u>2016-17</u>		<u>2017-18</u>
	Actual	Revised Budget	Actual YTD	Budget
4641 Christmas Lights - Install	31,980	28,000	39,135	28,000
4642 Christmas Lights - Power	2,500	2,200	1,950	2,500
4643 Christmas Lights 2019	0	5,000	0	5,000
4650 Street Furniture	6,640	5,000	4,977	5,000
4655 Banners	7,911	6,000	2,200	6,000
4702 Equipment Hire	16,260	23,000	11,888	18,500
4800 Grants	20,861	20,500	19,826	37,500
4801 Grant - Farnham Maltings	12,800	13,000	12,800	13,000
4802 Grant - Citizens Advice Bureau	15,360	15,500	15,360	15,500
4803 Grant - 40 Degreez	3,400	3,500	3,400	2,000
4804 Small Grants	2,344	2,000	1,121	2,000
4805 Farnham Carnival	0	1,500	1,500	1,500
4806 Sandy Hill Bungalow	2,000	2,000	2,000	2,000
4807 Community Initiatives	28,649	55,000	14,632	60,000
4820 OLD CODE use cost centre 142	0	0	36	0
4821 Elections	30,455	7,000	0	5,000
4822 Publicity and newsletter	0	0	0	0
4830 Blackwater Valley CMS	1,500	1,500	1,500	1,500
4910 Loan Repayments	10,227	10,227	10,227	10,227
4999 Miscellaneous Expenses	581	0	415	0
6666 Bad Debt Write Offs	2,270	0	975	0
7777 In year savings	0	0	0	0
8888 Overhead recharge to Services	0	0	0	0

Budget Detail - By Combined Account Code

Note : Farnham Town Council DRAFT 2017-2018

	<u>2015-16</u>	<u>2016-17</u>		<u>2017-18</u>
	Actual	Revised Budget	Actual YTD	Budget
OverHead Expenditure	1,162,728	1,219,077	819,821	1,248,802
<u>Budget Income</u>				
1000 Hall & Room Lettings Income	4,500	8,500	5,500	5,500
1030 Commercial Lettings Income	4,200	0	4,200	4,200
1080 Allotment Rents Income	13,317	15,500	25,374	16,500
1100 Interment Fees Income	43,811	35,000	23,415	30,000
1120 Grave Purchases Income	52,870	35,000	25,900	35,000
1130 Memorials Income	3,885	2,500	4,528	2,500
1160 Cemeteries Other Income	322	0	76	0
1200 Grants Income	2,194	0	5,500	0
1201 Sponsorship Income (+VAT)	20,085	21,750	31,880	25,250
1202 Income - Contributions	23,182	11,000	26,435	12,350
1203 Donations - Income	1,965	0	2,260	0
1204 Bookings/Hire	41,882	40,900	42,697	43,900
1300 Banners Income	8,500	6,000	3,742	6,000
1521 Income - LG Contributions	0	0	0	0
1522 Surrey Highways Contract	9,202	7,000	6,936	10,000
1600 Mayor's Charity	0	0	0	0
1900 Precept	961,057	1,011,182	1,011,187	1,015,500
1905 Local Parish Council Tax Grant	23,230	19,745	19,745	16,783
1910 Interest Received	7,018	5,000	3,998	5,000
1915 Bank Charges reimbursement	20	0	10	0
1920 Sale Of Assets	0	0	0	0
1999 Miscellaneous Income	3,110	0	21,051	0

Budget Detail - By Combined Account Code

Note : Farnham Town Council DRAFT 2017-2018

	<u>2015-16</u>	<u>2016-17</u>		<u>2017-18</u>
	Actual	Revised Budget	Actual YTD	Budget
Total Income	1,224,351	1,219,077	1,264,434	1,228,483
Total Net Expenditure	-24,623	0	-444,613	20,319



FARNHAM TOWN COUNCIL

B

Tourism & Events Working Group

Time and date

10am on Tuesday 10 January 2017

Place

Town Clerk's Office, Council Offices, South Street, Farnham

Attendees: Councillors J Hargreaves, S Hill, M Hodge, K Mirylees, J Ward, and J Williamson

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

Apologies

No apologies for absence were received

1. Notes of the last meeting

The notes of the meeting of 1 November 2016 were agreed as an accurate record.

2. Disclosure of Interests

There were no disclosures of interest.

3. Christmas

POINTS	ACTION
Members received a debrief on the recent Christmas events that took place throughout November and December 2016. The Christmas Lights Switch on started the Christmas programme of events. It was agreed that the event was a success with a good turnout of visitors and an enjoyable programme of entertainment from local schools, theatre groups and bands. The event has been running now for several years, and it was agreed that a meeting should be held with a school and members of the public to receive feedback. It was recognised that the quality of the sound when standing at the back of Gostrey Meadow could be improved. Members agreed to the purchase of new decorations for stalls and the stage due to the current stock looking tired from within exiting budgets.	Events Officer to organise meeting with a local school and other members of the public ahead of the planning period for the Christmas Lights Switch on. Events Officer to follow up query regarding sound system with staging company.
The Christmas Market was also reviewed, and members agreed it was a successful event and considered options for further	Events Officer to purchase new decorations for Christmas trees and FTC information tent. Events Officer to investigate

<p>investigation for 2017 to accommodate the market including Long Garden Walk and the closure of The Borough between Downing Street and the junction with South Street. This option could provide further space for stalls and also offer a safer pedestrian crossing during the market.</p> <p>Members noted that one vehicle remained on Castle Street after the road closure was in place.</p> <p>The Farmers' Market in December was also reviewed. Councillors recognised that the Farmers' Market was quieter than other months and stallholders packed up earlier than expected. It was agreed that this matter would be discussed at the next producers' meeting.</p> <p>The Christmas Lights Scheme was discussed. The Working Group requested further investigate potential sponsorship of Christmas Lights and a further debrief.</p> <p>Members noted that the Camel Trail competition had not worked as well as had been hoped and agreed that alternative activities and options to involve retailers for Christmas 2017 should be considered.</p> <p>The Civic Christmas Carol Service with the Farnham Youth Choir had was successful. The location and date for 2017 would be confirmed in due course.</p>	<p>further into clamping and ticketing of vehicles that remain.</p> <p>Customer Services Officer to organise a Farmers' Market producers meeting.</p> <p>Business and Contracts Officer to organise follow up meeting on Christmas lights.</p> <p>Events Officer to research options for alternative retail Christmas activities.</p>
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5. Summer Events

POINTS	ACTION
<p>The Events Officer updated members on the proposed plans for the local Churches event in July. Members agreed for a morning/afternoon split between the Churches' gathering and the afternoon concert of Music in the Meadow. The Church event would be providing a PA system and staging which would be shared for the afternoon concert and the Events Officer will therefore allocate a suitable performance for the afternoon concert.</p>	<p>Events Officer to continue to communicate with local Churches group and manage arrangements for the afternoon concert.</p>

6. Local Businesses

POINTS	ACTION
<p>Members received a report on the Shoppers Anonymous customer service programme that was jointly funded between Waverley Borough Council and Farnham Town Council. The programme was very successful with 59 local businesses taking part. The standards of service from retailers were found to be very high and the recent awards evening was well attended. Everyone who took part received personalised feedback and score sheet. Members felt the programme could be carried out again perhaps in in two years' time. The Working Group hoped to build on the</p>	

project to help invigorate the Fabulous Farnham group and officers would work with retailers to see how best to move the group forward.	Events Officer to work with retailers on how best to take forward the Fabulous Farnham group and communicate with retailers.
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7. Publications and Social Media

POINTS	ACTION
Members received an update on the upcoming publications soon to be printed and distributed. The Invest in Farnham brochure and Residents' guide were both planned to be published by the end of January 2017 with the Visit Farnham brochure shortly afterwards. Members suggested a review should be made for the 2018 publications of the visitor and residents guide.	Events Officer to arrange for a future report on publications.

