



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 3<sup>rd</sup> November 2016

### Place

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

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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 3<sup>rd</sup> November 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. Members of the public may be recorded or photographed during the meeting and should advise the Clerk *prior to the meeting* if there are any concerns about this.

**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:

Date 3<sup>rd</sup> November 2016

Name of Councillor .....

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

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

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### Time and date

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### Place

The Council Chamber, South Street, Farnham

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Prior to the start of the meeting prayers will be said by the Reverend David Uffindell of St Andrew's Church, Farnham.

#### 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 or other interests, or of any gifts and hospitality, in line with the Town Council's Code of Conduct.

#### NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: 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](mailto: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 agree the Minutes of the meeting held on 22<sup>nd</sup> September 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.

## **Part I – Items for Decision**

- 6 Working Group Notes**  
To receive the notes and any recommendations of the following Working Groups:
- i) Community Enhancement held on 28<sup>th</sup> September 2016 **Appendix B**
  - ii) Strategy and Finance held on 25<sup>th</sup> October 2016 **Appendix C**
  - iii) Tourism and Events held on 1<sup>st</sup> November 2016 **Appendix D**

- 7 Planning & Licensing Applications** **Appendices E,F,G,**
- i) To receive the minutes of the Planning & Licensing Consultative Group held on 3<sup>rd</sup> October, 17<sup>th</sup> October and 31<sup>st</sup> October 2016.
  - ii) To consider any significant Planning Applications

## **Part 2 – Items to Note**

- 8 Actions taken under Scheme of Delegation**
- 9 Reports from other Councils**  
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council
- 10 Reports from Outside Bodies**  
To receive from Members any verbal reports on Outside Bodies.
- 11 Date of next Meetings**  
To note the date of the next meeting as Thursday 15<sup>th</sup> December 2016

## **Part 3 – Confidential Items**

- 12 Exclusion of the Press and Public (if required)**  
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.

\* \* \* \* \*

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.

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



# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Thursday 22<sup>nd</sup> September 2016

### Place

The Council Chamber, South Street, Farnham

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#### Councillors

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

- \* Present
- A Apologies for absence

#### Officers Present:

- Iain Lynch (Town Clerk)
- Ian Kershaw (Assistant Town Clerk)

There were 4 members of the public in attendance.

Prior to the meeting, prayers were said by the Reverend Rachel Sturt of St Peter's Church, Wrecclesham.

- C050/16 **Apologies for Absence**  
Apologies were received from Councillors Attfield, Hargreaves, Hill, Mirylees and Redfern and from Councillor Frost who would arrive late.
- C051/16 **Minutes**  
The Minutes of the Farnham Town Council Meeting held on Thursday 21<sup>st</sup> July 2016 were agreed and signed by the Mayor as a correct record.
- C052/16 **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, the following disclosures of interest relating to items on the agenda were made:
- i) Councillor Williamson (pecuniary) as a participant in the Judicial Review of Waverley Borough Council's decision to grant permission for the Brightwells/East Street development.
  - ii) Councillor Macleod (pecuniary) as a participant in the Judicial Review of Waverley Borough Council's decision to grant permission for the Brightwells/East Street development.
  - iii) Councillor Potts (pecuniary) as Waverley Portfolio holder for the Brightwells/East Street development.
- In response to a question over the Planning & Licensing reports, the Town Clerk advised that if individual planning applications were not discussed by Council then Councillors who had previously declared an interest would not need to leave the room.
- C053/15 **Questions and Statements by the Public**
- i) Mr Jones asked what changes had been made to improve the environment since 1993, referring in particular to the condition of pavements, water run-off from buildings and the proliferation of A-boards. The Town Clerk advised that Surrey County Council had recently issued guidance regarding A-boards restricting them to one per premise and adjacent to the building. The Mayor said he was sympathetic regarding pavements and the Town Council would continue to pressure the responsible authorities for their maintenance. He asked the Community Enhancement Working Group to look further at the points raised by Mr Jones.
- C054/16 **Town Mayor's Announcements**
- i) The Town Mayor's reported the formal notice of the election of Councillor David Beaman following the by-election for Castle Ward on 18<sup>th</sup> August 2016 and welcomed Councillor Beaman to the meeting.
  - ii) The Mayor advised that the Council had received a letter from the Queen's Secretary thanking the Town for her birthday greetings.
  - iii) The Mayor congratulated all who were involved in the success of Farnham In Bloom in the regional South & South East in Bloom. Their efforts had resulted in the following awards:
    - It's Your Neighbourhood, Level 3: Advancing - Heath End Gardeners
    - It's Your Neighbourhood, Level 5: Outstanding - Victoria Garden
    - Gold in the Small Park of the Year category – Gostrey Meadow
    - Gold in the Small Park of the Year category – Victoria Garden
    - Silver Gilt in the Small Cemetery of the Year category – Badshot Lea Cemetery
    - Gold in the Town Centre category – Farnham in Bloom
    - Town Centre Best in category - Farnham in Bloom

- Gold in the Large Town category – Farnham in Bloom
- Large Town Best in category - Farnham in Bloom
- County Award for Surrey – Farnham in Bloom
- Chairman’s Award – Bishop’s Meadow Trust

The Mayor advised that the results of Britain In Bloom would be announced in October.

- iv) The Mayor had attended the presentation by the Lord Lieutenant of the Queen’s Award for Voluntary Service to the Frensham Ponds Sailability and congratulated them on this much deserved achievement.
- v) The Mayor had also attended the Ahmaddiyya Jalsa Salana; the Heritage Open Day event at the Castle, the unveiling of the new Cobbett statue outside the Churchill’s development, and a number of Armed Forces events.
- vi) The Mayor congratulated Rachel Morris on her Paralympic Gold Medal which deserved the Town’s heartiest congratulations and commended all Farnham’s Paralympians for their achievements.
- vii) The Mayor would be attending the ordination of the new Bishop of Dorking and also the installation of the new Rector at St Andrews.

### **Part I – Items for Decision**

#### **Working Group Notes**

**i) Tourism and Events held on 6<sup>th</sup> September 2016**  
 C055/16 Cllr Hodge presented the notes of the Tourism and Events Working group held on 6<sup>th</sup> September. He reported that a new walking festival would take place in May 2017. Councillor Hodge noted that the Music in the Meadow season had been a fantastic success with high numbers of people attending each event. A series of winter music events would be piloted at a venue to be announced.

Cllr Hodge advised that preparations were in hand for Christmas events including the Lights switch-on and the Christmas market.

**ii) Cemeteries and Appeals held on 8<sup>th</sup> September 2016**  
 C056/16 Councillor Cockburn reported on the Cemeteries and Appeals meeting held on 8<sup>th</sup> September welcoming the appointment of Iain McCready as Business and Contracts Officer overseeing the cemeteries. She noted the good work done by the Outside Services Team to improve Badshot Lea Cemetery noting that feedback from South And South East in Bloom was that additional planting would enhance the cemetery. The Working Group had reviewed the Memorial Repairs programme and recommended that the scheme of delegation be amended authorising the Town Clerk to oversee a rolling programme of memorial repairs within the Council’s allocated budget of £5,000.

