



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 9th March 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 9th MARCH, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting will follow. The meeting will be followed by a Meeting of Council acting as Trustee of the Farnham South Street Trust.

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: 9th March 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 9th March 2017

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting prayers will be said in the Council Chamber by the Rev'd Hannah Moore of the Parish of Badshot Lea and Hale. 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 26th January 2017

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) Cemeteries and Appeals held on 9 th February 2017	Appendix B
ii) Community Enhancement held on 1 st March 2017	Appendix C
iii) Strategy and Finance held on 28 th February 2017	Appendix D
iv) Tourism and Events held on 7 th March 2017	Appendix E

8 Planning and Licensing Applications
To receive the minutes of the Planning & Licensing Consultative Group meetings held on:
6th February, 20th February and 6th March 2017. **Appendices F, G & H**

9 Risk Assessment **Appendix I**
To receive the annual risk management report and note the actions undertaken as a result of the recent Health & Safety audit.

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 13th April 2017.

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 Contractual Matters **Exempt Annex D I**
To consider any detailed financial matters relating to contracts in the Strategy & Finance Agenda from 28th February 2017.

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 26th January 2017

Place

The Council Chamber, South Street, Farnham

Councillors

- * John Ward (Mayor of Farnham)
- * Mike Hodge (Deputy Mayor)
- * David Attfield
- A David Beaman
- * Carole Cockburn
- * Paula Dunsmore
- * John Scott Fraser
- * Pat Frost
- * Jill Hargreaves
- * Stephen Hill
- A Sam Hollins-Owen
- * Mike Hyman
- * Andy Macleod
- * Kika Mirylees
- A 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 no members of the public in attendance.

Prior to the meeting, prayers were said by Pastor Michael Hall of the Farnham Pentecostal Church.

- C116/16 **Apologies for Absence**
Apologies were received from Councillors Beaman, Hollins-Owen and Potts.
- C117/16 **Minutes**
Subject to them showing that Councillors Beaman and Hill were present, the Minutes of the Farnham Town Council Meeting held on Thursday 15th December 2016 were agreed and signed by the Mayor as a correct record.
- C118/16 **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 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 40 Degreez and Councillor Cockburn with regard to the Woodlarks Centre in respect of community grants.
- C119/16 **Questions and Statements by the Public**
Cllr Hargreaves read a question submitted by the Chamber of Commerce regarding Waverley Borough Council's proposed car parking charges increases. The Mayor noted that this would be discussed under the Strategy and Finance Working Group notes later in the agenda.
- C120/16 **Town Mayor's Announcements**
- i) The Mayor had been pleased to visit Andernach for the Christmas Concert and see among other things the 25th anniversary of their Living Crib.
 - ii) The Mayor had attended the launch of the new Spa at the Hogsback Hotel and the new Carlton Psychology practice in Farnham as well as a number of prize-giving events.
 - iii) The Mayor reported that the first Music in the Vineyard had been very successful with large numbers attending to enjoy the Big Band.
 - iv) The Mayor wished Councillor Attfield well for his significant birthday celebrations the next day.
 - v) The Council noted with sadness the deaths of former councillor Michael Probert, Ron Beale consort to past Mayor Gillian Beel and Madeleine Hyde, consort to past Mayor Sylvia Morgan
 - vi) The Mayor had attended the Flood and Winter Risk Community Drop-In jointly hosted by the Town, Borough and County Councils. The event had been successful in passing high quality information to residents to allow them to prepare for emergencies.
- C121/16 **Questions by Members**
There were none.

Part I – Items for Decision

Working Group Notes

- C122/16 **i) Tourism and Events held on 10th January 2017**
Councillor Hargreaves reported that he Christmas Lights Switch On and Market had been very successful again and the Working Group had considered ways of extending them further in 2017. The programme of summer events was agreed and the Music in the Vineyard had started the year off well with large numbers attending . The next

event was in February. The Residents' Guide and Invest In Farnham brochure would be distributed at the beginning of February. The Working Group had agreed to invest in radio headsets for walking tours, in conjunction with the Heritage Open Days. Council noted that online booking forms were being developed for the website.

- C123/16 **ii) Community Enhancement held on 11th January 2016**
Councillor Hill reported that the Town Council was entering Britain in Bloom once again by invitation. The Town Council would also be entering South and South East in Bloom under the large town category and also with Badshot Lea in the small cemetery category. Forest Lodge Garden Centre was kindly hosting the 2017 launch of Farnham in Bloom. Cllr Hill advised that there was still scope for Members to raise issues to be addressed under the localism project or the work undertaken by the Community Clean up gang provided by Waverley Borough Council. Clearing back of overgrown plants along the Guildford Road was a good example of a successful project. It was noted that residents in East Street had been complaining about bins on the pavements in East Street. Officers would ask Waverley colleagues if they could address this alongside similar locations across the Town.

- C124/16 **iii) Strategy and Finance held on 17th January 2017**
Cllr Cockburn introduced the Strategy & Finance report which had considered detailed finance papers to the end of December 2016. Members receive an update on outstanding aged debtors and in particular a specific debt of £800 which had arisen and was recommended for write off as uneconomical to pursue.

It was RESOLVED *nem con* to write off the debt of £800.

- C125/16 *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 40 Degreez and Councillor Cockburn with regard to the Woodlarks Centre in respect of community grants.*

Council received the proposed recommendations from the Strategy & Finance Working Group for Service Agreements and Community Grants. There were new organisations to be added in the Service Agreement section in the coming year following the review, and as a result some funding was recommended for payment in the 2016/17 financial year from the new Initiatives fund.

It was RESOLVED *nem con* to agree Service Level Agreements and Community Grants as set out at Annex 1 to these minutes.

- C126/16 It was noted that the Neighbourhood Plan examination result was expected by 10 February. Two significant appeals had now been called in by the Secretary of State as a result of progress with the Neighbourhood Plan. Members welcomed the proposal to list the Cherry Tree Public House, Rowledge as an asset of community value.

It was RESOLVED *nem con* to agree that the Cherry Tree Public House be proposed as an Asset of Community Value.

- C127/16 Members considered the calendar of meetings for the forthcoming Municipal Year.

It was RESOLVED *nem con* to agree the calendar of meetings for the Municipal Year 2017/18 as set in Annex 2.

C128/16 Members considered the Town Council's response to the Waverley consultation on car park charges. The Town Council was clear that it supported the concerns expressed by the Chamber of Commerce on the costs for workers and the impact on retail, particularly when car park income surplus was again ahead of target in the current financial year. Members regretted the lack of discussion before formal consultation and welcomed a transparent charging regime that took account of the differing needs and usage of car parks in different areas. It was noted that it would not be appropriate to attempt to subsidise parking as a Town Council when this was a significant income generator for the Borough Council. Council felt that there were some good examples of effective consultation such as that recently undertaken by the Borough Council on the proposed removal of telephone boxes.

It was RESOLVED unanimously that the Town Clerk draft a response to Waverley Borough Council outlining the concerns of the Council and the Chamber of Commerce in the new car park charges and seeking earlier and more meaningful consultation.

Planning and Licensing Working group

C129/16 Councillor Williamson introduced the notes of the meetings held on 9th January and 23rd January 2017. In respect of Planning Application WA/2017/0016 and 0017 relating to temporary permissions at Farnham Town Football Club, members noted that the Town Council had asked that any permission be given for a maximum of two years. While temporary permissions were generally for three years the Working Group had felt it necessary to guard against permission by increment.