8. Radios and Walking Tours

POINTS	ACTION
Members received a proposal for the purchase of radio headsets walking tours. The purchase would be jointly funded with the Heritage Open Days where the headsets had been trialled by HODs and proved to be very useful. The headsets would be looked after by Farnham Town Council and used for the Walking Festival, monthly walking tours around Farnham and HODs. Members agreed to go forward with the proposal with the costs met from within existing budgets.	Events Officer to purchase headsets.

9. Website

POINTS	ACTION
Members noted the recent meeting officers had regarding developments for the Council website and agreed to the introduction of event booking forms. Members also noted that officers were researching online payment systems to be used through the Council website. Members discussed the accessibility of the current websites' event calendar. This was already subject to the review.	Events Officer to research efficient online booking forms and payment systems with the council's contractor

10. Date of Next Meeting

The next meeting was agreed as Tuesday 7 March at 10am.

Notes taken by Helena Jarman (Events Officer)



FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 11th January 2017

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, Stephen Hill, Mike Hyman and Susan Redfern.

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

In attendance: John Ely (Member of Farnham in Bloom Community Group)

1. Apologies

Apologies were received from Councillors Jeremy Ricketts and John Williamson.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 16 November 2016.

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom

POINTS	ACTION
<p>i. Members noted that the Farnham in Bloom Community Group was excited for the year ahead with the prospective entry in Britain in Bloom for a second year in a row and had a number of events and initiatives planned.</p> <p>Members noted that the Winter Celebration in December was very well attended with over 200 people and that the charity mulled wine and mince pie stall made £347.50 for the Mayor's Charity – Friends of Ridgeway School. The sale of Bloomin' Kids bulb tubs also raised £166 to go towards the 2017 gardening workshops.</p> <p>John Ely raised several areas of concern around Farnham that he</p>	<p>Outside Services Team Leader and JE to progress noted areas for improvement in conjunction with the Farnham in Bloom Community Group</p>

<p>felt needed addressing in the coming months. The aforementioned areas were the messy courtyard by Boots, the large bed between Waitrose and the Hop Blossom public house and an area of land near the Bourne Mill where the road had been reconfigured. There was a large grassy area here which was ideal for planting.</p> <p>John also updated members on Farnham's Bloomin' Litter gang which was going strong and proving a great success.</p> <p><i>John Ely (Member of the Community Group) left the meeting at 9.50am.</i></p> <p>ii. Members noted that the meeting held with Peter Holman Chairman of South and South-East In Bloom (S&SEIB) the previous day was very useful and that his suggestions and tweaks to improve, particularly the route itself, were very tangible.</p> <p>iii. Members noted the categories for entry in to S&SEIB and agreed to enter Farnham into both the Town Centre and Large Town categories and Badshot Lea Cemetery into the Small Cemetery category again. Members considered entering some of the other cemeteries but felt they did not want to divert attention away from Britain in Bloom, which should take priority. The Council would look at entering additional cemeteries in 2018. It was noted that Heath End Gardeners would enter the It's Your Neighbourhood category again and it was hoped the community in the Bourne might also be persuaded to enter under the Urban Community or It's Your Neighbourhood categories and that the Bishop's Meadow Trust might enter the Conservation Area category.</p> <p>iv. Members noted upcoming dates for Farnham in Bloom events in coming months. Members suggested that the Bloomin' Big Meet, planned for 20 February 2017, be changed so that it did not clash with half term. Members also noted that the Maltings Refreshers Fair, Great British Spring Clean and Allotment Winter Lecture by the Farnham Repair Café were next in the calendar.</p> <p>Members noted that officers and Councillor Hill were meeting with Forest Lodge to discuss support of Farnham in Bloom in 2017.</p> <p>v. Members discussed areas for new investment following on from a review conducted by the Outside Services Team Leader and John Ely of the Farnham in Bloom Community Group, which highlighted areas which would benefit from new street furniture. The areas included:</p> <ul style="list-style-type: none"> • A stone planter in Castle Street • 14 new troughs for Gostrey Meadow • Additional 9 trough on Hickley's Corner railings • A hanging basket tree in Wrecclesham, outside the Co-op • A planter outside the Methodist Church on South Street 	<p>members and Outside Services Team.</p> <p>Outside Services Team Leader and Community Enhancement Officer to incorporate suggestions into 2017 route and judges' portfolios.</p> <p>Community Enhancement Officer to arrange alternative date for the Bloomin' Big Meet event</p> <p>Outside Services Team leader to purchase new troughs and planters.</p>
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5. Allotments

POINTS	ACTION
<p>Members received an update on Farnham allotments, noting that renewals were slightly delayed this year due to resolving the matter of third party insurance for all plot holders. This had now been resolved and an insurance policy taken out with Shield Insurance which would cover holders for third party injury on their plots and also against potential negligence claims. Members noted a nominal £2 charge had been added per allotment holder to cover the cost of the insurance, meaning the cost of a standard plot now stands at £59.50.</p> <p>It was noted there were currently 14 vacant plots.</p> <p>Members noted that a maximum of £397.00 may need to be written off for 2016/17 as a result of plot turnover and vacant plots in 2016.</p> <p>The Working Group noted that the existing allotment tenancy agreement would be updated to include the insurance and an additional admin fee of £25 being introduced for new tenants.</p>	<p>Outside Services Team Leader and Community Enhancement Officer to update new tenants contact.</p>

6. Bins by Boots Opticians

POINTS	ACTION
<p>Members noted that Councillor Ricketts had spoken to the Bush Hotel agents to see if matters could be progressed ahead of the sale by the present owners but it was noted there were some difficulties with doing this.</p> <p>Waverley Borough Council had made no further contact since the Commercial waste policy consultation and it was agreed that this needed chasing.</p>	<p>Outside Services Team Leader to progress further with Waverley</p>

7. Surrey County Council Highways Localism Project

POINTS	ACTION
<p>Members noted that the Outside Services Team Leader had met with Patrick Giles of Surrey County Council regarding the Localism Project. Members noted where the money is being spent, which was primarily in roadside and path maintenance and that Farnham Town Council had put in another bid for 2017/18 for £14,000.</p>	<p>Outside Services Team Leader to progress</p>

8. Street Furniture Update

POINTS	ACTION
<p>Members noted the following requests for street furniture:</p> <ul style="list-style-type: none">i) A bench at Badshot Lea Pond;ii) A waste bin at the entrance to the quarry on Low Lane in Badshot Lea;iii) A waste bin by the bus stop on Arthur Road. It was advised that the Community Enhancement Officer contact Councillor Denise Le Gal and Councillor Pat Frost in the first instance	<p>Community Enhancement Officer to progress</p>