**It was RESOLVED *nem con* Town Clerk be authorised to fix memorials of merit within the allocated budget as part of a rolling programme of repairs.**

C057/16 The Mayor explained that while the legal quorum for the Council was six, the Town Council Standing Orders specified a quorum of 10. Due to the potential need for a number of Members to declare pecuniary interests and leave the Chamber if there were to be discussion of the Judicial Review of the Waverley Borough Council Brightwells/East Street development, the asked that Council suspend Standing Order

2.8 to allow the meeting to revert to the legal quorum of six councillors present for the Strategy & Finance item. This was agreed.

**iii) Strategy and Finance held on 13<sup>th</sup> September 2016**

C058/16 Councillor Cockburn introduced the report on the Strategy & Finance Working Group held on 13<sup>th</sup> September by commending the draft response to the Waverley Local Plan at Annex I to Appendix D. The Local Plan was highly synergous with the Town Council's Neighbourhood Plan though there were some areas where modification was being sought to ensure full alignment. The Town Council would also request the ability to participate in the oral hearing for the Examination of the Local Plan.

Council discussed a suggested amendment to the second paragraph of the proposed response seeking to strengthen references to public health by the insertion of "The health of residents must be the overarching influence upon all policies specifically in the prioritising of the re-use of brownfield sites, only using the latest environmental impact assessments when building, new facilities for our vulnerable not to be built in areas of poor air quality and the building of the temporary bridge for the East Street development". Members were sympathetic to the sentiment of the amendment but felt that the current drafting reflected the concerns expressed appropriately given the Local Plan's purpose in providing the policy framework for future land use. It was also noted that colleagues in the health community were included in the consultation.

Cllr Frost arrived at this point.

**It was RESOLVED *nem con* that Farnham Town Council:**

**a) agree the response to the Waverley Local Plan consultation as set out in Annex I to these Minutes;**

C059/16 Councillor Cockburn highlighted the activities and renewed focus of the Farnham Conservation Area Management Plan group. The Assistant Town Clerk was coordinating a project to improve the railings at the Maltings and also chase progress on Dyas Yard. The Mayor commended Waverley Borough Council on the introduction of a commercial waste policy to manage the bins across the town. He noted that the alleyway alongside Boots was becoming overgrown. Councillor Potts undertook to raise this with Waverley officers.

*Councillors Macleod, Potts and Williamson declared pecuniary interests and left the Chamber, taking no part in the debate or discussion related to the Judicial Review of Brightwells/ East Street.*

C060/16 The Mayor explained that the Judicial Review of Brightwells/East Street was now listed for January. Thus there was time for a statement to be presented for Council approval if Members felt it appropriate. It was noted that the Council had not yet received formal legal advice as to the implications of making a statement to the Review. This would be reported to the next Strategy and Finance Working Group at which time a view could be taken on whether to submit a statement or not.

C061/16 The Town Clerk advised that the external auditor had given an unqualified audit. Three minor issues raised were noted which related to rounding, the drafting of the minute relating to the Governance Statement and the restating of the 2014/15 accounts arising from a change in Guidance.



**It was RESOLVED unanimously that the unqualified Audit opinion of the External Auditor be welcomed, and that the minor issues raised be noted.**

C062/16 Following the conclusion of national pay negotiations the Council agreed to adopt the proposal of a 1% pay increase backdated to 1 April 2016 and a further 1% increase from 1 April 2017. The Town Clerk confirmed that the pensions vesting date for the Council was February 2017 and all necessary steps had been taken to ensure the Council conformed with requirements.

**It was RESOLVED *nem con* that Farnham Town Council implement the nationally agreed 1% pay increase backdated to 1 April 2016 and the further 1% increase from 1 April 2017.**

C063/16 Councillor Cockburn explained that the Town Council's emergency plan had been reviewed to ensure it remained fit for purpose. It was not a statutory requirement but a useful tool to ensure that the Town Council could play its part in supporting any emergency response. It was agreed that a small card of useful numbers should be issued for Members and a short training session delivered. Members agreed to adopt the revised Emergency Plan.

**It was RESOLVED *nem con* that Farnham Town Council Emergency Plan at Annex 2 be adopted.**

C064/16 Councillor Williamson reported that plans to upgrade the Visitor Centre and car park at Frensham Ponds had been subject to constructive comment from neighbouring parishes and other stakeholders. As a result of this meeting Waverley officers had agreed that the overall objectives of the project should be clearly identified before detailed proposals could be made. Waverley officers had agreed to report back before Christmas.

The Town Clerk reported that the Charity Commission had confirmed it did not register charities with an income of less than £5,000 per year and the Farnham Parochial Charities may qualify as an exempt charity. The Town Council was required to nominate Trustees to the Parochial Charity and would report further to the next Strategy & Finance Working Group and on to Council.

### **Planning and Licensing Applications**

C065/16 Councillor Williamson advised that the notes of the meeting on 19 September should show Councillor Fraser as present. He highlighted the application in Crondall in neighbouring Hart District Council for a diesel power generation site and its potential impact on Farnham. Farnham Town Council had formally objected and asked for a formal site visit.

Members concerns about trees continued to be raised and the Waverley Tree Officer would be speaking to Members after the next meeting of the Working Group. Councillor Williamson emphasised the additional protection offered against inappropriate development following the progression of the Neighbourhood Plan and Local Plan. These issues were currently being tested at the Waverley Lane appeal which along with that at Lower Weybourne Lane had been recovered by the Secretary of State because of the Neighbourhood Plan reaching the Section 16 stage.

**It was RESOLVED *nem con* that the notes as amended above be accepted.**

## Part 2 – Items to Note

- C066/16     **Actions taken under Scheme of Delegation**  
There were none.
- C067/16     **Reports from other Councils**  
There were none.
- C068/16     **Reports from Outside Bodies**
- i)       Councillor Cockburn reported on behalf of the Sports Council how successful the Community Games had been.
  - ii)      Councillor Dunsmore reported on a meeting of the Wreclesham Recreation Ground Committee. Dog fouling and signage were the main issues to address. The Committee was in much need of support in terms of new members coming forward. Councillor Potts said she would liaise with Waverley over signage and dog fouling.
  - iii)     Councillor Ricketts as a trustee of the Bishops Meadow Trust underlined the achievement of receiving the South and South East In Bloom Chairman’s award which was a fantastic accolade.
  - iv)      Councillor Frost reported that the Maltings was recruiting three new trustees and that its community tea party had been a great success.
  - v)       Councillor Hodge reported that the Farnham River Management Committee had received an update from the Environment Agency on inspection and maintenance. Biodiversity programmes were working well although there were still some issues with pollutants from the storm drains by Haren Gardens that were being pursued. A community flood advice event was being planned for the autumn.
- C069/16     **Date of next Meeting**  
The revised date of the next Council Meeting was agreed as Thursday 3<sup>rd</sup> November 2016.
- The Town Mayor closed the meeting at 8.20pm.

Date

Chairman



# FARNHAM TOWN COUNCIL

# B

## Notes

### Community Enhancement Working Group

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**Time and date**

9.30am Wednesday 28th September 2016

**Place**

Byworth Room, South Street, Farnham

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**Attendees:**

Members: Councillors Carole Cockburn, Stephen Hill, Mike Hyman, Susan Redfern, Jeremy Ricketts and John Williamson.