Precept 2017/18

C130/16 Members considered the report on the proposed precept for 2017/18. Councillor Cockburn explained that the public sector was under great pressure and this had consequences for both services and also taxpayers. Members valued the impact the Town Council could have in the community through civic upkeep, enhancement and events and were keen to maintain that. Increased income and sponsorship was welcomed and officers were congratulated on what was being achieved, but changes to legislation and emerging inflationary pressures had to be considered as well as the uncertainty over devolved public services. In preparing the 2017/18 budget, efficiency savings were sought where possible and the Council was keen to maintain and where possible increase grant provision to voluntary and community groups. The Council was acknowledged to be performing well and the range of services it provided were important in making Farnham a beautiful place to live work and visit. The Strategy & Finance Working Group had considered whether to reduce some budgets or use reserves to peg back any rise in Farnham's share of the Council Tax. However, after careful consideration, a prudent approach had been adopted to recommend a small increase in the precept equivalent to 2p per week for each Band D household resulting in a precept of £1,035,819. This meant a cost of £61.03 or £1.17 per week for a Band D property.

It was RESOLVED by 14 votes for and 1 against 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).

Part 2 – Items to Note

- C131/16 **Actions taken under Scheme of Delegation**
The Town Clerk advised that the letter from the Town Council setting out its observations regarding the Brightwells/East Street development had been passed to the Judge for the Judicial Review and other interested parties.
- C132/16 **Reports from other Councils**
Councillor Frost advised Council on the well-reported proposal for Council Tax increase by Surrey County Council. She explained why it had been felt necessary given the overall pressure on social care services nationally and the high proportion of adults requiring social care in the County.

Councillor Macleod reported the Waverley Overview and Scrutiny Committee was considering well-being and he would be happy to make links with the Town Council's Wellbeing Task Group which he was now chairing.
- C133/16 **Reports from Outside Bodies**
Councillor Frost reported that Wrecclesham Community Centre now had a youth club running there with a youth worker assigned by Surrey County Council.

Part 3 – Confidential Items

- C134/16 **It was RESOLVED to exclude the press and public from the remainder of the meeting due to the confidential items under discussion;**
- C135/16 **Services to Farnham Awards**
It was resolved unanimously that there was no reason not to make the awards proposed by the Awards Panel under the Services to Farnham Awards scheme in 2017.

There were none.

- C136/16 **Date of next Meeting**
The date of the next Council Meeting was Thursday 9th March 2017.

The Town Mayor closed the meeting at 8.30pm.

Date

Chairman

Appendix A Annex I

Community Grants and Service Level Agreements

Service Agreements

Organisation	2017/18- 2019/20 annual award	Recommendation
The 40 Degreez Centre	£2,000*	That the Town Council defer decision on a higher 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* subject to an addition for the Brightwells Gostrey Centre

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 /knittng 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 (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
Stopgap Dance Company	£750	Stopgap 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 would review recurring request in future.
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.
<p>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.</p>				
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 .
Farnham Parish Church	£2,000	Refurbishment of St Francis Church Hall	The hall is currently used for meetings by local groups (community, yoga, music etc.) as well as by UCA students. It is a Marley pre-cast building over 40 years old. The project will refurbish the hall by resurfacing the floor, preplacing kitchen units and replacing and redecorating toilets.	Recommended for grant.

Total £32,205



FARNHAM TOWN COUNCIL

B

Cemeteries and Appeals Working Group

Time and date

9.30am on Thursday 16 February 2017

The Cemeteries and Appeals Working Group was inquorate and did not take place. Instead, officers briefed the Lead Councillor on a number of matters included in the agenda circulated to all councillors. These included updates on:

- The implementation of the new Cemetery Regulations which now allowed a small area to be planted in front of each memorial. The Outside Workforce were re-turfing areas which were being created in accordance with the regulations.
- The latest position with regard to Hale Chapels
- A new approach to carrying out the memorial repairs programme.
- The spring cemetery maintenance programme
- The improving financial position as a result of a number of additional burials.



FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 1 March 2017

Place

Byworth Room, South Street, Farnham

Attendees:

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

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

In attendance: Cllr David Beaman (observing), Matthew Nicholls (Deputy Environmental and Parking Services Manager at Waverley Borough Council), John Ely (Member of Farnham in Bloom Community Group)

1. Apologies

Apologies were received from Iain Lynch (Town Clerk).

2. Declarations of Interest:

Councillor Jeremy Ricketts declared personal interests in items 5 and 10.

3. Notes of Meeting held on Wednesday 11 January 2017.

POINTS	ACTION
The notes of the previous meeting were agreed although a typo was picked up in item 5 – Allotments by Cllr Hyman.	

4. Update on Waste Trade Policy and the bins by Boots Opticians

POINTS	ACTION
Matthew Nicholls (MN) from WBC updated members on the current situation regarding the bins by Boots opticians, having spoken to the legal team at WBC and there is now new legislation in place known as a community protection order which can be employed in this instance to issue fixed penalty notices to perpetrators. If this is not successful the back-up plan would be to employ a public spaces protection order.	

<p>Members questioned how quickly this legislation could be rolled out with MN informing them that they have to be able to prove that it is a persistent problem and have been collecting photographic evidence so are now at a point where they can now write to the landowner about the ongoing issue, and the landowner will be responsible for a £100 fixed penalty which must be paid within 4 weeks.</p> <p>MH informed members that a letter would be sent out next week and that a copy of the letter would be forwarded to LP who would cascade to all members of CEWG.</p> <p>MH also noted that there were a couple of main problem areas in Farnham town centre, those being the alleyway by Boots Opticians and Robert Dyas. When questioned whether there is actually a Waste Trade Policy in place MN confirmed that there was not one per se but that WBC can now actively prosecute as they now had the power to do so.</p> <p>Members thanked MN for his update.</p> <p>MN left the meeting at 9:50am</p>	<p>Deputy Environmental and Parking Services Manager to forward copy of Community Protection notice to Boots Opticians to the Community Enhancement Officer.</p>
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5. Farnham in Bloom

POINTS	ACTION
<p>i. Members received an update on Farnham in Bloom activities from John Ely (JE). Member noted that the Bloomin' Big Meet held the week prior was once again a success and helps to reinforce the sense of all belonging to the same cause for all the various groups that contribute to Farnham in Bloom.</p> <p>JE updated members on the sub group, Badshot Lea Bloomers who are going from strength to strength and are working with WBC to improve the Badshot Lea pond area. They recently held a Saturday volunteering morning which attracted around 30 people which was a great success.</p> <p>Bloomin' Litter is still going strong and has been supplemented by a grant from the Farnham Institute Charity for £500 to purchase litter picking hoops which will hold the bags open whilst litter picking to make the job much easier. These will be given to volunteer who volunteer regularly for the Bloomin' Litter initiative.</p> <p>JE is also keen to get the regular litter volunteers involved in 'ribboning' which involves cutting down cable ties where flyposting has previously existed/exists.</p> <p>Members thanks JE for his update.</p> <p>JE left the meeting at 9:55am</p>	<p>Outside Services Team Leader and Community Enhancement Officer to incorporate suggestions into 2017 route and judges' portfolios.</p>
<p>ii. Members noted that the theme of the carpet bedding in Gostrey</p>	