<p>for the bin requests to see if they might be able to contribute towards these from their allocations.</p> <p>The Working Group also discussed the 'labelling of bins' so that the public know who to contact if they see an overflowing bin.</p>	<p>Community Enhancement Officer to investigate putting contact details onto bins.</p>
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9. Community Clean Up Gangs

POINTS	ACTION
<p>Members suggested Water Lane and near the Co-op in Wrecclesham as areas in need of a clean-up.</p>	<p>Community Enhancement Officer to notify WBC</p>

10. Items for Future Meetings

POINTS	ACTION
<p>Members suggested Paul Redmond, Richard Homewood and the new Veolia Contract manager be invited to the next CEWG meeting to discuss the on-going issues of litter; the waste bins by Boots opticians and other matters.</p>	<p>Outside Services Team Leader to send invitation to specified WBC staff and Veolia Contractor.</p>

11. Date of Next Meeting

POINTS	ACTION
<p>It was agreed that the date of the next meeting would be Wednesday 15 March 2017 at 9.30am. NB Subsequent to this meeting the date has been rearranged to Wednesday 1 March.</p>	

Meeting ended at 11:05am

Notes taken by Lara Prior



FARNHAM TOWN COUNCIL

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Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 17th January 2017

Place

Town Clerk's Office, South Street, Farnham

Attendees:

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

Other councillors in attendance: Councillor David Beaman

Officers present:

Iain Lynch (Town Clerk)

Ian Kershaw (Assistant Town Clerk)

1. Apologies

Apologies were received from Councillor Jeremy Ricketts.

2. Declarations of Interest

The following declarations of interest were made and the named councillors took no part in the decisions on each organisation where they were representatives or Trustees: Councillor Hargreaves with regard to Farnham Assist, Councillor Frost with regard to the Farnham Competitive Music Festival and Councillor Cockburn with regard to the Woodlarks Centre in respect of community grants.

3. Notes of Meeting held on 6th December 2016

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Finance

POINTS	ACTION
i) Members received the Internal Auditors Interim Report. It was noted there were a number of minor recommendations which had all been agreed by officers.	
ii) Members noted the Bank and Petty Cash Reconciliation to	

<p>31st December 2016. There were no issues.</p> <p>iii) Members noted the Budget Comparison to 31st December 2016. Apart from cemetery income which was demand-led, income was at or above target and expenditure was profiled as expected. Community Enhancement and Tourism and Events income in particular had exceeded expectations and members thanked the officers and Members for their hard work in achieving this.</p> <p>iv) Members noted the Statement of Investments at 31st December 2016. Proposals for investing in the Local Authority Property Fund would be brought to the next meeting. The Town Clerk would supply Councillor Williamson with a briefing note on the Fund.</p> <p>v) Members noted an update on outstanding aged debtors and agreed to recommend the write off of a specific debt totalling £800 which would reduce the Farnham in Bloom income under the specific circumstances outlined.</p> <p>vi) Members noted the details of reserves as at 31 December 2016.</p> <p>vii) Members reviewed the latest BACS and cheque payments.</p>	<p>Town Clerk to report to the next meeting on proposals for investment in the Local Authority Property Fund.</p> <p>Farnham Town Council is RECOMMENDED to agree to write off a debt of £800</p>
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5. Precept 2017/18

POINTS	ACTION
<p>The Working Group considered the level of precept Council should consider and in particular whether it should use any of its reserves, increase further the income targets for services, or set unallocated in-year savings targets. None of these were considered appropriate in view of inflationary pressures, changes in public services and council priorities. Members were mindful of the impact on residents, particularly with increases proposed in a range of public and private sector organisations but felt that Council should be recommended to agree a modest increase in the precept level of just over 2p per week per band D property. The precept would be £1,035,819. This would see Farnham's share of the Council tax increase by 2% from £59.83 to £61.03 per annum (£1.17 per week per band D household).</p>	<p>Strategy & Finance unanimously recommends to Council that the precept for 2017/18 should be £1,035,819 equating to a Band D cost of £61.03 per annum (£1.17 per week).</p>

The following Councillors made declarations of personal interest in respect of specific community grant applications and took no part in the decision or debate on those applications:

- Councillor Hargreaves with regard to Farnham Assist
- Councillor Frost with regard to the Farnham Competitive Music Festival and
- Councillor Cockburn with regard to the Woodlarks Centre.

6. Grants 2017/18

POINTS	ACTION
<p>Members considered applications for service agreements from organisations for Town Council funding for ongoing revenue costs that were outside the criteria for the Community Grants programme namely, 40 Degreez, Citizens Advice Waverley, Farnham Maltings, The Bungalow, Waverley Hoppa Service and The Gostrey Centre. Member agreed to recommend funding as set out</p>	<p>Farnham Town Council is RECOMMENDED to agree i) service agreements for 40 Degreez, Citizens Advice Waverley, Farnham Maltings, The Bungalow,</p>

<p>in Annex I to these notes.</p> <p>Members then considered applications for community grants for 2017/18 and agreed to recommend funding as set out in Annex I.</p>	<p>Waverley Hoppa Service and The Gostrey Centre. as set out in Annex I.</p> <p>ii) The award of community grants to organisations as set out in Annex I.</p>
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7. Infrastructure Planning Group update

POINTS	ACTION
<p>i) Members noted that the conclusions of the Neighbourhood Plan Examiner were expected in February.</p> <p>ii) Members agreed to support the nomination of the Cherry Tree Public house as an Asset of Community Value. The nomination was supported by the local community and a public meeting had expressed support to keep it either as a Public House or as a community resource. The nomination would be put to Waverley Borough Council as the Local Planning Authority.</p> <p>iii) Members noted that the Town Council had compiled with residents and local groups a list of buildings to be put forward as being of Local Merit. These had been published on the Town Council website and subject to no further additions would be promoted for consideration by Waverley Borough Council as the Local Planning Authority.</p> <p>iv) Members noted progress on the Bishops Steps and changes in management arrangements at Castle.</p>	<p>Farnham Town Council is RECOMMENDED to agree that the Cherry Tree Public House be proposed as an Asset of Community Value.</p> <p>Assistant Town Clerk to put forward the nomination of the Cherry Tree Public House to Waverley Borough Council.</p>

8. Contracts and Facilities update

POINTS	ACTION
<p>Members noted that the tenders for the restoration of Hale Chapels would be issued shortly by the Council's surveyors. This would ensure that accurate costings were in place to help secure external grant funding.</p>	

9. Meetings dates 2017/18

POINTS	ACTION
<p>Subject to the listing of the Music in the Meadow event on 20 August 2017, Members agreed the calendar of events for the next Municipal Year.</p>	<p>Farnham Town Council is RECOMMENDED to note the Municipal Calendar for 2017/18 as set out in Annex 2 to these minutes.</p>

10. Consultations received

POINTS	ACTION
<p>Members considered the current consultation by Waverly Borough Council on car park charges. It was felt that proposals should be guided by principles of fairness. It was noted the Chamber of Commerce was strongly objecting to a further increase in charges and Members agreed to support the concerns it had raised in view of the impact on local businesses from the previous increase and the significant surpluses that were already being generated from Waverley car parks in Farnham (estimated to be in excess of</p>	<p>Subject to the views of Council, the Town Clerk to draft a response on behalf of the Town Council to the Waverley car Park charges consultation</p>