**Observers:**

Councillor David Beaman

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

**1. Apologies**

There were no apologies.

**2. Declarations of Interest:**

There were no declarations of interest.

**3. Notes of Meeting held on Thursday 28<sup>th</sup> June 2016.**

POINTS	ACTION
The notes of the previous meeting were agreed with the exception of a spelling mistake noted by Councillor Hyman in section 8.	Community Enhancement Officer to amend

**4. Farnham in Bloom Community Group Report**

POINTS	ACTION
No members of the Farnham in Bloom Community group were able to attend. Members noted that Martin Billett had been re-elected as Chairman and that a new member, John Martin, had joined the group. The Farnham in Bloom Community Group would be taking part in the Autumn Big Pick Week in October.	

<p>Members noted that the Community Group would be starting winter bulb planting with 3,000 bulbs and noted that Coxbridge roundabout would be planted. Crocuses will also be planted alongside Rotary Weyside for the Purple4Polio campaign.</p> <p>Members noted that Bloomin' Kids workshops would be repeated over Autumn half term after the success of the initial ones at Easter and would involve planting spring flowering bulbs and a winter container.</p>	
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## 5. South and South East in Bloom Results

POINTS	ACTION
<p>Members noted the South and South East in Bloom results and judges' feedback.</p> <p>Councillors congratulated the Farnham in Bloom Team and Community Group for the fantastic results, which are the best ever to date.</p> <p>Members noted that Farnham Town Council staff should not be out weeding and cutting grass on highways as this is the job of Waverley Borough Council and Surrey County Council and that this should be addressed going forward.</p> <p>It was recommended that a separate meeting be arranged to go through the South &amp; South East in Bloom and Britain in Bloom judges' reports, once received, for a proper debrief and to form a plan of action for 2017.</p>	<p>Community Enhancement Officer to arrange.</p>

## 6. Sponsorship and Finance

POINTS	ACTION
<p>Members received an update on the latest budget and sponsorship for Farnham in Bloom.</p> <p>Members noted that the sponsorship income for 2016 was £19,230 against £14,780 for 2015, the highest level raised to date.</p> <p>Members noted that the number of hanging baskets that were sponsored was up on last year from 84 in 2015 to 95 in 2016. It was noted that in-kind contributions had also increased for 2016, with two additional sponsors John Hall Plants and Pepperpot Nursery.</p> <p>It was suggested that the number of hanging basket sponsored is still disappointing given the number of businesses in the town. However a high number of them are not independent businesses and these were harder to secure.</p>	

## 7. Farnham in Bloom Hog Roast

POINTS	ACTION
<p>Members noted arrangements for the thank you BBQ/ hog roast on Friday 30<sup>th</sup> September at the Garden Gallery at Farnham Museum from 6-9pm.</p> <p>The hog roast would be provided by regular Farnham Farmers' market stall holder, Hunts Hill Farm.</p>	

## 8. Farnham in Bloom Awards Evening

POINTS	ACTION
<p>Members noted that the Farnham in Bloom Awards Evening would be held on the 13<sup>th</sup> October 2016 at Squire's Garden Centre. Members agreed that Martin Billett, Chair of the FIB Community Group, should present the evening presentation again having done such a good job in 2015 and that the evening presentation would begin at 6pm. The Town Crier would present the Schools' Awards starting at 4pm.</p> <p>Members noted that John Ely, one of the main drivers behind Farnham in Bloom, would be awarded the Mayor's special award .</p>	

## 9. Autumn Big Pick Week

POINTS	ACTION
<p>Members noted that Autumn Big Pick Week would run for the w/c 15 October – 22 October with a Bloomin' Big Pick in Farnham town centre to be held on Saturday 22 October 10am-12:30pm with tea and cake in the Council Chamber afterwards.</p>	

## 10. Winter Celebration

POINTS	ACTION
<p>Members noted that that Farnham in Bloom Winter Celebration would take place on Sunday 18 December and would be run by the Community Group. The format would follow previous years with the addition of more gazebos to provide further shelter in poor weather.</p>	

## 11. Allotments

POINTS	ACTION
<p>Members noted there were now 44 people on the allotment waiting list. 11 were non-residents and 8 only wanted a plot on Morley Road.</p> <p>Members were informed that a total of £614 was outstanding from plot rents which were yet to be paid so income may be below what has been predicted. A number of plots had recently been reallocated to those on the waiting list.</p> <p>It was agreed that a review of rents and comparable prices from other councils be brought to the next meeting.</p>	<p>Outside Services Team Leader to progress</p> <p>Community Enhancement Officer to progress</p>

<p>Members noted that a sponsor for the annual allotment lecture and show in 2017 could support rental income.</p> <p>Members noted there was no movement on the Weybourne allotments, as this had been postponed until November by Waverley Borough Councils lawyers. It is hoped that Farnham Town Council will be in possession of the allotments by January 2017.</p>	
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## 12. Surrey County Council Highways Localism Project

POINTS	ACTION
<p>Members noted the current level of activity on the Highways Localism project and that confirmation of funding for 2016/17 had been received. The scheme continued to work well and members noted that the initiative is very positive.</p>	

## 13. Graffiti Update

POINTS	ACTION
<p>Members noted the 'before and after' examples of graffiti from around Farnham. It was also noted that the outside workforce are unable to remove graffiti from brick walls but are going to look into whether the jet washer on Flora (the hybrid vehicle) could tackle this.</p>	<p>Outside Services Team Leader to progress</p>

## 14. Street Furniture Update

POINTS	ACTION
<p>Members noted that Farnham Town Council had created a new logging system for any reports received on litter. It was suggested that stickers were put on all waste bins stating that Waverley Borough Council was responsible for them and to contact them if the bin was full.</p> <p>Members noted that the second train station bus stop would be vinyl wrapped with a design promoting UCA and its links with the community.</p> <p>Members noted that the bins requested by residents around Farnham had finally been put in place but that two had been disputed. One on the grounds that there was not a litter problem in the area (Badshot Lea) and the second was very rural and there was not enough demand for it.</p> <p>Members noted that there were no current requests for furniture.</p>	<p>Community Enhancement Officer to progress</p>

## 15. Bins by Boots Opticians

POINTS	ACTION
<p>Members noted that this issue was slowly moving forward. A meeting with Richard Homewood was due to progress things further following the Commercial Waste Policy consultation. However it was noted there were now 7 bins in the alleyway.</p>	

Members drew specific attention to problems with loading bay timings in the Borough.	Town Clerk and Outside Services Team Leader to progress
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#### 16. Risk Assessments

POINTS	ACTION
Members reviewed the risk assessments for the Community Enhancement Working Group activities. No changes were proposed.	