<p>Meadow would this year incorporate the Lions Club of Farnham logo, being that it is their 50 year anniversary and also the Centennial of Lions International. Members noted that £800 sponsorship had been agreed with Farnham Lions.</p> <p>iii. Members noted that the Farnham Events and In Bloom stand at the Maltings Retirement Refreshers Fair had been successful on Monday.</p> <p>iv. Members noted upcoming events in the in Bloom diary, including the Great British Spring Clean on 4 March, Spring Big Pick Week 4-11 March, the Farnham in Bloom launch at Forest Lodge on 6 April, Bloomin' Kids Gardening Workshops on 11 and 13 April, the Greenhouse Open day on 18 May and the Carnival on 24 June.</p> <p>v. Members received an update on Farnham in Bloom sponsorship which was already over the half way mark, at just over £11K.</p> <p>The Lead Member queried what was happening with the area behind the North Down Way statue on Hickleys Corner. KT explained that we would be working with a company called Wild Flower Turf Ltd to cover this area in wildflowers.</p> <p>Members queried what was happening with the willow tree in Gostrey Meadow which needs removing. KT unsure and will follow up with Mark Collings at WBC.</p> <p>Members also queried the wall by Gostrey Meadow which continually gets knocked down on Long bridge. Recommendation to Council that domestic CCTV is put in place here to deter those vandalising it.</p> <p>Councillor Ricketts impressed upon the group the importance of encouraging hedgehogs and proving suitable habitats for them. The Bishop's Meadow is keen to get hedgehogs houses in place in the meadow and at Badshot Lea cemetery and to hopefully work in conjunction with Post 19 on this.</p> <p>The Town Clerk joined the meeting at 10:20am</p> <p>Members noted that The Dance Movement had not received enough funding to continue its work with Farnham in Bloom at the same scale as in previous years. Members were asked if they would be happy to make a further contribution directly from the Farnham in Bloom budget for this supporting project. Members felt they would be happy to support the project in principle but will recommend a suitable figure at full Council on Thursday 9 March after additional discussions with the dance Movement had taken place.</p>	<p>Outside Services Team Leader to progress</p> <p>Recommendation to install domestic CCTV in Gostrey Meadow.</p> <p>Outside Services Team Leader to progress</p> <p>Recommendation to Council to decide a suitable figure to supplement the Farnham Blooming project by The Dance Movement, a not for profit organisation.</p>
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6. Allotments

POINTS	ACTION
<p>Members received an update on Farnham allotments, noting that renewals were well underway with a good number of rents received. A number of existing tenants had also given up their existing plots, and these spaces were actively being allocated. It may be that some non-residents may be offered plots after lengthy waits for some.</p>	<p>Outside Services Team Leader and Community Enhancement Officer to reallocate vacant plots and advertise any remaining ones.</p>

There were currently 35 people on the waiting list and the new £25 admin fee has been administered for newly allocated plots.	
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7. Surrey County Council Highways Localism Project

POINTS	ACTION
Members noted that after officers recently met with Patrick Giles that funding for 2017-18 is not looking promising. It was noted that if funding was not available that County Councillors each have £5,000 allocations which could be used towards this work.	Town Clerk and Outside Services Team Leader to progress

8. Street Furniture Update

POINTS	ACTION
Members noted Now a request for a bus shelter to be provided at the bus stop on the west side of Wrecclesham Hill for bus passengers travelling to Farnham now that a number of houses are being constructed on Wrecclesham Hill opposite Echo Barn Lane. IL advised that funding should be sought for this from the Section 106 funding earned from the development itself. JR requested a bin at the exit of Bishop's Meadow by the footpath to the church.	Town Clerk to forward contact details to Community Enhancement Officer

9. Community Clean Up Gangs

POINTS	ACTION
The Lead Member asked if the graffiti on Hatch Mill road bridge could be removed. As this was a WBC matter Cllr Hill agreed to take this forward with Richard Homewood.	The Lead Member to progress with Richard Homewood at WBC.

10. Items for Future Meetings

POINTS	ACTION
Members suggested that information boards on the Neighbourhood Plan around the entrances to Farnham Park and other spaces would be beneficial.	

11. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be Wednesday 7 June 2017 at 9.30 am.	

Meeting ended at 10:50am

Notes taken by Lara Prior



FARNHAM TOWN COUNCIL

D

Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 28th February 2017

Place

Town Clerk's Office, South Street, Farnham

Attendees:

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

Other councillors in attendance: None

Officers present:

Iain Lynch (Town Clerk)
Stephanie Spence (Civic Secretary)

1. Apologies

Apologies were received from Councillor Jeremy Ricketts and Councillor Stephen Hill.

2. Declarations of Interest

There were no declarations of interest.

3. Notes of Meeting held on 17th January 2017

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Annual Town Meeting

POINTS	ACTION
The Annual Town Meeting will follow the established format. It was agreed that there should be no external presentations.	

5. Finance**i) Investment Strategy Review**

POINTS	ACTION
Members reviewed the Investment Strategy Report 2017/18 and recommends it for adoption by Council.	It is recommended that: 1) the Investment Strategy for 2017/18

<p>The Working Group considered that the majority of the Council's investments are in HSBC money markets which are now offering rates of interest for six months that are bettered by many accounts. Members agreed that it was prudent to spread investments over different providers to minimise risk. After a discussion it was agreed that £75,000 should be invested in each of the following: Nationwide, Standard Chartered Bank and Leeds Building Society. Funds currently held in the Cambridge Counties Bank 60 days notice account should be switched to the 30 days notice account which has a higher interest rate.</p> <p>Following further discussion it was agreed, subject to receiving advice from an Independent Financial advisor that £100,000 should be invested in The Local Authorities Property Fund managed by the CCLA. Town Clerk to establish if any reinvestment of profits into the fund would be subject to a dealing fee.</p> <p>The Town Clerk recommended that further discussion take place with Svenska Handelsbanken, with a view to opening an instant access account.</p>	<p>at Annex I be adopted.</p> <p>2) subject to clarification of terms, £75,000 be invested in each of the deposit accounts listed.</p> <p>Town Clerk to commission a report from an IFA and present a recommendation to the Leader and the Mayor.</p> <p>Town Clerk to present a recommendation at a future Strategy and Finance Working Group meeting.</p>
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ii) Pension triennial actuarial review outcome

POINTS	ACTION
<p>Members welcomed the result of the Review. As a result of the revaluation of the pension Fund, the re-profiling of the Council's Fund members and the fact that Farnham took the prudent step of repaying its back-funding requirement in 2016, the impact is a reduction in the employer contribution rate from 21.7% to 14.2% for the next three years.</p> <p>Members noted the Surrey County Council Pension Fund Strategy Statement and had no comments to pass onto Surrey County Council.</p> <p>Members noted the position on auto-enrolment.</p>	

iii) Other financial matters

POINTS	ACTION
<p>Members considered an application for a grant request from the Gostrey Centre. A specific request has been made for a grant of £10,000 to support the cost of minibuses which are used to transport frail users to and from the Centre. Members agreed that a business plan should be presented by the Centre in order for any grant application to be fully considered. Following a wider discussion, which noted the difficulties faced by the Centre in recent years, it was agreed that transitional grant of £10,000 should be earmarked from the current 2016/17 budget, pending further information for a Service Level Agreement. Before any funds are paid, a business plan must be presented and considered by the Leader, Mayor and Town Clerk.</p>	<p>It is recommended that: £10,000 be earmarked for the Gostrey Centre from the 2016/17 budget.</p>

Members considered a proposal from Farnham Cycle Race which would take place on the same days as the Round Table Charity Bike Ride. This would involve the closure of Castle Street and other streets for part of the day. Members were concerned about the disruption this would bring to Farnham and did not agree to recommend financial support for 2017.