<p>£1.5million). It was felt that a universal approach in a borough like Waverley was inappropriate and that the usage of particular car parks should be considered and if parking machines were to be upgraded then pay on exit or 'time allowed should be equal to amount paid for' software should be considered. Given the changes in high street retailing, Waverley should not be making the situation worse by its charging approach.</p> <p>Members noted that the Waverley Executive Committee was considering both air quality and street cleansing. Members asked that the Town Clerk contact Waverley to ensure that Farnham Town Council's insight was taken into account as no consultation with the Town Council had taken place despite the Council's representations and offers to assist on these matters</p> <p>Members also noted that there was to be a service review for the Museum of Farnham.</p>	<p>Leader to write to Waverley Borough Council Leader to request input into issues affecting the town such as reviews of air quality and street cleaning.</p>
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11. Town Clerk update

POINTS	ACTION
<p>Members noted successful recruitment for the two new members of the outside workforce.</p> <p>The letter to the Court stating the Council's position regarding issues relating to the Judicial Review of the Brightwells/East Street development had been sent in accordance with Council's decision.</p> <p>Members agreed that a strategic planning day should take place on Saturday 18th March between 9am and 12noon.</p>	<p>Town Clerk to arrange strategic planning day.</p>

12. Date and time of next meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Tuesday 28th February 2016 at 9.30am</p>	<p>Town Clerk to circulate agenda</p>

The meeting ended at 12:06pm.

Notes written by Ian Kershaw

Community Grants and Service Agreements

Service Agreements

Organisation	2017/18- 2019/20 annual award	Recommendation
The 40 Degreez Centre	£2,000*	That the Town Council defer decision on the award but make contingency to contribute at £2000 for the next three financial years. Members felt the award should contribute to the running costs of the organisation though, not towards the costs of individual youth worker salaries. The award is also contingent on the receipt of a business plan and fuller understanding of the organisations costs and income.
Citizens Advice Waverley	£15,360	That the Town Council award £15,360 for 2017/18 but give notice that the grant was for one year only. Any further award would be subject to satisfactory review of the balance of funding for advice across the Waverley area.
Farnham Maltings	£13,000	That the Town Council agree to fund the Farnham Maltings £13,000 per year for the next three financial years and a new service agreement be drawn up to effect this.
The Bungalow	£2,000	That the Town Council agree to fund The Bungalow £2,000 for 2017/18 but advise that the grant should taper in future years.
Waverley Hoppa Service	£10,000	That the Town Council agree to fund the Waverley Hoppa £10,000 per year for the next three financial years and a new service agreement be drawn up to effect this.
Gostrey Centre	-	To note that the terms for a service agreement would be discussed in due course.

Total £42,360

Community Grants

Organisation Applicant	Recommended FTC Grant 2017/18	Project Name & Project Summary	Project Description	Comments
Bishops Meadow Trust	£1,000	Water main supply pipe	Supply of mains water to be completed by early summer. The water supply will benefit those already using the meadows and facilitate the introduction of cattle	Grant
Bishops Meadow Trust	£1,000	Cattle Fencing to Oak Meadow	Introduction of cattle will add additional visitor attraction and help with the natural ecology and traditional trampling in of seeds after the hay cut	Grant
Bishops Meadow Trust	No award	Various botanical and wildlife surveys (invertebrates, birds, bats, reptiles) and management plan.	Environmental Surveys, Report and Management Plan. The surveys will provide a fresh baseline to measure the impact of Trust activities on local biodiversity.	Not recommended for grant
The Dance Movement	£1,000	Farnham Blooming Dance. 10 weeks of dance sessions and two performances at the Town Carnival and In Bloom judging.	Working with 16 groups of young people to create dance over a 10 week period to be performed at two events on the theme of raising awareness in regard to pollution and how communities can evoke change. Estimated 200 beneficiaries	Recommended for partial grant of £1000 (£2,000 requested). Community Enhancement to consider if additional top-up allocation should be prioritised from its budget
Hale Carnival Committee	£500	Hale Carnival - annual community event involving local schools, churches and youth groups	The grant will cover toilets, rubbish bins and security. Attendance of 7,500 estimated.	Recommended for partial grant (£2,000 requested).
Change of Scene	No award	Refreshments for disadvantaged children		Use of grant considered Outside the scope of the scheme. Not recommended for grant.
4th Farnham Scout Group	£625	Replacement BBQ	Replace existing BBQ with a cinders folding professional model	Recommended for grant.
Farnham Town Youth Football Club	£750	Football Goals	to provide two sets of goals	Recommended for partial grant (£1,500 requested).

Computing for All	£360	Computing for All	24 weeks across 3 x 8 week terms offering tutoring and support to up to 8 students per class to learn how to use the internet to connect with others and as a tool to gain employment	Recommended for partial grant to cover cost of materials (£1,764 requested).
Farnham Assist	No award	Advice and Information Service	Applying for funding to sustain 24/7 advice and information line and literature re welfare available to clients.	Revenue grant. Not recommended for grant.
New Ashgate Gallery Trust	£1,550	Get Creative with Mosaics with Denise Jaques the Surrey Artist of the Year	Three events with 5 days of family and community workshops with Denise Jaques, Surrey Artist of the Year. Mosaic Fun with flowers, butterflies and dragons (1 day to coincide with Picnic in the Park in Gostrey Meadow) Mosaic Design (2 days) and Mosaic Art (2 days) at the New Ashgate Gallery	Recommended for grant
Support 19	£1,040	Post 19	Purchase of sensory integration equipment	Recommended for partial grant (£2,000 requested).
Surrey Youth Focus	£1,500	Farnham Youth Social Action	To introduce young people in Farnham to a youth movement known as Youth Social Action. Empowering young people to have a voice on local issues which are important to them and to volunteer, campaign or fund raise for social good. The project would be run from The Maltings in Spring/Summer 2017 with the resulting youth projects running for the rest of the year.	Recommended for grant
The Farnham Pottery Trust	£2,000	Kiln Rejuvenation Project	To install a new kiln and upgrade our kiln facilities.	Recommended for grant
Farnham Maltings	No award	The Barley Project	Provision of free crochect /knitting workshops culminating in an installation at the Maltings	Not recommended for grant.
Farnham Maltings	£2,000	Meet me in the Foyer	To enable more people (particularly those at risk of isolation) to engage in regular creative activity free of charge.	Recommended for grant from the New initiatives fund.
Badshot Lea Village Infant School	£275	New School Pond	Materials to line edge and support the pond. The pond will increase the wildlife attracted to the school's garden and consequent learning for the children.	Recommended for grant in part (£550 requested).
Sandy Hill Community Bungalow	See Service Level agreements above	Sandy Hill Community Bungalow	The grant will go toward the cost of a centre manager without whom the Bungalow has no hope of fulfilling its project aims.	This application is met through a Service Agreement.