#### 17. The Bourne Conservation Group

POINTS	ACTION
Members reviewed the Bourne Conservation Group Annual Report and commended the excellent work of the group as well as that done by the Bourne Residents' Association and Bourne Beautification project.	<b>Recommendation to Council that the Bourne Conservation Group be applauded for its continued achievements.</b>

#### 18. Pilot Community Toilet Scheme

POINTS	ACTION
Members noted that the scheme was being officially launched that afternoon at The Queen's Head Pub with the Mayor and were shown the window stickers that would be displayed in participating businesses windows	

#### 19. Items for Future Meetings

POINTS	ACTION
Members noted that they would like to discuss Farnham's public toilets and suggest potential improvements at the next meeting.  Members also agreed to do a walking tour of Farnham ahead of the next meeting to review any grot spots of the town centre, such as broken-up pathways to be addressed after feedback from one Farnham resident calling the town 'Farnham in Gloom'. Members agreed to meet at the Council Offices at 9am on 16 November to conduct the tour.	Outside Services Team Leader to progress

#### 20. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be Wednesday 16th November at 9.00am.	

Meeting ended at 12.00pm

Minutes taken by Lara Prior



# FARNHAM TOWN COUNCIL



## Notes

### Strategy and Finance Working Group

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#### Time and date

9.30am Tuesday 25<sup>th</sup> October 2016

#### Place

Town Clerk's Office, South Street, Farnham

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#### 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)

Iain McCready (Business and Contracts Officer) - part

#### 20. Apologies

Councillor Jeremy Ricketts and Councillor Hargreaves for expected late arrival.

#### 2. Declarations of Interest

Cllr Williamson declared a pecuniary interest in relation to item 6 – Judicial Review of Brightwells/East Street and left the room for the discussion on this item.

#### 3. Notes of Meeting held on 13<sup>th</sup> September 2016

POINTS	ACTION
The notes of the previous meeting were agreed.	

#### 4. Finance

POINTS	ACTION
i) Members considered the income and expenditure for the period 1 April to 30 September 2016. They discussed and noted specific variances and the reasons for them. Many reflected events still to happen such as the Christmas Market. Others arose from the receipt of the second tranche of precept, success in securing events income, and minor slippage on planned works to cemeteries. These	



<p>matters were all programmed to be addressed and no significant variations at the sixth month point.</p> <p>ii) Expenditure on twinning was higher than normal because of the planned additional activity around the Andernach anniversary. Staff training costs had increased as new staff had been recruited. It was noted that training for Councillors was set out in the Surrey and Sussex Association of Local Councils (SSALC) updates.</p> <p>iii) Miscellaneous income had increased fivefold which was partly due to a number of “in and out” grants passed through the accounts such as for the Hoppa Bus appeal and also income received for the sale of cemetery land at West Street to Porthaven Properties.</p> <p>iv) Members noted the trial balance at 19<sup>th</sup> October 2016. There was a £4.16 difference to be resolved at the time of printing.</p> <p>v) Members reviewed debtors as at 30<sup>th</sup> September 2016. The outstanding balance (if sums related to future sponsorship on longer term agreements which were not yet due were excluded) was £6, 192. There were four balances that potentially bad debts. One had offered monthly instalments to clear their balance. A second would not be allowed at future markets until the outstanding balance was paid. Two further debtors could not be traced because of businesses closing. It was agreed, in accordance with the financial regulations, that two debts (stallholder fee of £60 from company B&amp;C and Christmas Lights contribution from company B &amp; R S of £125 be written off as uneconomical to pursue). Members were also advised about the non-payment of a promised sponsorship that was being progressed and of a company’s second bad debt that would now be subject of a county court claim if not paid.</p>	<p>Town Clerk to highlight SSALC training opportunities for councillors.</p> <p>Town Clerk to resolve the minor debit/credit imbalance at month end.</p>
<p><i>Cllr Frost left and Councillor Hargreaves joined the meeting at this point.</i></p>	
<p>vi) Members noted the Town Council’s Money Market accounts as at 30<sup>th</sup> September 2016. The total amount invested at 30<sup>th</sup> September 2016 was £1,429,459, with the Current Account being £517,390 and the Public Sector Deposit Fund being £100,000. Interest rates and forecast currently were poor with the base rate expected to drop again. Councillors were concerned that while money in reserves may be safe and provide liquidity it should also offer a yield. It was agreed that there were likely to be better options for investment and options such as the local government property fund could be explored further. Equally borrowing to invest in capital projects may prove to be financially advantageous to taxpayers at the moment. The Council’s approach to investment would be reviewed in January.</p> <p>vii) Members noted the latest BACS and cheque payments and also that these were scrutinised by councillors every fortnight.</p>	<p>Report reviewing investment strategy to January meeting.</p>

<p>viii) Members noted that the Community Grants process was open until 12<sup>th</sup> December and local groups were encouraged to apply. The Farnham Talking Newspapers Group had asked for a small grant and the Town Clerk proposed awarding £250 from the Small Grants fund towards the cost of memory sticks and publicity.</p> <p>ix) Members noted that in advance of setting the 2017/18 budget Working Groups would be reviewing their programmes and priorities. It was likely that the Council could potentially continue current levels of activity without an increase but would have to reduce the New Initiatives Fund in line with the loss of Council Tax Support Grant. To maintain that would be equivalent to a 2% increase in precept. Any additional activity from devolved services or top ups as a result of principal authorities changing their services would require budget provision.</p>	<p>Town Clerk to award a Small Grant of £200 to Farnham Talking Newspapers Group</p>
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## 5. Infrastructure Planning Group update

POINTS	ACTION
<p>i) Members noted that the Farnham Neighbourhood Plan Regulation 16 consultation had closed on 3<sup>rd</sup> October. The independent Examiner is currently reviewing the 200 plus comments received. He will hold a one day Hearing on 25<sup>th</sup> November for invited parties to comment on areas in which he would like clarification.</p> <p>ii) A statement setting out the reasons for variance in housing figures between the Farnham Neighbourhood Plan and the Waverley Local Plan was being drawn up. These were due to minor differences in time periods and methodologies.</p>	

## 6. Judicial Review Brightwells/East Street

POINTS	ACTION
<p><i>Councillor Williamson declared a pecuniary interest and left the room. He took no part in any debate or discussion on this item.</i></p> <p>i) Waverley Borough Council's application for a preliminary hearing, which asked the High Court to determine whether the campaigners in Farnham have the right to challenge the Borough Council's decision to proceed with the Brightwells Farnham Regeneration Scheme had resulted in a preliminary on 31 January 2017.</p> <p>ii) Members reviewed the possibility of Farnham Town Council providing a statement to the Judicial Review as discussed at last Council noting from the summary of decisions that the Town Council had consistently raised concerns about whether due process and procedures had been followed procedures and value for money. The Judicial Review was an opportunity to secure a definitive view on these issues.</p> <p>iii) Members felt it was appropriate that the Town Council's recorded position was put forward subject to that not exposing the Town Council to any financial burden.</p>	<p><b>Subject to legal advice that it did not expose Farnham Town Council to financial risk, the Council is RECOMMENDED to submit a statement to the Judicial Review of the Brightwells Farnham Regeneration Scheme</b></p>

<p>iv) From advice received to date the Town Council could make such a statement without financial impact however further clarity was requested in one area (over standing). If the campaigners were deemed not to have sufficient status to bring the challenge the preliminary hearing may take the view that the Town Council's input would offer sufficient status for the Judicial Review to proceed. Advice to date suggested that if this were the case the Town Council would still not incur any financial liability however Town Clerk was asked to confirm this ahead of Council.</p>	<p><b>setting out the historic concerns and aspirations for the future of the site raised by the Town Council as set out in Annex I to these minutes.</b></p>
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*Cllr Williamson rejoined the meeting at this point.*