6. Farnham Neighbourhood Plan

POINTS	ACTION
<p>Members welcomed the report from the Independent Examiner, which approved the Farnham Neighbourhood Plan with some acceptable modifications to proceed to Referendum on 4th May 2017.</p> <p>Members noted the need for greater public awareness and that a marketing campaign was needed ahead of the announcement of the Referendum. It was suggested that a leaflet could be given out at the Annual Town Meeting on 23rd March and that Councillors could inform their local contacts via email. It was noted that lobbying was not permitted once the Referendum was announced.</p>	<p>Town Clerk to liaise with WBC on arrangements for the Referendum.</p>

7. Replacement equipment and furniture

POINTS	ACTION
<p>A) Members considered a proposal to purchase the following items:</p> <ul style="list-style-type: none"> - Scag Freedom z ride on mower, £6,915 - Two Pedestrian Etesia mowers, £1,190 - Heavy duty Brush cutter, £750 - Steam cleaner to remove graffiti and gum, £2,845 - Generator, £800 <p>B) Members considered a detailed proposal to refurbish the look of the reception area for the visitors to the Town Council Offices. This has been costed at £5,700.</p> <p>C) Members noted the proposal to replace faulty IT equipment at a cost of £1,600.</p> <p>D) Members noted that a proposal to replace the Council Chamber recording equipment was still being investigated.</p> <p>E) Replacement vehicle for Citroen Berlingo, approximately £20,000.</p>	<p>It is recommended that: items A, B and C set out in the report be funded from 2016/17 budgets.</p> <p>A report on the replacement vehicle should be prepared and presented at the next Strategy & Finance meeting.</p>
<p>Members enquired about the old lawn mowers, which should be sold off if possible.</p>	<p>Town Clerk to liaise with Kevin Taitt.</p>

8. Risk Management and Emergency Planning

POINTS	ACTION
Members noted the report from our Health & Safety advisers Ellis Whittam which was a supplement to the work undertaken by the Working groups in the autumn.	It is recommended that the actions undertaken as a result of the audit be welcomed

9. Hale Chapels

POINTS	ACTION
Members reviewed the initial report on tenders provided by Drake & Kannemeyer LLP. It was noted that the current estimate of the work had significantly increased since 2012 when costs were reported by Robert Crane Associates. This was due to the impact of a variety of issues, including further deterioration of the building and an overall increase in costs in the buildings trade. The Council's surveyors were analysing the tenders with a view to identifying options for consideration by the two lowest priced contractors. See attached Exempt Annexe I, a list of tender prices and contractors. Members discussed the potential funding that might be required from FTC. A grant of £380,000 had been applied for from English Heritage, and a further £30,000 of CiF funding had been earmarked for the project by Surrey CC. Further details were awaited.	A schedule of amendments to the two lowest contractors to be issued by the Council's surveyor to clarify the build cost. Town Clerk to receive feedback from English Heritage and report back on funding at the next Finance and Strategy Meeting.

10. Town Clerk update

POINTS	ACTION
It was noted that Councillor Beaman would be attending a 20's plenty conference Members noted the national pay award for 2017 was 1% (previously agreed by Council effective April 1 st). Members were reminded that any additional salary increases awarded to staff were merit based. Members were advised that the Council's 3 year insurance agreement with Zurich was coming to an end. Zurich had put forward a competitive 3 + 2 year proposal which was currently being market tested. Members agreed that the strategic planning day should be moved to Saturday 28 th April between 9am and 12noon.	Town Clerk to review the price against the wider market and report back at the next Strategy and Finance meeting.

11. Date and time of next meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 4th April 2017 at 9.30am	Town Clerk to circulate agenda

The meeting ended at 11.37am.

Notes written by Stephanie Spence

Annex I to Appendix D

Investment Strategy 2017/18

Farnham Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council.

This Strategy complies with the revised requirements set out in the Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003 and follows guidance in the Practitioners' Guide (2016) and DCLG's Guidance on Local Government Investments. (Revised 2010).

Investment objectives and practice

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

- The Council's investment priorities are first the security of reserves, second the liquidity of its investments and thirdly the rate of return or yield.
- The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest or to lend and make a return, is unlawful and Farnham Town Council will not engage in such activity.

The Council will monitor the risk of loss on investments by reviewing credit ratings on institutions in which it is investing on a regular basis. The Council will only invest in institutions of high credit quality. Reference will be made in the assessment of credit worthiness to the general economic and political environment in which institutions operate. All significant sources of information will be considered including information from the main credit rating agencies including as appropriate, Fitch or Moody's.

It is recognised that the assessment of risk has changed as a result of the recent economic climate but that the Council should aim for ratings (eg Fitch or equivalent short term F1 – long term rating A- and viability rating A-).

Investments will be spread over different providers where appropriate to minimise risk although it is recognised that the Council is not eligible to receive protection offered by the Financial Services Compensation Scheme. Significant changes in credit ratings will be immediately reported to the Town Council and the Town Clerk/Responsible Financial Officer will take action within delegated powers to protect Town Council assets.

The investment position will be reviewed monthly by senior officers and quarterly by the Strategy and Finance Working Group.

Where external investment managers are used, they will be contractually required to comply with the Strategy.

The Town Council will encourage specific staff training for treasury management appropriate to the Council's circumstances.

The Town Clerk/Responsible Financial Officer is the Council's designated person in investing on behalf of the Council and is authorised to deal with administrative matters and give instructions on behalf of the Council. Any investments created or returned must be linked directly to the Council's current account.

Specified investments

Specified Investment are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with a body or investment scheme of high credit quality (including the UK Government or a local authority or town or parish council) will automatically be Specified Investments. The Council will only invest in institutions with the good credit ratings from approved credit rating organisations.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- The CCLA Public Sector Fund – a mutual fund investing in appropriately rated institutions
- Institutions permitted by specific legislation (eg the Local Authorities Property Fund managed by CCLA)

Non-specified investments

These investments have greater potential risk – examples include investment in the money market, stock and shares. Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

Liquidity of investments

The Town Clerk/Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

Long term investments

Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long term investments and no long term investments are currently envisaged.

End of year investment report

Investment forecasts for the coming financial year are accounted for when the budget is prepared. At the end of the financial year, the Town Clerk/Responsible Financial Officer will report on income from investment activity to the Strategy and Finance Working Group.

Review and amendment of regulations

The strategy will be reviewed annually and at other times as necessary. The Annual Strategy for the financial year will be prepared by the Town Clerk/Responsible Financial Officer and presented for approval at Strategy and Finance Working Group and the full Town Council.

Publication

The Investment Strategy will be published and available in hard copy and on the Town Council's website.

2017/18 investment plan

HSBC is the Town Council's Banker. Funds not required for immediate use are currently invested in HSBC Fixed Rate Interest Moneymarket accounts. Rates may vary from day to day but are generally reasonably competitive with other providers although rates have declined significantly over the last 12-18 months. Amounts will be invested for up to one year with some funds kept in a call account.

It is considered prudent to plan to spread the financial risk by obtaining facilities at least one other major high street bank or building society with high credit ratings. Currently investments are held with The Cambridge and Counties Bank; HSBC, and CCLA. Following a review at Strategy & Finance in March 2017 (Annex B Annex 17, accounts in additional institutions are being opened in 2017.

The Town Council and senior officers will review the position on a regular basis as set out above and take action as appropriate to deal with any change in circumstances.

The Council does not anticipate borrowing monies in advance of spending needs during the year although a major capital project is being considered and if required borrowing approval would be sought from the Public Works Loan Board (PWLB).

Given the level of funds to be invested and the low level of interest rates it is not anticipated that the use of private sector treasury management advisors would benefit the Council.

Officers responsible for Treasury Management will receive training from time to time as offered by the National Association of Local Councils and other appropriate bodies.

Recommendation:

It is recommended that the Strategy be adopted by Council



E

Notes

Tourism and Events Working Group

Time and date

10.00am Tuesday 7 March 2017

Place

Town Clerk's Office, South Street, Farnham

Report to follow



FARNHAM TOWN COUNCIL

F

Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 6th February 2017

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor J Williamson (Chair)

Councillor C Cockburn

Councillor J Fraser

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

Apologies were received from Councillors Dunsmore, Hyman and Ricketts.

2. Declarations of Interest

3. Applications considered by the Planning and Licensing Consultative Group on 6th February 2017

Borough Council Planning Applications

Farnham Bourne

WA/2017/0030 Farnham Bourne Mr Chris Turner

Erection of single-storey rear extension; alterations to rear dormer roof and existing garage.

THE ORCHARD, DENE LANE, LOWER BOURNE GU10 3PW

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.