Rowledge Tennis Club	£2,000	demolition and construction of new clubhouse	The grant would go toward kitchen facilities to ensure the clubhouse is open to the maximum community use e.g. Cubs/Brownies/Scouts, WI, mother and toddler etc.	Recommended for grant.
Rowledge Cricket Club	£1,000	Garage Project - toward an extension to the pavilion	Storage is required for grounds maintenance equipment to keep pitches of the quality required for the level of competition the club is involved in. 700 members including 300 boys and girls	Recommended for partial grant. (£2,000 requested).
Phyllis Tuckwell Hospice Care	No award	Physiotherapy equipment	To purchase equipment e.g. soft collars, wrist splints, small gym items etc.	Consumable items not in accordance with criteria.
Churt Parish Council	No award	Foundation of Archive Centre and Educational Resource	To establish a Churt archive within Churt History Centre to benefit future generations in Churt.	Not eligible
Voices Together Community Choir	£1,500	Community Choirs Festival	To provide an opportunity for other local choirs to come together to celebrate music and singing. The grant will cover the costs of hiring the Princes Hall, Aldershot and associated costs, lighting sound etc.	Recommended for grant.
Woodlarks Centre	£2,000	Transcare Bathing System	To create a sensory bathroom with therapeutic effects for residents when they bath and relax. The grant will help to purchase the bath and revamp the room.	Recommended for grant.
40 Degreeez	Service Level Agreement (See above)	Core costs for two part time youth workers' salaries	The grant will fund one youth leader and one youth worker. Without the youth team there would be no one to provide the diverse and essential services offered in partnership with other agencies to the town's young people.	This application is met through a Service Agreement
Stoppap Dance Company	£750	Stoppap Youth Company (Farnham)	The project would be to continue running the Thursday evening Farnham Youth Company for disabled children and continue to provide access to Arts Award qualifications.	Recommended for partial grant (£2,000 requested). The Council could not fund in future years as it would be a recurring request.
Rowledge Ringers	£450	Purchase of new handbell and refurbishment of existing bells.	To enable greater range of music to be performed and enjoyed by the community.	Recommended for grant.
Alder Valley Brass Band	£500	Marching Bass Drum for Parades and Concerts	Alder Valley Brass requires a good quality bass drum to ensure it can adequately fulfil community engagements such as the Farnham Remembrance Day Parade	Recommended for grant.

Alder Valley Brass Band	£1,500	New Uniforms	The existing Band uniforms are over 30 years old and are no longer fit for purpose and represent the band in a poor light and detract from the quality of music.	Recommended for partial grant (£2,000 requested).
Abbey School	£2,000	Media and Performing Arts equipment for the provision of a Creative Arts classroom. Year 2	The project will enable the launch and use of a media arts suite by equipping it with a Media suite of a further five Apple Mac computers, specialist screens, animation software, web cam modelling clay and theatre set appropriate to students special needs	Recommended for grant.
The Rural Life Centre	£655	Grounds maintenance storage	To erect a donated double garage to securely house grass cutting and ground maintenance equipment. It would also enable volunteers to maintain machinery under safe cover.	Recommended for grant.
The following organisations have received similar awards in previous years and will be invited to consider the sustainability of their projects and possible suitability for service agreements.				
Farnham Competitive Music Festival	£800	Farnham Competitive Music Festival -	The grant will contribute toward the hire of venues, printing of syllabus etc. The Farnham Competitive Music Festival is a platform for young musicians to perform and receive encouragement and adjudication from eminent musicians	Recommended for grant.
Creative Response Arts Limited	£2,000	Landscapes - artists workshops for carers, volunteers and staff		Recommended for grant.
Museum of Farnham	£1,000	Finding Farnham Community Dig	Build on success of preceding three years of Finding Farnham Community Archaeology Project and seek to continue to provide a high level of access to Farnham people and schools to their local history by: creation of a "digbox" with reproduction burial and replica skeleton allowing participation of schools without suitable external space; establish a programme of activities for primary schools; produce an event in a central Farnham location to engage residents more generally; organise another year of community archaeological work in the Farnham area.	Recommended for grant.

FADEG- Farnham Art and Design Education Group	£450	Unseen Artists: Art from the Community 2018	To stage a two day, now annual, show of community art and design celebrating visual creativity in the widest sense from arts groups to a garden sculptor. Last year's Community Grant will enable the second of these events in March 2017 . This Grant will pay for a weekend hire of the Long Kiln Gallery at The Maltings and inclusion in their Spring brochure. It will allow for framing of some work, publicity and photographic recording of projects for exhibition	Recommended for grant .
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Total £30,205

ANNEX 2

CALENDAR OF DATES: MUNICIPAL YEAR 2017-18

Meeting	Date	Time
Council (Annual) Mayor Making and Councillor Photographs	Thu 11 May 2017	19:00
Planning & Licensing Consultative Group (Including initial training)	Mon 22 May 2017	09:30
Farmers' Market	Sun 28 May 2017	10.00 - 13.30
Music in the Meadow	Sun 28 May 2017	15:00 - 17:00
Late May Bank Holiday	Mon 29 May 2017	
Music in the Meadow	Sun 04 June 2017	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 05 June 2017	09:30
Strategy & Finance Working Group	Tue 06 June 2017	09:30
Community Enhancement Working Group	Wed 07 June 2017	09:30
Cemeteries and Appeals Working Group	Thu 08 June 2017	09:30
Music in the Meadow	Sun 11 June 2017	15:00 - 17:00
Civic Service	Sun 11 June 2017	15:00
Council (Sign Off Annual Accounts)	Thu 15 June 2017	19:00
Music in the Meadow	Sun 18 June 2017	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 19 June 2017	09:30
Armed Forces Week Flag Raising	Mon 19 June 2017	10:00
Farmers' Market	Sun 25 June 2017	10.00 - 13.30
Picnic in the Park	Sun 25 June 2016	15:00 - 17:00
Tourism and Events Working Group	Tue 27 June 2017	09:30
Music in the Meadow	Sun 02 July 2017	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 03 July 2017	09:30
Music in the Meadow	Sun 09 July 2017	15:00 - 17:00
Music in the Meadow	Sun 16 July 2017	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 17 July 2017	09:30
Strategy & Finance Working Group	Tue 18 July 2017	09:30
Farmers' Market	Sun 23 July 2017	10.00 - 13.30
Music in the Meadow	Sun 23 July 2017	15:00 - 17:00

Council	Thu 27 July 2017	19:00
Music in the Meadow	Sun 30 July 2017	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 31 July 2017	09:30
Music in the Meadow	Sun 06 August 2017	15:00 - 17:00
Music in the Meadow	Sun 13 August 2017	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 14 August 2017	09:30
Music in the Meadow	Sun 20 August 2017	15:00 - 17:00
Farmers' Market	Sun 27 August 2017	10.00 - 13.30
Music in the Meadow	Sun 27 August 2017	15:00 - 17:00
Summer Bank Holiday	Mon 28 August 2017	
Music in the Meadow	Sun 03 September 2017	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 04 September 2017	09:30
Tourism and Events Working Group	Tue 05 September 2017	09:30
Community Enhancement Working Group	Wed 06 September 2017	09:30
Heritage Open Days	Thu 07 September 2017	to Sun 10 September 2017
Cemeteries and Appeals Working Group	Thu 07 September 2017	09:30
Strategy & Finance Working Group	Tue 12 September 2017	09:30
Food Festival	Thu 14 September 2017	10.00 - 16.00
Planning & Licensing Consultative Group	Mon 18 September 2017	09:30
Council	Thu 21 September 2017	19:00
Farmers' Market	Sun 24 September 2017	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 02 October 2017	09:30
Farnham in Bloom Awards Evening	Thu 12 October 2017	16:00 Schools 18:00 Community
Planning & Licensing Consultative Group	Mon 16 October 2017	09:30
Farmers' Market	Sun 22 October 2017	10.00 - 13.30
Strategy & Finance Working Group	Tue 24 October 2017	09:30
Planning & Licensing Consultative Group	Mon 30 October 2017	09:30
Council	Thu 02 November 2017	19:00
Tourism and Events Working Group	Tue 07 November 2017	09:30
Remembrance Sunday (Gostrey Meadow War Memorial)	Sun 12 November 2017	10:45
Planning & Licensing Consultative Group	Mon 13 November 2017	09:30
Community Enhancement Working Group	Wed 15 November 2017	09:30