## 7. Contracts and Property Update including disposal of obsolete items

POINTS	ACTION
<p>i) Members noted the list of assets for disposal which comprised computers, laptops, monitors and mobile phones that were no longer supported and obsolete</p> <p>ii) Members received Notes of the meeting of the Assets Task Group held on 24<sup>th</sup> October. They noted that the fitting of snow guards to the Town Council Offices and replacement of a missing ridge tile would be funded from the property maintenance budget.</p> <p>iii) The Town Clerk would meet with the Trustees of Wrecclesham Community Centre to discuss action points arising from the recent Health and Safety audit.</p> <p>iv) Members noted a quote had been received for the restoration of the bench in Boots courtyard and advice from the artist was awaited. Members asked that the Town Clerk discuss further improvements in the area with Boots including potentially replacing the grill underneath the bench.</p> <p>v) The Assets Task Group would receive a report at its next meeting on the five year plan for Council owned property.</p> <p>vi) It was noted that brick pillars would be built at Badshot Lea Cemetery to enclose water points as at West Street and that arrangements had been made for the cleaning of the historic milestones at no cost. Advice would be sought as to any further restoration requirements.</p> <p>vii) Members noted that Christmas lights would be installed shortly with new lights at Downing Street, The Maltings and the Orangeries in the Town Centre as well as at the Co-op in Wrecclesham and blizzard lights in the trees at the Almshouses in Castle Street. Applications were being made for further lights though it was unclear whether Surrey County Council would be able to approve them this year. Power bollards would be fitted in Castle Street shortly. Additional lights this year would be funded from the Christmas lights budget with any additional cost being met from the New Initiatives Fund. Members asked whether a Christmas Tree be placed at the Station.</p> <p>viii) Waverley Borough Council had now proposed that the transfer of the Borelli Shelter in Gostrey Meadow to the Town Council be under a 10 year full repairing lease. It was agreed this should be subject to further discussion as the cost</p>	<p>Items to be disposed.</p> <p>Business and Contracts Officer to progress</p> <p><b>It is RECOMMENDED that the Town Clerk be authorised to agree improvements with Boots as required</b></p> <p>Business and Contracts Officer to supply Councillor Frost with details of the outstanding Christmas light applications.</p> <p>Business and Contracts Officer to pursue.</p>

<p>to the Town Council would be disproportionate for the benefit and the Council had been expecting a 99 year lease at a peppercorn rent. This was hoped to be resolved for Spring 2017.</p> <p><i>Councillor Frost rejoined the meeting at this point.</i></p> <p>ix) Councillor Frost advised that the Hale Chapels Trust bid to the Surrey County Council Improvement Fund had been unsuccessful this year but would be welcomed for resubmission next year when the project was more fully developed.</p>	
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## 8. Emergency Plan Review

POINTS	ACTION
<p>i) Members noted that a Community resilience workshop was being planned with Waverley Borough and Surrey County Councils. It was likely to be held at the Maltings and aimed to provide residents with an understanding of risk, reassurance on the role of statutory authorities, the ability to make personal plans and an understanding of how residents could help others more vulnerable.</p> <p>ii) Members agreed it would be preferable to hold the event in January to allow appropriate publicity.</p>	<p>Assistant Town Clerk to liaise with Waverley and Surrey officers over the timing of the community resilience event.</p>

## 9. Consultations from external bodies

POINTS	ACTION
<p>a i) Members noted the Government consultation on the extension of Referendum principles to parish council precepts. The proposal was that larger Councils, being those where both the precept for 2016/17 was at least £500,000 and the Band D equivalent for 2016/17 exceeded £75.46 would trigger a referendum should they propose a precept of 2% or more. There were exceptions if the increased precept related to responsibilities transferred from principal councils.</p> <p>ii) It was noted that Farnham Town Council would not be affected by the proposals in 2017/18 however the consultation also asked for views on extension of the capping threshold to all parish councils. The cost of a referendum was estimated at £40,000 whereas a 2% increase in precept would generate £20,000.</p> <p>iii) The National Association of Local Councils was recommending its members object to the proposals which would damage localism by undermining the freedom and flexibility to raise resources deemed necessary locally to invest in valued local service. This was particularly important when town and parish councils were increasingly being asked to provide discretionary services that principal authorities found themselves obliged to withdraw from.</p>	<p><b>It is RECOMMENDED that Farnham Town Council objects to the Governments proposals to extend precept capping referendum principles to Town and Parish Councils on the grounds discussed including that they would damage localism by undermining the freedom and flexibility to raise resources deemed necessary locally to invest in valued local services.</b></p> <p><b>It is RECOMMENDED that Farnham Town Council respond to the</b></p>

<p>b) Members noted the current consultation on School Admissions by Surrey County Council and in particular the proposal to reduce the Published Admission Number of St Andrews C of E Infant School from 40 to 30. Members agreed that 30 was a more manageable number and should help with the future of the school which the Town Council was keen to see maintained.</p>	<p><b>Surrey County Council consultation on School Admissions, welcoming the reduction in the PAN for St Andrews Infants C of E School and supporting the retention of the school.</b></p>
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## 10. Town Clerk update

POINTS	ACTION
<p>i) Members noted progress on two freedom of information requests. One related to neighbourhood planning and was redirected to Waverley Borough Council. The other was a long standing enquiry and had been withdrawn but replaced by a Data Access request. This would be reviewed by the Council's Insurers.</p> <p>ii) Councillor Frost reported that the new railway station car park was open and the Station had been very pleased with the Council's stakeholder management.</p> <p>iii) Thames Water had advised that they would be replacing the temporary waste pipe at the side of the Castle with one that would be buried using directional drilling.</p> <p>iv) The Town Clerk advised that the Council was responsible for nominating two trustees to the Farnham Parochial Charities. Members agreed that it would be helpful to nominate up to four and endorsed the nominations of Will Smythe, Joanne Elliot and Katherine Bridge. The Parochial Charities were likely to be considered an exempt charity by the Charity Commission if their income was less than £5,000 per year.</p> <p>v) Members agreed that the Strategic Planning workshop should now be held in January to inform the setting of the precept.</p> <p>vi) Members noted that Farnham Town Council had been asked if it would accept a nomination to enter Britain in Bloom 2017. Members agreed that the offer should be accepted as the project had proved highly successful in motivating volunteering across the Town.</p> <p>vii) Members congratulated Councillor Cockburn on achieving runner up in the Councillor of the Year competition, which covered more than 10,000 towns and parishes.</p>	<p><b>It is RECOMMENDED that Farnham Town Council nominate Will Smythe, Joanne Elliot and Katherine Bridge as Trustees of the Farnham Parochial Charity.</b></p> <p>Town Clerk to arrange a Members Strategic Planning workshop in January.</p> <p><b>It is RECOMMENDED that Farnham Town Council accept the nomination to enter Britain in Bloom 2017.</b></p>

## 11. Date and time of next meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on <b>Tuesday 6th December 2016</b> at 9.30am</p>	<p>Town Clerk to circulate agenda</p>

The meeting ended at 11:35am.