TM/2017/0012 Farnham Bourne Mr A Clout

APPLICATION FOR WORKS TO A TREE SUBJECT OF TREE PRESERVATION ORDER 20/05
5 KILN LANE FARNHAM GU10 3LR

Farnham Town Council welcomes the careful management of trees subject to tree preservation orders.

WA/2017/0028 Farnham Bourne Kayleigh Taylor

Erection of a dwelling.

LAND ADJACENT TO OAKRIDGE, LONGDOWN ROAD, FARNHAM GU10 3JT

Farnham Town Council strongly objects to the application which is out of character with Longdown Road and contravenes saved Policy BE3. It is not in keeping with the surrounding area and will have a negative impact on neighbouring properties and streetscene.

WA/2017/0106 Farnham Bourne Mr Chris Turner

Certificate of Lawfulness under Section 192 for the construction of a driveway.

30 SPRINGFIELD, FRENHAM VALE, FARNHAM GU10 3HT

Members deferred consideration of this application while seeking further information.

WA/2017/0114 Farnham Bourne Mr Chris Turner

Erection of a first floor extension over garage to provide independent habitable accommodation.

62 MIDDLE BOURNE LANE, FARNHAM GU10 3NJ

Farnham Town Council objects to this application which is out of character with Middle Bourne Lane and will have a negative impact on the streetscene.

WA/2017/0083 Farnham Bourne Mr Chris Turner

Erection of a double garage and alterations with ancillary accommodation in the roof space following demolition of detached garage; erection of front porch; associated works to driveway.

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

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 existing.

Farnham Castle

WA/2017/0049 Farnham Castle Ruth Dovey

Erection of extensions, alterations and landscaping works following demolition of existing conservatory.

12 TOR ROAD FARNHAM GU9 7BX

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

WA/2017/0082 Farnham Castle Mr Chris Turner

Installation of free standing air conditioning units and enclosure fence; installation of replacement front entrance.

4 GROUND FLOOR, THE MILLENNIUM CENTRE, CROSBY WAY, FARNHAM GU9 7XG

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

WA/2017/0016 Farnham Castle Victoria Choularton

Application under Regulation 3 for the erection of three modular buildings to provide changing rooms, together with the erection of fencing, gates, piers, ancillary water tank housing and laying of a hard surface path for a temporary period. Amended description.

FARNHAM TOWN FOOTBALL CLUB MEAD LANE, FARNHAM GU9 7DY
**Farnham Town Council objects to the application which is contrary to Policy TC10.
Any temporary permission should be restricted to a maximum of two years.**

Farnham Firgrove

WA/2017/0085 Farnham Firgrove Kayleigh Taylor

Certificate of Lawfulness under Section 191 for variation of implemented and approved Certificate of Lawfulness under Section 192 (WA/2016/1613) to provide rear facing windows on dormer extension.

23 RIDGWAY ROAD, FARNHAM GU9 8NN

Farnham Town Council has no objections.

WA/2017/0080 Farnham Firgrove Mr Chris Turner

Erection of extensions and alterations to existing bungalow to form a chalet bungalow (revision of WA/2016/1471).

1A ST JOHNS ROAD, FARNHAM GU9 8NT

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/2017/0108 Farnham Firgrove Philippa Staddon

Erection of front and rear extensions and alterations including a dormer window.

6 BRIDGEFIELD, FARNHAM GU9 8AN

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

Farnham Hale and Heath End

WA/2017/0031 Farnham Hale and Heath End Mr Chris Turner

Certificate of Lawfulness under Section 192 for the erection of a single storey rear extension.

8B BROOKLANDS CLOSE, FARNHAM GU9 9BT

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.

WA/2017/0061 Farnham Hale and Heath End Mr Chris Turner

Construction of rear dormer window.

CHESTNUT COTTAGE, 60 LONG GARDEN WALK WEST, FARNHAM GU9 7HX

Farnham Town Council has no objections.

WA/2017/0069 Farnham Hale and Heath End Natasha Rozanski

Erection of a shed following demolition of existing garage/garden building.

19 WEST AVENUE, FARNHAM GU9 0RH

Farnham Town Council has no objections.

WA/2017/0042 Farnham Hale and Heath End Mr Chris Turner

Erection of extensions including rooflights and alterations to existing garage roof following demolition of existing single storey extension.

41 WEST AVENUE, FARNHAM GU9 0RB

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

WA/2017/0122 Farnham Hale and Heath End Mr Chris Turner

Construction of hard and soft landscaping.
3 NETTLECOMBE CLOSE, FARNHAM GU9 0AQ
Farnham Town Council has no objections

Farnham Moor Park

WA/2017/0073 Farnham Moor Park Mr Chris Turner

Erection of front porch following demolition of existing porch.
19 HIGH PARK ROAD, FARNHAM GU9 7JJ
Farnham Town Council has no objections subject to the porch being in keeping with the Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0032 Farnham Moor Park Philippa Staddon

Erection of extensions and alterations following demolition of detached garage.
39A, WAVERLEY LANE, FARNHAM GU9 8BH
Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0111 Farnham Moor Park Ruth Dovey

Erection of a dwelling and detached garage.
LAND ADJACENT TO 44 CROOKSBURY ROAD, FARNHAM
Farnham Town Council strongly objects to this application which is contrary to saved Policy BE3 and would have a negative impact on the Area of Landscape Value which is a key location on the North Downs Way. The application is on over-intensification and over-development of the site and out of character with the area.

WA/2017/0090 Farnham Moor Park Rachel Kellas

Erection of dwelling and detached garage.
LAND TO WEST OF OVERWOOD HOUSE, OLD COMPTON LANE, FARNHAM GU9 8EH
Farnham Town Council strongly objects to this application which is garden grabbing and over-development in an area of high landscape value and high landscape sensitivity. The proposal is out of character in this narrow lane for this area and against the Farnham Design Statement. The site is referenced in the Waverley Landscape Report (AMEC August 2014) which concludes that development in the area should be limited, due to its high quality character, sensitivity and proximity to the AONB with direct visual connection. The site is also one of high interest and potential archaeologically.

WA/2017/0107 Farnham Moor Park Kayleigh Taylor

Erection of a two storey extension and alterations including dormer windows following demolition of existing detached garage; ancillary works to driveway.
ROWANS RISE, 2TEMPLES CLOSE, FARNHAM GU10 1RB
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/2017/0118 Farnham Moor Park Ruth Dovey

Hybrid planning application: Full planning application for the change of use of land to form SANG (Suitable Alternative Natural Greenspace) with links to Farnham Park and the provision of a public car park; Outline planning application with access only to be determined, for the erection of up to 65 dwellings including 26 affordable; new access; associated landscape and infrastructure following the demolition of existing house and ancillary buildings.

HAWTHORNS, BELLS PIECE, HALE ROAD, FARNHAM GU9 9RL

Farnham Town Council strongly objects to this application. The site is not included in either the Local Plan or Neighbourhood Plan and is outside the Built Up area Boundary. There would be significant negative impact on traffic and infrastructure arising from access to and from the site. The development would have an adverse impact on coalescence of settlements filling in the green gap between Farnham and Hale. It would also close off the green vista through to Farnham Park.

Farnham Shortheath and Boundstone

NMA/2017/0009 Farnham Shortheath and Boundstone Nicola Stancombe

Amendment to WA/2016/1767 for alterations to roof.

CHERRY COTTAGE, 14 VINE LANE, WRECCLESHAM GU10 4TD

Farnham Town Council has no objections.

Farnham Upper Hale

NMA/2017/0010 Farnham Upper Hale Nicola Stancombe

Amendment to WA/2016/0589 for alterations to fenestration.

PETITE CLEMONT, 1 GLENWOOD, NUTSHELL LANE, FARNHAM GU9 0FE

Farnham Town Council has no objections.

WA/2017/0089 Farnham Upper Hale Mr Chris Turner

Erection of a two storey rear extension and alterations.