Cemeteries and Appeals Working Group	Thu 16 November 2017	09:30
Venison Dinner (Farnham Castle)	Thu 16 November 2017	19:00
Christmas Lights Switch-On (Gostrey Meadow)	Sat 18 November 2017	13.00 - 18.00
Farmers' Market	Sun 26 November 2017	10:00 - 13:30
Planning & Licensing Consultative Group	Mon 27 November 2017	09:30
Farnham Farmers' Market Central Car Park and Christmas Market, Castle Street, Bush Hotel	Sun 10 December 2017	10:00 - 16:00
Planning & Licensing Consultative Group	Mon 11 December 2017	09:30
Strategy & Finance Working Group	Tue 12 December 2017	09:30
Christmas Civic Carol Service, St Andrew's	Thu 14 December 2017	19:00 for 19:30
Farnham in Bloom Winter Celebration	Sun 17 December 2017	14:30 - 15:30
Council (Budget)	Thu 21 December 2017	19:00
OFFICES CLOSED BETWEEN CHRISTMAS AND NEW YEAR	tbd	
Planning & Licensing Consultative Group	Mon 08 January 2018	09:30
Tourism and Events Working Group	Tue 09 January 2018	09:30
Community Enhancement Working Group	Wed 10 January 2018	09:30
Strategy & Finance Working Group	Tue 16 January 2018	09:30
Planning & Licensing Consultative Group	Mon 22 January 2018	09:30
Council (Precept)	Thu 25 January 2018	19:00
Farmers' Market	Sun 28 January 2018	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 05 February 2018	09:30
Cemeteries and Appeals Working Group	Thu 15 February 2018	09:30
Planning & Licensing Consultative Group	Mon 19 February 2018	09:30
Farmers' Market	Sun 25 February 2018	10.00 - 13.30
Services to Farnham Awards	Mon 26 February 2018	18:00
Strategy & Finance Working Group	Tue 27 February 2018	09:30
Planning & Licensing Consultative Group	Mon 05 March 2018	09:30
Council	Thu 08 March 2018	19:00
Tourism and Events Working Group	Tue 13 March 2018	14:00
Community Enhancement Working Group	Wed 14 March 2018	09:30
Planning & Licensing Consultative Group	Mon 19 March 2018	09:30
Annual Town Meeting of Electors (Bush Hotel)	Thu 22 March 2018	19:00

Farmers' Market	Sun 25 March 2018	10.00 - 13.30
Good Friday	Fri 30 March 2018	
Easter Monday	Mon 02 April 2018	
Planning & Licensing Consultative Group	Mon 09 April 2018	09:30
Strategy & Finance Working Group	Tue 10 April 2018	09:30
Council (appointment of Working Groups)	Thu 19 April 2018	19:00
Farmers' Market	Sun 22 April 2018	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 23 April 2018	09:30
Early May Bank Holiday	Mon 07 May 2018	
Council (Annual)	Thu 10 May 2018	19:00



Farnham Town Council
Working Group Meeting Dates by Working Group
2017/18

Full Council

All Council meetings are held on Thursdays at 19.00

Date	Meeting Details
11 May 2017	Annual Council (Annual)
15 June 2017	Council (Sign Off Annual Accounts)
27 July 2017	Council
21 September 2017	Council
02 November 2017	Council (Budget 1)
21 December 2017	Council (Budget 2)
25 January 2018	Council (Precept)
08 March 2018	Council
19 April 2018	Council (Appointments of Working Groups)
10 May 2018	Council (Annual)

Cemeteries Appeals and Working Group

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

Date	Meeting Details
08 June 2017	Cemeteries Appeals and Working Group
07 September 2017	Cemeteries Appeals and Working Group
16 November 2017	Cemeteries Appeals and Working Group
15 February 2018	Cemeteries Appeals and Working Group



Strategy and Finance Working Group

All Strategy & Finance Working Group meetings are held on a Tuesday at 9.30

Date	Meeting Details
06 June 2017	Strategy & Finance Working Group
18 July 2017	Strategy & Finance Working Group
12 September 2017	Strategy & Finance Working Group
24 October 2017	Strategy & Finance Working Group
12 December 2017	Strategy & Finance Working Group
16 January 2018	Strategy & Finance Working Group
27 February 2018	Strategy & Finance Working Group
10 April 2018	Strategy & Finance Working Group

Tourism and Events Working Group

All Tourism and Events Working Group meetings are held on a Tuesday at 9.30

Date	Meeting Details
27 June 2017	Tourism and Events Working Group
05 September 2017	Tourism and Events Working Group
07 November 2017	Tourism and Events Working Group
09 January 2018	Tourism and Events Working Group
13 March 2018	Tourism and Events Working Group

Community Enhancement Working Group

All Community Enhancement Working Group meetings are held on a Wednesday at 9.30

Date	Meeting Details
07 June 2017	Community Enhancement Working Group
06 September 2017	Community Enhancement Working Group
15 November 2017	Community Enhancement Working Group
10 January 2018	Community Enhancement Working Group
14 March 2018	Community Enhancement Working Group

Planning & Licensing Consultative Group

All Planning & Licensing Consultative Group meetings are held on a Monday at 9.30

Date	Meeting Details
22 May 2017	Planning Consultative Group
05 June 2017	Planning Consultative Group
19 June 2017	Planning Consultative Group
03 July 2017	Planning Consultative Group
17 July 2017	Planning Consultative Group
31 July 2017	Planning Consultative Group
14 August 2017	Planning Consultative Group
04 September 2017	Planning Consultative Group
18 September 2017	Planning Consultative Group
02 October 2017	Planning Consultative Group
16 October 2017	Planning Consultative Group
30 October 2017	Planning Consultative Group
13 November 2017	Planning Consultative Group
27 November 2017	Planning Consultative Group
11 December 2017	Planning Consultative Group
08 January 2018	Planning Consultative Group
22 January 2018	Planning Consultative Group
05 February 2018	Planning Consultative Group
19 February 2018	Planning Consultative Group
05 March 2018	Planning Consultative Group
19 March 2018	Planning Consultative Group
09 April 2018	Planning Consultative Group
23 April 2018	Planning Consultative Group



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 9th January 2017

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor J Williamson (Chair)

Councillor C Cockburn

Councillor J Fraser

Councillor M Hyman

Councillor A Macleod

Councillor K Mirylees

Officers in attendance: Ian Kershaw

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

1. Apologies

Councillors Dunsmore and Ricketts.