Notes written by Ian Kershaw



# FARNHAM TOWN COUNCIL

# D

## Notes

Tourism and Events Working Group

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### Time and date

9.30 am on Tuesday 1<sup>st</sup> November 2016

# Report to follow



# FARNHAM TOWN COUNCIL

# E

## Notes

### Planning & Licensing Consultative Group

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#### **Time and date**

9.30 am on Monday 3 October 2016

#### **Place**

Council Chamber, South Street, Farnham

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#### **Planning & Licensing Consultative Group Members Present**

Councillor J Williamson (Chair)

Councillor J Fraser

Councillor M Hyman

Councillor A Macleod

Councillor K Mirylees

**Other Councillors in attendance:** Councillor D Beaman

**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 Cockburn, Dunsmore and Ricketts.

#### **2) Declarations of Interest**

None.

#### **3. Applications Considered by the Planning & Licensing Consultative Group on 3 October 2016**

#### **Borough Council Planning Applications**

#### **Farnham Bourne**

#### **CA/2016/0124 Farnham Bourne**

OLD CHURCH LANE FARNHAM CONSERVATION AREA

WORKS TO TREES

18 BOURNE GROVE FARNHAM GU10 3QU

**Mr A Clout**

**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/2016/0164 Farnham Bourne**

**Steve Tester**

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 09/09  
8 KILN LANE FARNHAM GU10 3LR

**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/2016/1838 Farnham Bourne**

**Rachel Kellas**

Application under Section 73 to vary Condition 1 of WA/2015/2307 (plan numbers) to allow for the removal of one of the 'retained' trees and an amendment to the driveway shape.

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

**Farnham Town Council strongly objects to the unnecessary removal of this tree. The application is in an area covered by saved policy BE3. The Council is concerned to maintain the well wooded character of the area and the tree lined ridge.**

**Farnham Castle**

**WA/2016/1843 Farnham Castle**

**Gemma Paterson**

Listed Building consent for internal and external alterations.

TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT

**The council deferred consideration of this application pending a site visit.**

**WA/2016/1842 Farnham Castle**

**Gemma Paterson**

Change of use of first and second floor from Class B1 (office) use to Class C3 (residential) to form 9 flats and alterations including the construction of 3 dormer windows.

TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT

**The council deferred consideration of this application pending a site visit.**

**WA/2016/1863 Farnham Castle**

**Kayleigh Taylor**

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

WELLS COPSE, CHAMBER LANE, FARNHAM GU10 5ET

**Farnham Town Council has no objections.**

**WA/2016/1846 Farnham Castle**

**Zyra Knight**

Listed Building consent to display non illuminated sign.

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

**Farnham Town Council has no objections**

**WA/2016/1845 Farnham Castle**

**Zyra Knight**

Display of non illuminated fascia sign.

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

**Farnham Town Council has no objections.**

**Farnham Firgrove**

**NMA/2016/0161 Farnham Firgrove**

**Mrs M Knight**

Amendment to WA/2016/0524 for alterations to elevation.

ROWALLAN, 20 TREBOR AVENUE, FARNHAM GU9 8JH

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



**WA/2016/1867 Farnham Firgrove Kate Ingram**

Erection of single storey rear extension; erection of side porch and alterations (revision of WA/2016/1274).

101 WEYDON HILL ROAD, FARNHAM GU9 8NZ

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

**WA/2016/1836 Farnham Firgrove Zyra Knight**

Alteration to existing dropped kerb.

23 RIDGWAY ROAD, FARNHAM GU9 8NN

**Farnham Town Council has no objections.**

**Farnham Hale and Heath End**

**WA/2016/1816 Farnham Hale and Heath End**

**Kayleigh Taylor**

Erection of extensions and alterations.

36 WILLOW WAY, FARNHAM GU9 0NU

**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/2016/1832 Farnham Hale and Heath End**

**Zyra Knight**

Erection of extension to existing garage.

KARIBA, 55 OAST HOUSE CRESCENT, FARNHAM GU9 0NP

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

**WA/2016/1850 Farnham Hale and Heath End**

**Kate Ingram**

Erection of extensions and alterations.

19 WEST AVENUE, FARNHAM GU9 0RH

**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.**

**Farnham Moor Park**

**WA/2016/1810 Farnham Moor Park**

**Ruth Dovey**

Change of use of dwelling (use Class C3) to house in multiple occupation (HMO) (use Class C4) for occupation by more than six persons together with erection of a first floor extension and alterations.

22 DOLLIS DRIVE, FARNHAM GU9 9QD

**Farnham Town Council strongly objects to this application which is out of character with the area and requests that enforcement action is taken to ensure that all necessary regulations are being complied with.**

**WA/2016/1817 Farnham Moor Park**

**Ruth Dovey**

Erection of an extension and dormer windows to allow additional habitable accommodation.

20 PARK ROAD, FARNHAM GU9 9QN

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

## **Farnham Shortheath and Boundstone**

### **WA/2016/1873 Farnham Shortheath and Boundstone**

**Rachel Kellas**

Application under Section 73 to vary Condition 1 of WA/2015/2294 (approved plans) to allow alterations to roof design for plots A8 and A9.

40 WEYDON LANE, FARNHAM GU9 8UP

**Farnham Town Council has no objections.**

### **WA/2016/1825 Farnham Shortheath and Boundstone**

**Kayleigh Taylor**

Erection of annex/garage/store building following demolition of existing outbuilding.

35 LITTLE GREEN LANE, FARNHAM GU9 8TF

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

### **WA/2016/1839 Farnham Shortheath and Boundstone**

**Kate Ingram**

Erection of extensions and alterations.

7 BEACON CLOSE, WRECCLESHAM GU10 4PA

**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.**

## **Farnham Weybourne and Badshot Lea**

### **WA/2016/1834 Farnham Weybourne and Badshot Lea**

**Kayleigh Taylor**

Erection of two storey front and rear extensions and alterations including dormer windows.

36 OAKLAND AVENUE, FARNHAM GU9 9DX

**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/2016/1864 Farnham Weybourne and Badshot Lea**

**Kayleigh Taylor**

Erection of single storey front extension.

71 BADSHOT PARK, BADSHOT LEA GU9 9NE

**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/2016/1849 Farnham Weybourne and Badshot Lea**

**Kate Ingram**

Display of illuminated and non illuminated signs.

J SAINSBURY PLC, WATER LANE, FARNHAM GU9 9NJ

**Farnham Town Council objects to the application on the grounds of its adverse effect on the viability of town centre stores.**

### **WA/2016/1848 Farnham Weybourne and Badshot Lea**

**Kate Ingram**

Erection of a retail unit with associated illuminated adverts together with motorcycle and bicycle parking.

J SAINSBURY PLC, WATER LANE, FARNHAM GU9 9NJ

**Farnham Town Council objects to the application on the grounds of its adverse effect on the viability of town centre stores.**

### **WA/2016/1874 Farnham Weybourne and Badshot Lea**

**Gemma Paterson**

Application under Section 73 to vary condition 1 of WA/2015/0429 (approved plans) to allow changes to site layout including car parking; alterations to elevations of building and materials.