RINGSIDE, HOGHATCH LANE, FARNHAM GU9 0BY

Farnham Town Council objects to the application which is over-development of the site. The development is too deep and wide and its size will have a negative impact on the neighbour's amenity.

WA/2017/0059 Farnham Upper Hale Ruth Dovey

Change of use of dwelling (Use Class C3) to house in multiple occupation (HMO) Use Class C4) for occupation by not more than six persons.

275 MACDONALD ROAD, FARNHAM GU9 0EH

Farnham Town Council objects to this application which is over-development and intensification of the site. It is out of character with the neighbourhood which is characterised by family homes.

WA/2017/0064 Farnham Upper Hale Mr Chris Turner

Erection of extensions and alterations following demolition of garage and conservatory.

10 CONISTON DRIVE, FARNHAM GU9 0DA

Farnham Town Council objects to this application which due to size and scale will have a negative impact on neighbour's amenity.

WA/2017/0097 Farnham Upper Hale Ruth Dovey

Change of use of dwelling (Use Class C3) to house in multiple occupation (HMO) (Use Class C4) for occupation by not more than six persons.

305 MACDONALD ROAD, FARNHAM GU9 0EJ

Farnham Town Council objects to this application which is over-development and intensification of the site. It is out of character with the neighbourhood which is characterised by family homes.

Farnham Weybourne and Badshot Lea

NMA/2017/0011 Farnham Weybourne and Badshot Lea Nicola Stancombe

Amendment to WA/2016/0334 for alterations to fenestration.

LAND NORTH & SOUTH OF STOCKWOOD WAY, FARNHAM GU9 9TE

Farnham Town Council has no objections.

WA/2017/0029 Farnham Weybourne and Badshot Lea Rachel Kellas

Change of use of ground and first floor offices (Use Class B1) to form 2 flats.

68 LOWER WEYBOURNE LANE, FARNHAM GU9 9HP

Farnham Town Council has no objections.

DW/2017/0003 Farnham Weybourne and Badshot Lea Kayleigh Taylor

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4m, for which the height would be 3.3m, and for which the height of the eaves would be 2.4m.

2 PARKLAND GROVE, FARNHAM GU9 9HA

Farnham Town Council objects to this application which is over-development and out of character with the area and would have a negative impact on neighbour's amenity.

WA/2017/0096 Farnham Weybourne and Badshot Lea Philippa Staddon

Erection of a canopy.

SAINSBURYS, WATER LANE, FARNHAM GU9 9NJ

Farnham Town Council has no objections.

WA/2017/0112 Farnham Weybourne and Badshot Lea Philippa Staddon

Erection of extensions and alterations following demolition of existing conservatory.

10 ST DAVIDS CLOSE, FARNHAM GU9 9DR

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

Farnham Wrecclesham and Rowledge

WA/2017/0117 Farnham Wrecclesham and Rowledge Mr Chris Turner

Erection of first floor side and single storey rear extensions and alterations (revision of WA/2016/1902).

7 HOLLIS WOOD DRIVE, WRECCLESHAM GU10 4JT

Farnham Town Council has no objections.

NMA/2017/0012 Farnham Wrecclesham and Rowledge Nicola Stancombe

Amendment to WA/2016/0334 for alterations to fenestration.

17 FULLERS ROAD, ROWLEDGE GU10 4BP

Farnham Town Council has no objections.

WA/2017/0048 Farnham Wrecclesham and Rowledge Mr Chris Turner

Erection of side and rear extensions following demolition of existing garage and conservatory.

18 COLESON HILL ROAD, WRECCLESHAM GU10 4QQ

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

WA/2017/0084 Farnham Wrecclesham and Rowledge Rachel Kellas

Erection of dwelling and detached garage.

LAND AT HAWTHORN FARM, HAWTHORN LANE, ROWLEDGE GU10 4DJ
Farnham Town Council has no objections subject to being in keeping with the Farnham Design Statement.

Appeals

WA/2016/1528

Erection of a dwelling and associated works

LAND AT END OF CUL DE SAC, SOUTH EAST SIDE, THREE STILES ROAD, FARNHAM

Members noted that this application which had been refused by Waverley Borough Council was now subject to appeal. They agreed that the Town Council should submit comments to the appeal.

Tree Strategy Task Group

Councillor Fraser confirmed that he would be happy to Chair. The Assistant Town Clerk would produce terms of reference and a schedule of meetings. Councillor Williamson reported that Councillor Mirylees was also interested in membership and he would ask Councillor Hill for a nominee from the Community Enhancement Working Group. Other Members wishing to participate should advise the Assistant Town Clerk.

Date of next meeting Monday 20 February 2017.

The meeting closed at 10:22am.

Notes by Ian Kershaw.



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 20 February 2017

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor J Fraser
Councillor M Hyman
Councillor A Macleod
Councillor K Mirylees

Also present: 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

Apologies were received from Councillors Cockburn, Dunsmore, Ricketts and Williamson.

2. Declarations of Interest

Councillor Macleod declared a pecuniary interest as a near neighbour in respect of application WA/2017/0156 South Farnham School, Menin Way, Farnham GU9 8DY, and took no part in the debate or discussion on this item.

3. Applications considered by the Planning and Licensing Consultative Group on 20 February 2017

Borough Council Planning Applications

Farnham Bourne

WA/2017/0150 Farnham Bourne Philippa Staddon

Erection of a car port to existing detached garage.

5A AVELEY LANE, FARNHAM GU9 8PN

Farnham Town Council has no objections.

WA/2017/0186 Farnham Bourne Kayleigh Taylor

Erection of single storey extension and alterations following demolition of existing conservatories and extension (revision of WA/2015/2424).

15 VICARAGE HILL, FARNHAM GU9 8HL

Farnham Town Council has no objections subject to there being no adverse effects on the residential amenities of the neighbours and all proposed extensions and alterations being in keeping with the Farnham Design Statement.

TM/2017/0020 Farnham Bourne Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER FAR 107
34 AVELEY LANE FARNHAM GU9 8PR

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

WA/2017/0218 Farnham Bourne Kayleigh Taylor

Certificate of Lawfulness under Section 192 for the erection of entrance gates and boundary fencing.
SPRINGFIELD, 30 FRENHAM VALE, FARNHAM GU10 3HT

Farnham Town Council objects to this application which is contrary to saved policy BE3, is out of character with the area and will have a negative impact on the streetscene. The proposed driveway will damage trees that are subject to Tree Preservation Orders and the close board fencing will result in the loss of green boundary, impacting negatively on the streetscene as well as having a negative impact on biodiversity through the loss of natural wildlife corridors.

Farnham Castle

CA/2017/0013 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA
WORKS TO TREES

4 BISHOPS MEAD FARNHAM GU9 7DU

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

CA/2017/0014 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA
WORKS TO TREES

Tree identification in accordance with submitted annotated plan

TI Willow - Removal of x4 previously reduced limbs in accordance with attached annotated photograph No.1

- Reduce lateral spread on the east side

36 RED LION LANE FARNHAM GU9 7QN

Farnham Town Council regrets the loss of any trees or hedges in a conservation area, but welcomes plans for replacement and the management of other trees and hedges and has no objections subject to the approval of the Arboricultural Officer.

WA/2017/0163 Farnham Castle Kayleigh Taylor

Listed Building Consent for alterations to shopfront.

41- 42 THE BOROUGH, FARNHAM GU9 7NW

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

WA/2017/0164 Farnham Castle Kayleigh Taylor

Display of non-illuminated signs.

41- 42 THE BOROUGH, FARNHAM GU9 7NW

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

WA/2017/0137 Farnham Castle Rachel Kellas

Erection of 9 dwellings with associated access, parking, amenity space and landscaping following demolition of all buildings on site and removal of hardstanding (revision of WA/2015/1694).