2. Declarations of Interest

Councillor Williamson declared a personal interest in WA/2016/2455 and took no part in the debate or decision.

3. Applications considered by the Planning and Licensing Consultative Group on 9 January 2017

Borough Council Planning Applications

Farnham Bourne

WA/2016/2409 Farnham Bourne Philippa Staddon

Erection of extensions and alterations following demolition of existing conservatory and garage.
3 ERNEST CLOSE, FARNHAM GU10 3NL

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

WA/2016/2398 Farnham Bourne Philippa Staddon

Erection of single storey rear extension; conversion of integral garage into habitable accommodation and alterations.

14 KILN LANE, FARNHAM GU10 3LS

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

CA/2016/0176 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

Removal of and works to trees.

9 FAIRBOURNE GREAT AUSTINS FARNHAM GU9 8JG

Farnham Town Council regrets the loss of trees in a conservation area but has no objections subject to the approval of the Arboricultural Officer.

WA/2016/2444 Farnham Bourne Kayleigh Taylor

Application under Section 73 to vary Condition 1 of WA/2016/1398 (plan numbers) to allow for alteration to external recess area.

37 FORD LANE, WRECCLESHAM GU10 4SF

Farnham Town Council has no objections.

WA/2016/2449 Farnham Bourne Philippa Staddon

Erection of two storey front extension and alterations; alterations to roof space to provide habitable accommodation.

1 HILLSIDE ROAD, FARNHAM GU10 3AJ

Farnham Town Council objects to this application which fails to address the issues relating to previous refusal, that is that the proposed extensions, having regard to their scale, bulk, mass and increase in floor size area would result in a disproportionate addition over and above the size of the original dwelling and would appear intrusive in the landscape, failing to preserve the intrinsic character and beauty of the countryside, in conflict with Policies RD2 and C2 of the Waverley Borough Local Plan and Paragraph 17 of the national Planning Policy Framework 2012.

WA/2016/2431 Farnham Bourne Kayleigh Taylor

Certificate of Lawfulness under Section 191 for construction of a driveway.

1 COMPTON COTTAGES, WAVERLEY LANE, FARNHAM GU9 8ET

Farnham Town Council has no objections.

Farnham Castle

CA/2016/0175 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO TREES

45 CASTLE STREET FARNHAM GU9 7JQ

Farnham Town Council welcomes the prudent management of trees in the conservation area and has no objections subject to the approval of the Arboricultural Officer.

WA/2016/2458 Farnham Castle Philippa Staddon

Erection of extensions and alterations (revision of WA/2016/0508).

10 BYWORTH ROAD, FARNHAM GU9 7BT

Farnham Town Council has no objections.

WA/2016/2455 Farnham Castle Rachel Kellas

Approval of reserved matters (appearance, landscaping, layout and scale) following the outline approval of WA/2014/1565 for the erection of 120 new dwellings with associated access, public open space and landscaping. **Previous comments on 15/10/2014 – letter attached.**

LAND AT CRONDALL LANE, FARNHAM

Councillor Williamson declared a personal interest and took no part in the debate or decision on this item.

Farnham Town Council objects to the application. Previous agreements to maintain green space in perpetuity must be maintained. Previous commitments for landscaping as agreed at the time of outline should be maintained. The amenity of existing residents near to the site should be maintained and enhanced. Existing trees should be retained wherever possible, replacements planted and the opportunity taken to further improve landscaping and neighbouring amenity with more trees, hedgerows and landscaping in keeping with the character of the area taken.

The scale and mass of the application is inappropriate and out of keeping with character of the area and unsuitable for the site. No buildings should be higher than two storeys. The new development must integrate with the existing local character and the buildings and development should be reflective of and sensitive to the landscape and respond to the local vernacular which does not include 2.5 or 3 storey flatted developments as proposed. There should be continuity of design between the element of affordable housing and the wider development such that it is consistent with and in similar style to the rest of the development to ensure it is integrated and cohesive, rather than separate and divisive.

Farnham Firgrove

WA/2016/2391 Farnham Firgrove Philippa Staddon

Erection of first floor side extension and alterations following demolition of existing conservatory and garage.

4 HILLARY CLOSE, FARNHAM GU9 8QZ

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

WA/2016/2408 Farnham Firgrove Kayleigh Taylor

Erection of extensions to 2 flats along with internal alterations.

9 THE FAIRFIELD FARNHAM GU9 8AH

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

Farnham Hale and Heath End

TM/2016/0233 Farnham Hale and Heath End Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 24/07

11 ELM CRESCENT FARNHAM GU9 0QW

Farnham Town Council welcomes the prudent management of trees in the conservation area and has no objections subject to the approval of the Arboricultural Officer.

TM/2017/0001 Farnham Hale and Heath End Steve Tester
APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE
PRESERVATION ORDER 19/01
60 UPPER WEYBOURNE LANE FARNHAM GU9 9DE

Farnham Town Council regrets the loss of a tree but subject to the approval of the Arboricultural Officer understands the need to manage diseased trees. Should the tree need to be felled a replacement should be planted.

WA/2016/2450 Farnham Hale and Heath End Mr Chris Turner
Erection of extensions.
5 WEST CLOSE, FARNHAM GU9 0RF

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

WA/2016/2436 Farnham Hale and Heath End Kayleigh Taylor
Application under Section 73A to vary Conditions 2 and 3 of WA/2014/0976 (approved plans and parking arrangement). 73 HEATH LANE, FARNHAM GU9 0PX
Farnham Town Council objects to the change of condition as the proposed parking arrangements are untenable. The application refers to parking spaces which have not yet received planning permission. The Town Council considers that the parking arrangements proposed would have an adverse effect on the neighbours in Bethel Lane. Subject to consideration of the various permissions in place and sought, planning enforcement action should be considered.

Farnham Moor Park

WA/2016/2423 Farnham Moor Park Philippa Staddon
Erection of extensions following demolition of existing single storey extension.
SYLVANS, TILFORD ROAD, FARNHAM GU9 8JA

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

WA/2016/2399 Farnham Moor Park Natasha Rozanski
Certificate of Lawfulness under Section 191 for the continued use of The Shed as a self-contained residential annexe ancillary to main dwelling.
SANDBACH, SEALE LANE, FARNHAM GU10 1PR
Farnham Town Council has no objections.

WA/2016/2452 Farnham Moor Park Chris French
Erection of extensions and dormer window following demolition of existing detached garage.
5 ABBOTS RIDE, FARNHAM GU9 8HY
Farnham Town Council objects to this application as it is over-development of the site and would have a negative impact on the neighbours' amenity.

Farnham Shortheath and Boundstone

WA/2016/2402 Farnham Shortheath and Boundstone Philippa Staddon

Erection of front and side first floor extensions and alterations; alterations to garage to provide habitable accommodation.

3 ROWAN CHASE, WRECCLESHAM GU10 4RH

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

WA/2016/2412 Farnham Shortheath and Boundstone Philippa Staddon

Alterations to garage to provide additional habitable accommodation.

TIMOTHY COTTAGE, VINE LANE, WRECCLESHAM GU10 4TD

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

WA/2016/2453 Farnham Shortheath and Boundstone Philippa Staddon

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

25 BEACON CLOSE, WRECCLESHAM GU10 4PA

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

Farnham Upper Hale

TC/2016/0006 Farnham Upper Hale Rachel Kellas

G.P.D.O. Schedule 2, Part 16; installation of 15m replica telegraph pole and associated works.