LAND OFF WILKINSON WAY, MONKTON LANE, FARNHAM

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

**Farnham Wrecclesham and Rowledge**

**WA/2016/1811 Farnham Wrecclesham and Rowledge**

**Ruth Dovey**

Construction of a battery energy storage facility.

COMLEY RECLAIM, 70 WRECCLESHAM HILL, WRECCLESHAM GU10 4JX

**Farnham Town Council strongly objects to this application which is out of character for the area, which is an area of great landscape value. There would be a negative visual impact from the large containers and palisade fencing. The application will generate background noise which will impact on local amenity. The fencing and noise will also impact local wildlife. The application is inappropriately sited next to a new housing development.**

**WA/2016/1812 Farnham Wrecclesham and Rowledge**

**Ruth Dovey**

Erection of 2 dwellings, associated garaging and formation of a new access from Gardener's Hill Road (revision of WA/2016/1127).

LAND BETWEEN 26 AND 28 ON WEST SIDE OF GARDENERS HILL ROAD, LOWER BOURNE

**Farnham Town Council strongly objects to the intensification of development. The application is contrary to Policy BE3. Farnham Town Council is also concerned about the intensification of traffic and consequent road safety.**

**WA/2016/1876 Farnham Wrecclesham and Rowledge**

**Kate Ingram**

Construction of new north west boundary treatment.

BOUNDARY VIEW, WESTFIELD LANE, WRECCLESHAM GU10 4QP

**Farnham Town Council objects to the application because of impact on amenity through the loss of hedgerows and current trees. As well as amenity value the hedgerows should be maintained for environmental reasons.**

**Date of next meeting Monday 17 October 2016**

**The meeting closed at 10:30am**

**Notes by Ian Kershaw**



# FARNHAM TOWN COUNCIL

# F

## Notes

### Planning & Licensing Consultative Group

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#### Time and date

9.30 am on Monday 17 October 2016

#### Place

Council Chamber, South Street, Farnham

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#### Planning & Licensing Consultative Group Members Present

Councillor J Williamson (Chair)

Councillor J Fraser

Councillor M Hyman

Councillor A Macleod

Councillor K Mirylees

**Other Councillors in attendance:** Councillor D Beaman

**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.**

#### 3) Apologies

Councillors Carole Cockburn, Paula Dunsmore and Jeremy Ricketts.

#### 4) Declarations of Interest

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	
PRA/2016/0020	Cllr J Williamson		Personal
PRA/2016/0020	Cllr J Fraser		Personal

### 3. Applications considered by the Planning and Licensing Consultative Group on 17 October 2016

#### **Borough Council Planning Applications**

##### **Farnham Bourne**

###### **WA/2016/1880 Farnham Bourne**

**Kate Ingram**

Erection of a detached garage.  
5 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR  
**Farnham Town Council has no objections.**

###### **WA/2016/1955 Farnham Bourne**

**Philippa Staddon**

Erection of extensions and alterations.  
118 BURNT HILL ROAD, LOWER BOURNE GU10 3LJ  
**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.**

###### **CA/2016/0127 Farnham Bourne**

**Mr A Clout**

GREAT AUSTINS CONSERVATION AREA  
Works to trees.  
4 LITTLE AUSTINS ROAD FARNHAM GU9 8JR  
**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/2016/1914 Farnham Bourne**

**Kate Ingram**

Erection of two storey extensions and alterations; construction of a new boundary wall and associated works.  
67 AVELEY LANE, FARNHAM GU9 8PS  
**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/2016/1904 Farnham Bourne**

**Zyra Knight**

Erection of extensions and alterations.  
109 BURNT HILL ROAD, LOWER BOURNE GU10 3LH  
**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.**

##### **Farnham Castle**

###### **WA/2016/1843 Farnham Castle**

**Gemma Paterson**

Listed Building consent for internal and external alterations.  
TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT  
**Farnham Town Council has no objection subject to the comments of the Listed Building Officer.**

###### **WA/2016/1842 Farnham Castle**

**Gemma Paterson**

Change of use of first and second floor from Class B1 (office) use to Class C3 (residential) to form 9 flats and alterations including the construction of 3 dormer windows.  
TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT

**Farnham Town Council has no objection subject to the comments of the Listed Building Officer.**

**WA/2016/1895 Farnham Castle**

**Kate Ingram**

Certificate of Lawfulness under Section 192 for erection of extensions.  
WILLEY FARM, CHAMBER LANE, FARNHAM GU10 5ES

**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.**

**TM/2016/0170 Farnham Castle**

**Steve Tester**

APPLICATION FOR WORKS TO TREE SUBJECT OF PRESERVATION ORDER FAR 98  
53 WEST STREET FARNHAM GU9 7DX

**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/2016/1935 Farnham Castle**

**Kate Ingram**

Certificate of Lawfulness under Section 192 for erection of a single storey extension.  
28 THREE STILES ROAD, FARNHAM GU9 7DE

**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/2016/1956 Farnham Castle**

**Kayleigh Taylor**

Certificate of Lawfulness under Section 192 for the erection of extensions and alterations including replacement porch.

WELLS COPSE, CHAMBER LANE, FARNHAM GU10 5ET

**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.**

**DW/2016/0044 Farnham Castle**

**Kayleigh Taylor**

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 8.0m, for which the height would be 3.6m, and for which the height of the eaves would be 2.9m.

WELLS COPSE, CHAMBER LANE, FARNHAM GU10 5ET

**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.**

**Farnham Firgrove**

**WA/2016/1928 Farnham Firgrove**

**Kate Ingram**

Erection of single storey extensions and alterations to elevations including alterations to existing flat roof.

12 HILLARY ROAD, FARNHAM GU9 8QX

**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/2016/1897 Farnham Firgrove**

**Zyra Knight**

Erection of 2 storey side extension following demolition of existing single storey extension.  
3 TALBOT ROAD, FARNHAM GU9 8RP

**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/2016/1972 Farnham Firgrove**

**Zyra Knight**

Erection of a porch extension.

10 WAVERLEY LANE, FARNHAM GU9 8BQ

**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/2016/1963 Farnham Firgrove**

**Zyra Knight**

Erection of rear extensions and alterations.

15 SHORTHETH ROAD, FARNHAM GU9 8SR

**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/2016/1906 Farnham Firgrove**

**Ruth Dovey**

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

LAND AT 33 BRAMBLETON AVENUE, FARNHAM GU9 8RA

**Farnham Town Council objects to the application which will have a detrimental impact on the streetscene arising from the demolition of the garage and the change parking arrangements.**

**WA/2016/1936 Farnham Firgrove**

**Kate Ingram**

Certificate of Lawfulness under Section 192 for erection of single storey extension and porch; alterations to elevation and 2 parking spaces.

33 BRAMBLETON AVENUE, FARNHAM GU9 8RA

**Farnham Town Council objects to the application which will have a detrimental impact on the streetscene arising from the demolition of the garage and the change parking arrangements.**

**WA/2016/1967 Farnham Firgrove**

**Philippa Staddon**

Erection of two storey side extension and alterations.