KNOWLE FARM, 19 OLD PARK LANE, FARNHAM GU9 0AN

Farnham Town Council strongly objects to this application which will have an adverse effect on Old Park Lane and the street scene. Development of this site would represent a protrusion into the countryside, adjacent to landscape of high sensitivity (WBC Local Plan Evidence - AMEC 2014) and there is no suitable access to a site of this size. The site is situated within the Old Park which is protected within the emerging Neighbourhood Plan. The application represents an inappropriate over-development of the site which would be out of character for the area. It would result in loss of amenity for other users of the area. Its proximity to Park Farm would impact on the amenity from that site. Most significantly it impacts adversely on the local countryside which is of high landscape value and development of the site would appear intrusive and incongruous in the landscape and would notably harm the rural character of the area. The application is in conflict with the existing Local Plan policy for countryside beyond the Green belt and is bounded on two sides by Areas of Great landscape Value. It is also in conflict with the emerging Local Plan and the Neighbourhood Plan.

Farnham Firgrove

NMA/2017/0016 Farnham Firgrove Nicola Stancombe

Amendment to WA/2016/1972 for addition of a door and window, reduce size of porch and internal alterations.

10 WAVERLEY LANE, FARNHAM GU9 8BQ

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/2017/0133 Farnham Firgrove Mr Chris Turner

Erection of single storey side extension.

31 ARTHUR ROAD, FARNHAM GU9 8PD

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/2017/0170 Farnham Firgrove Philippa Staddon

Erection of rear extension and alterations.

7 BRIDGEFIELD, FARNHAM GU9 8AN

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

WA/2017/0220 Farnham Hale and Heath End Philippa Staddon

Application under Section 73 to remove Condition 4 of WA/2016/1361 (restrictions on first floor windows).

6 OAST HOUSE LANE, FARNHAM GU9 0NW

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

WA/2017/0129 Farnham Hale and Heath End Kayleigh Taylor

Erection of extensions and alterations following demolition of existing garage.

14 WELLINGTON LANE, FARNHAM GU9 9BA

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/2017/0124 Farnham Hale and Heath End Mr Chris Turner

Alterations to roof space to provide habitable accommodation; erection of a front porch.

76 UPPER WEYBOURNE LANE, FARNHAM GU9 9DE

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/2017/0217 Farnham Hale and Heath End Philippa Staddon

Erection of single storey rear extension; erection of front porch.

46 ALMA LANE, FARNHAM GU9 0LN

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 Moor Park

WA/2017/0175 Farnham Moor Park Mr Chris Turner

Application under Section 73A to vary Condition 1 of WA/2015/1285 (approved plan numbers) to allow omission of front single storey extension and amendment to design of rear roof.

73 EAST STREET, FARNHAM GU9 7TP

Farnham Town Council has no objections.

WA/2017/0199 Farnham Moor Park Mr Chris Turner

Erection of one and two storey extensions and alterations to roof space to provide additional accommodation including a side dormer window.

ROBINS WOOD, MOOR PARK WAY, FARNHAM GU9 8EL

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/2017/0219 Farnham Moor Park Philippa Staddon

Erection of single storey rear extension.

9 MONKSHANGER, FARNHAM GU9 8BU

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/2017/0156 Farnham Moor Park Philippa Staddon

Erection of a two storey extension.

SOUTH FARNHAM SCHOOL, MENIN WAY, FARNHAM GU9 8DY

Councillor Macleod declared a pecuniary interest as a near neighbour in respect of this application and took no part in the debate or discussion on this item.

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/2017/0131 Farnham Moor Park Philippa Staddon

Certificate of Lawfulness under Section 192 for the formation of a new access onto an unclassified road and closure of existing access.

SILVERS, 25 CROOKSBURY ROAD, FARNHAM GU10 1QD

Farnham Town Council objects to this application which will damage and remove trees and have a negative impact on biodiversity through its impact on a natural wildlife corridor.

WA/2017/0191 Farnham Moor Park Philippa Staddon

Erection of extensions and alterations following demolition of existing garage.

49 WAVERLEY LANE, FARNHAM GU9 8BH

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/2017/0148 Farnham Shortheath and Boundstone Rachel Kellas

Certificate of Lawfulness under Section 192 for the erection of a single-storey rear extension.

112 GREENFIELD ROAD, FARNHAM GU9 8TQ

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/2017/0132 Farnham Shortheath and Boundstone Rachel Kellas

Erection of two-storey rear extension following demolition of existing extension (revision of WA/2016/1404).

112 GREENFIELD ROAD, FARNHAM GU9 8TQ

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.

WA/2017/0167 Farnham Shortheath and Boundstone Ruth Dovey

Erection of a dwelling with new access, parking and amenity space.

73 SHORTHEATH ROAD, FARNHAM GU9 8SF

Farnham Town Council objects to this application as the design is out character with the neighbourhood and will have a negative impact on the streetscene. It is not in keeping with its neighbours and the semi-rural setting.

Farnham Upper Hale

WA/2017/0190 Farnham Upper Hale Kayleigh Taylor

Erection of a dwelling.

DELLSIDE, WINGS ROAD, FARNHAM GU9 0HN

Farnham Town Council objects to this application on the grounds of intensification and over-development of the site.

Farnham Weybourne and Badshot Lea

WA/2017/0221 Farnham Weybourne and Badshot Lea Ruth Dovey

Application under Section 73 to vary Condition 1 of WA/2016/2133 (plan numbers) to allow changes to floor plans and elevations.

34 ST GEORGES ROAD, BADSHOT LEA GU9 9LY

Farnham Town Council has no objections.

TM/2017/0021 Farnham Weybourne and Badshot Lea Steve Tester
APPLICATION FOR WORKS TO TREES SUBJECT TO TREE PRESERVATION ORDER 01/02
1 COPSE AVENUE FARNHAM GU9 9ED

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

WA/2017/0125 Farnham Weybourne and Badshot Lea Kayleigh Taylor

Erection of detached double garage following removal of storage container.

GREEN LANE FARMHOUSE, GREEN LANE, BADSHOT LEA GU9 9JL

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

WA/2017/0222 Farnham Weybourne and Badshot Lea Kayleigh Taylor

Display of non-illuminated signs.

LAND OFF WILKINSON WAY, FARNHAM GU9 9ND

Farnham Town council objects to the application which is unnecessary street clutter and out of keeping with area. It understands the need for businesses to be able to promote themselves but the scale and volume of the proposal would have a negative impact on the streetscene.

Farnham Wrecclesham and Rowledge

WA/2017/0145 Farnham Wrecclesham and Rowledge Philippa Staddon

Erection of extensions and alterations including front dormer windows following demolition of existing conservatory and car port; erection of a detached car port.

1 CHAPEL ROAD, ROWLEDGE GU10 4AP

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

CA/2017/0017 Farnham Wrecclesham and Rowledge Mr A Clout

WRECCLESHAM FARNHAM CONSERVATION AREA

WORKS TO TREE

Tree identification in accordance with submitted plan

T1 Oak - Remove epicormic from ground to approximately 5m in height (main trunk fork).

- Reduce 2x large branches in accordance with annotated photo

THISTLEDOWN CLOSE FARNHAM GU10 4AG

Farnham Town Council regrets the loss of any trees or hedges in a conservation area, but welcomes plans for replacement and the management of other trees and hedges and has no objections subject to the approval of the Arboricultural Officer.

WA/2017/0123 Farnham Wrecclesham and Rowledge Mr Chris Turner

Erection of single storey front extension and alterations.

KILN COTTAGE, 13A POTTERY LANE, WRECCLESHAM GU10 4QJ

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.