LAND ON WEST SIDE OF JUNCTION WITH ALMA LANE, SANDY HILL ROAD, FARNHAM GU9 0EX

Farnham Town Council has no objections.

Farnham Weybourne and Badshot Lea

WA/2016/2433 Farnham Weybourne and Badshot Lea Rachel Kellas

Change of use of part of David Lloyd car park to provide a Hand Car Wash, incorporating the erection of a canopy and siting of a portable building.

DAVID LLOYD LEISURE CLUB, WILKINSON WAY, FARNHAM GU9 9ND

Farnham Town Council objects to this application. The site must be maintained for leisure use only in line with the appeal decision of the Planning Inspector. Furthermore the site is prone to flooding and wash off from the proposed activity would have a detrimental impact on the adjacent Weybourne Nature Reserve.

WA/2016/2456 Farnham Weybourne and Badshot Lea Myles Joyce

Erection of 43 dwellings including 17 affordable with associated parking; new access from Monkton Lane.

LAND AT GREEN LANE FARM, GREEN LANE, BADSHOT

Farnham Town Council strongly objects to this application. The site is not included in the Farnham Neighbourhood Plan. It would have a negative impact causing material harm to the character and beauty of the countryside beyond the Green Belt and contribute to coalescence between urban areas reducing the strategic gap between Farnham and Aldershot. The scale of development is inappropriate for the character of the area. The infrastructure in the area is under pressure and the development would add to existing problems with waste water, surface water run-off and sewage

treatment. The proposal would have a negative impact on the biodiversity and wildlife in the area.

Farnham Wrecclesham and Rowledge

WA/2016/2443 Farnham Wrecclesham and Rowledge Mr Chris Turner

Erection of single-storey front extension.

THE STUDIO, FERNBRAE COTTAGE, THE LONG ROAD, FARNHAM

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

WA/2016/2435 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Erection of single storey pavilion following demolition of existing pavilion.

TENNIS COURTS AND PAVILION, RECREATION ROAD, ROWLEDGE GU10 4BN

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

WA/2016/2377 Farnham Wrecclesham and Rowledge Philippa Staddon

Erection of extensions and alterations including dormer windows; erection of detached garden room; new boundary wall.

WOODBINE COTTAGE, THE LONG ROAD, ROWLEDGE GU10 4DL

Farnham Town Council reviewed this application on 19 December 2017 and initially commented that it had no objections subject to the extension and alterations being in keeping with the Farnham Design Statement and all materials being in keeping with existing. On review the Town Council would like to amend this comment to object to the loss of the hedge and its replacement with a wall. The hedge should be retained as it provides a green boundary which is important to the character of the area and which also acts as a permeable green corridor which contributes to the local wildlife and biodiversity.

Borough Council Licensing applications

THE BISHOP'S TABLE HOTEL, 27 WEST STREET, FARNHAM

Variation to licence. Applicant: Mr A M Torjussen

The application is to add Live music and Recorded music 14:00-23:00 Wednesday and Thursday, 14:00-00:00 Friday and Saturday and 13:00-18:00 Sunday (New Year's Eve until 01:00); and On and off sales of alcohol 10:00-23:00 Monday to Wednesday, 10:00-00:00 Thursday to Saturday and 12:00-22:30 Sunday (Christmas Day 12:00-15:00 and 19:00-22:30, New Year's Eve close of business until the start of next day permitted business and 24 hour for hotel residents and bona fide guests only). Also amendment/increase to the licensed floor area by way of new plans.

Farnham Town Council has no objections.

Date of next meeting Monday 23rd January 2017.

The meeting closed at 10:27am.

Notes by Ian Kershaw.



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 23rd January 2017

Place

Council Chamber, South Street, Farnham

TO FOLLOW



FARNHAM TOWN COUNCIL



Report Council

Date: 26th January 2017

Precept 2017/18

Purpose

To agree precept level for 2017/18

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 announced additional funds available for Adult Social Care via a precept of 3% on top of the 2% cap for principal authorities and police authorities (or £5 if greater for the lowest quartile of district council Band D bills).
- 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 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 confirmed that the referendum 'capping' principles to the Town and Parish Council tier of local government will not be implemented this year but has said he expects Town and Parish Councils to demonstrate restraint when setting increases that are not a direct result of taking on additional responsibilities.

Farnham's Budget 2016/17

- 6 In December, Members approved a gross budget of £1,247,702 (slightly tweaked by Strategy & Finance to £1,248,803) with proposed discretionary income of £212,982. The discretionary income includes a Local Parish Council Tax Support Grant of £16,783. This is

a net budget of £1,035,819. In determining the current level of budget, Council increased its provision for grants for services provided by the voluntary and community sector and included 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 requirement remains uncertain given that the Principal authorities will not be setting their respective budgets until February and are still digesting the reductions in central government grants.

- 7 The figures provided by Waverley Borough Council for 2016/17 show 16,973.1 Band D properties for Farnham after being adjusted for a 99% collection rate (up from 16,899.8 in 2016/17). The Collection rate is significant since any loss or surplus is shared between the major precepting authorities (Surrey, Waverley and the Police authority), but not Town and Parish Councils. It is interesting to note that there has not been a loss on the Collection fund in the last ten years, but substantial surplus shared between the principal authorities.
- 8 Farnham's Town Council's share of the total Council tax bill for a Band 'D' property in Farnham in 2016/17 of £1,715.51 was just £59.83 (The rest was made up of Surrey County Council £1,268.28; Waverley Borough Council £166.91; and Surrey Police £220.19). This same rate would, if applied in 2016/17, raise £1,015,501 for Farnham Town Council . With the addition of the Council Tax Support Grant (£16,783) and budgeted income from services of £196,200 the total income for Farnham Town Council would be £1,228,483 a shortfall of £20,319 or £1.20 per annum (some 2.3 pence per week) per band D property if funded through the precept. This would make the cost for Farnham Town Council Services for the average Band D household £61.03 per annum (£1.17 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.

Strategy & Finance Working Group considered these options in detail in the context of rising inflation, pressures on principal authority services which may need additional investment from the Town Council in future, and the Council's priorities. The Working Group also considered options such as whether Farnham Town Council should reduce its precept level further or apply a freeze on the Farnham Town Council proportion of the Council tax.

- 10 The working Group noted that Waverley Borough Council was thought to be proposing a £5 per annum increase in its level of its share of the Council tax and heard that the allowed increase by Surrey County Council alone (of 3% for Adult Social Care of 3% and 2% general services) would be more than the total precept of Farnham Town Council. At the time of writing Surrey County Council was considering a significant additional increase which would require a referendum if approved by the full County Council.
- 11 On balance, the Working Group recommends to Council that the most prudent approach was to fund the agreed budget with a modest increase in the council's share of Council tax representing just over 2 pence per week per band D household or £1.20 per annum. This would see the Farnham Town Council share of Council tax at £61.03 per annum or £1.17 per week

Recommendation

Strategy & Finance unanimously recommends to Council that the precept for 2017/18 should be £1,035,819 equating to a Band D cost of £61.03 per annum (£1.17 per week).