53 BRIDGEFIELD, FARNHAM GU9 8AW

**Farnham Town Council has no objections subject to there being no detrimental impact on neighbours' amenity.**

**Farnham Hale and Heath End**

**TM/2016/0174 Farnham Hale and Heath End**

**Steve Tester**

APPLICATION FOR WORKS TO A TREES SUBJECT TO TREE PRESERVATION ORDER 24/07  
THE ELMS ALMA WAY FARNHAM GU9 0QN

**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/2016/1979 Farnham Hale and Heath End**

**Zyra Knight**

Erection of a two storey extension, porch and alterations following demolition of existing garage/shed.

8 WEST AVENUE, FARNHAM GU9 0RH

**Farnham Town Council has no objections subject to:**

- **the extensions and alterations being in keeping with the Farnham Design Statement**

- all materials used being in keeping with existing and
- the availability of adequate parking spaces.

**WA/2016/1884 Farnham Hale and Heath End**

**Gemma Paterson**

Installation of 15 m high Phase 5 monopole following removal of the existing 12 m high monopole; the installation of 1 no. BTS 3900A RFC (800) equipment cabinet (measuring 600x480x700mm) following the removal of the existing MHA cabinet (measuring 900x490 TELECOMMUNICATIONS MAST GU0004, FARNBOROUGH ROAD, FARNHAM GU9 9AJ  
**Farnham Town Council has no objections.**

**NMA/2016/0175 Farnham Hale and Heath End**

**Mrs M Knight**

Amendment to WA/2014/0976 for alterations to boundary.  
 73 HEATH LANE, FARNHAM GU9 0PX

**Farnham Town Council objects to the application as it appears to be contrary to the decisions made by the Inspector in APP/R3650/14/2224887 and APP/R3650/A/14/2228884 and previously when attempts to divide the plot into three were rejected and which would impact on the streetscene and character of the area.**

**WA/2016/1960**

**Rachel Kellas**

Outline application for erection of 4 dwellings and 3 flats with reserved matters.  
 THE LOBSTER POT, 40 UPPER HALE ROAD, FARNHAM GU9 0NS

**Farnham Town Council objects to the application which is out of character for the area and would have a detrimental impact on the streetscene. The application should be more in keeping with the adjacent newly built terrace.**

**Farnham Moor Park**

**TM/2016/0166 Farnham Moor Park**

**Steve Tester**

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 34/06  
 5 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/2016/1958 Farnham Moor Park**

**Kayleigh Taylor**

Erection of single storey rear extension.  
 10 WYKEHAM ROAD, FARNHAM GU9 7JR

**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/2016/1890 Farnham Moor Park**

**Zyra Knight**

Erection of detached dwelling off existing access and associated works following demolition of the existing attached garage/utility room (revision of WA/2016/1241). LAND AT OAKOVER, 2 OLD COMPTON LANE, FARNHAM GU9 8BS

**Farnham Town Council objects to the application on the grounds that it fails to respect the pattern of development in the local area and represents an over-development of the site. The houses are too close together and the access arrangement is poor.**

**WA/2016/1898 Farnham Moor Park**

**Ruth Dovey**

Erection of garage, extension and alterations to existing dwelling to provide an additional dwelling.  
 THE BEECHES, OLD COMPTON LANE, FARNHAM GU9 8EG

**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/2016/1981 Farnham Moor Park**

**Philippa Staddon**

Display of illuminated ATM signage.

SIX BELLS SERVICE STATION, HALE ROAD, FARNHAM GU9 9RD

**Farnham Town Council has no objections though notes that the display has been in place for 10 months and so asks Waverley Borough Council to take up the issue of late application the applicant.**

**WA/2016/1980 Farnham Moor Park**

**Philippa Staddon**

Installation of ATM.

SIX BELLS SERVICE STATION, HALE ROAD, FARNHAM GU9 9RD

**Farnham Town Council has no objections though notes that the ATM has been in place for 10 months and so asks Waverley Borough Council to take up the issue of late application the applicant.**

**WA/2016/1931 Farnham Moor Park**

**Kate Ingram**

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

BEAUFORT HOUSE, 2 BEAUFORT ROAD, FARNHAM GU9 7JP

**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.**

**PRA/2016/0020 Farnham Moor Park**

**Ruth Dovey**

Prior Notification for change of use of a building from Retail (Class A1) to residential (Class C3) to provide one dwelling and associated operational development.

43 EAST STREET, FARNHAM GU9 7SW

**Farnham Town Council has no objection.**

**WA/2016/1939 Farnham Moor Park**

**Ruth Dovey**

Certificate of Lawfulness under Section 192 for the construction of alternative vehicular access and blocking off of original access.

COMPTONS, COBBETTS RIDGE, FARNHAM GU10 1RQ

**Farnham Town Council objects to the application on the grounds that the new access proposed is unsuitable for vehicles and will result in the loss of hedgerow and green corridor with consequent negative environmental impact.**

**WA/2016/1968 Farnham Moor Park**

**Philippa Staddon**

Erection of single storey rear extension and alterations following demolition of existing extension.

5 HALE ROAD, FARNHAM GU9 9QQ

**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 Shortheath and Boundstone**

**WA/2016/1937 Farnham Shortheath and Boundstone**

**Zyra Knight**

Erection of a two storey extension following demolition of existing garage and outbuilding.

57 GREEN LANE, FARNHAM GU9 8QE

**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.**

## **Farnham Weybourne and Badshot Lea**

### **WA/2016/1891 Farnham Weybourne and Badshot Lea**

**Ruth Dovey**

Erection of single storey extensions following demolition of existing extension; alterations to loft space to provide habitable accommodation including a dormer window.

148 WEYBOURNE ROAD, FARNHAM GU9 9HD

**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.**

## **Farnham Wrecclesham and Rowledge**

### **WA/2016/1902 Farnham Wrecclesham and Rowledge**

**Kate Ingram**

Erection of a first floor side and single storey rear extensions and alterations.

7 HOLLIS WOOD DRIVE, WRECCLESHAM GU10 4JT

**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/2016/1896 Farnham Wrecclesham and Rowledge**

**Kate Ingram**

Erection of extensions and alterations including a dormer window following demolition of existing conservatory.

THE GABLES, 8A POTTERY LANE, WRECCLESHAM GU10 4QG

**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.**

### **NMA/2016/0171 Farnham Wrecclesham and Rowledge**

**Mrs M Knight**

Amendment to WA/2016/0466 for alterations to elevations, replacement fenestrations and installation of gate.

THE ORCHARD HOUSE 2A SCHOOL ROAD, FARNHAM GU10 4BW

**Farnham Town Council has no objections.**

### **TM/2016/0176 Farnham Wrecclesham and Rowledge**

**Steve Tester**

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 12/99

20 CLARE MEAD, FARNHAM GU10 4BJ

**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.**

**Date of next meeting Monday 31 October 2016**

**The meeting closed at 11.00am**

**Notes by Ian Kershaw**



# FARNHAM TOWN COUNCIL

# G

## Notes

Planning & Licensing Consultative Group

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### **Time and date**

9.30 am on Monday 31 October 2016

# Report to follow