TM/2017/0018 Farnham Wrecclesham and Rowledge Mr A Clout
APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 03/11
3 HOLLIS WOOD DRIVE FARNHAM GU10 4JT

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

NMA/2017/0018 Farnham Wrecclesham and Rowledge Nicola Stancombe
Amendment to WA/2015/2398 for alterations to fenestration. **Previous comments on 11/01/2016 were as follows; Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design statement and materials in keeping with existing.**

UPTON HOUSE & CEDAR BANK, YATESBURY CLOSE, FARNHAM GU9 8UF
Farnham Town Council has no objections.

WA/2017/0216 Farnham Wrecclesham and Rowledge Kayleigh Taylor
Erection of single storey front extension and alterations to roof space to provide additional habitable accommodation (revision of WA/2016/2233).

38 HIGH STREET, ROWLEDGE GU10 4BT

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/2017/0192 Farnham Wrecclesham and Rowledge Philippa Staddon
Erection of a two storey side elevation and alterations following demolition of garage/workshop.
KENWOOD, 24 WRECCLESHAM HILL, WRECCLESHAM GU10 4JW

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/2017/0197 Farnham Wrecclesham and Rowledge Mr Chris Turner
Erection of extensions and alterations.

HAWTHORN LODGE, HAWTHORN LANE, FARNHAM GU10 4DJ

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.

Surrey County Council applications/consultations

GU/16/P/00989

Land at Seale Lodge, Guildford Road, Seale
Odour Management Plan

Farnham Town Council has no objections.

Date of next meeting Monday 6 March 2017.

The meeting closed at 11.10am

Notes by Ian Kershaw.



FARNHAM TOWN COUNCIL

H

Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 6 March 2017

Place

Council Chamber, South Street, Farnham

Report to follow



FARNHAM TOWN COUNCIL

Report Council

Date 9th March 2017

2016/17 RISK MANAGEMENT AND HEALTH AND SAFETY REPORT

Introduction

Each year, the Council must review a range of risks affecting the organisation in each of the service areas and as a corporate body. It is assisted in its task by a number of advisors including the Internal and External Auditor and by Ellis Whittam the Council's HR and Health and Safety advisors. This report deals with the whole range of risks and builds on work already undertaken by the individual Working Groups in the autumn cycle of meetings. At the Strategy & Finance meeting in March, the implementation of the latest Ellis Whittam Risk Management visit was also considered.

A) Management Structure

The management structure of Health and Safety within the organisation is set out in Annex 1.

B) Risk Assessment

Risks are assessed, with a view to controlling them. Health & Safety risk assessments should be an examination of anything in the workplace that could cause people to suffer injury or ill health whilst they are at work.

All employers have a legal obligation to carry out risk assessments under *The Management of Health & Safety at Work Regulations 1999*. As well as complying with the legal requirement and having the potential to save money, risk assessments are useful in determining:

1. training programmes
2. the adequacy of information available
3. personal protective equipment needs
4. health surveillance levels

In a formal sense the H&S risk assessments at Farnham Town Council come under the umbrella of the annual General Risk Assessment Report commissioned from Ellis Whittam. This report is based on a day-long examination of the systems in place at the Council. The key findings of the report after the most recent visit by Ian Hearson, the Ellis Whittam Safety Advisor, on 18th October 2016 are attached at Annex 2. They include a SWOT analysis and a Safety Action Plan with suggested completion dates and a named member of staff responsible for completing the item. This report and action undertaken in response to the report was considered at Strategy & Finance in March 2017.

The number of 'Actions Required' as a result of the four surveys since 2011/12 is as follows:

	No. of Action Points	No. requiring immediate or short term action.
2011/12	72	5
2012/13	39	2
2013/14	13	0
2014/15	7	1
2015/16	18	1
2016/17	29	5

As can be expected from a new advisor, a number of different issues have been observed and raised, these are included at Annex 2. A number of the issues are generic issues which routinely take place such as briefing relevant staff on chainsaw safety or undertaking health surveillance. Details of the action points are in the report to Strategy & Finance circulated to all councillors.

C) Monitoring

As well as the annual audit by Ellis Whittam, the following monitoring of risks takes place during the course of the year:

1. **First Aid** No cases required reporting under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Riddor) 1995*. There were a number of reported minor cases dealt with at events by St John's Ambulance teams who keep their own records.
2. **Electrical Installations** – All buildings are tested every five years for the condition of its fixed electrical wiring. Over the last five years the Council Offices, the Depot, Wrecclisham Community Centre, West Street Chapel, Victoria Gardens, the Hart toilet block and the Central Car Park toilet block have been tested. The next inspection at the depot is taking place in March 2017.
3. **Gas Installations** – the boilers at the Council Offices and Wrecclisham Community Centre are safety-checked every year.
4. **The Lift** at the Council offices is inspected quarterly.
5. **Fire** – A fire risk assessment was undertaken by an external consultant in December 2011. A Review of that assessment is undertaken annually. A Fire Risk Assessment was undertaken at Wrecclisham Community Centre in 2014. Regular tests are made on the fire system and emergency lighting.
6. **Water Hygiene** – The water hygiene inspection report and legionella testing is undertaken annually.
7. **Portable Appliance Testing** – annual testing of relevant appliances is undertaken for the Council Offices, depot and Wrecclisham Community Centre.
8. **Asbestos** – Complementing the asbestos survey of the Council Offices in 2011, a further, more in depth survey was undertaken in 2014 of the areas affected by the refurbishment. The Depot was inspected in 2011, Wrecclisham Community Centre in 2011, West Street Chapel in 2014 and the Public Conveniences in 2004, leaving only Victoria Gardens to be surveyed. The management of asbestos is based on these reports. Some additional signage is recommended for the one area in the Council Offices where asbestos is found.
9. **Six Monthly Management Checks** – Over 350 monitoring checks are made by the Health & Safety Management Group.

D) Working Group-based Risk Assessments

1. As well as the across-the board risk assessment regime, there is also a risk assessment that is reviewed annually by the appropriate Working Group on risks within its areas of responsibility. This enables processes to be monitored and input to be made into the identified risks.
2. The whole risk assessment document is reviewed at full Council annually, together with the Ellis Whittam General Risk Assessment.
3. The relevant sections of the risk assessment for the Strategy & Finance Working Group are attached for consideration at Annex 6, together with, if appropriate, a list of project-based risk assessment for information.

E) Health and Safety & Risk Assessment Training

New First aid responders were recruited and trained in 2016/17. Councillors and staff were trained in the use of defibrillators and Farnham again hosted the Local Councils Advisory Service Annual seminar run by Zurich Insurance. Additional training is scheduled in 2017 for manual handling, Fire marshalls, use of the evac chair and relevant skill training for new staff.

Councillor volunteers as Fire Marshals and Evac Chair assistants are sought.

F) Health Surveillance

For those members of staff (7 identified) in risk of possible harm from chemicals, vibration, noise and sun exposure, periodic health screening is undertaken. A further round of screening will take place in 2017.

G) Policies

The following policies are presented to Council for review and readoption:

1. Health & Safety Policy Statement (Annex3)
2. Fire Safety Management Policy (Annex4)
3. Environmental Policy Statement (Annex 5)

H) Health & Safety Handbook and Manuals

All staff are issued with a health and safety manual alongside other policies and procedures. Copies are available for councillors on request. These manuals are reviewed as required by staff and Ellis Whittam

I) Financial risks and related Issues

The financial risks of the organisation which form part of the Strategy and Finance Working Group responsibilities are considered as part of the independent Internal Auditor's work. The most recent visit was in December 2016 with the next scheduled for March 2017. The interim Internal Audit report was considered by Council in January 2017 with no issues of concern raised. Potential loss of income is managed by having adequate reserves in accordance with audit guidelines and effective fidelity insurance cover. The latter has been increased to £2m in the coming insurance renewal. In terms of managing savings risks, Strategy & Finance have undertaken an Investment Review with recommendations to spread

the investments in additional institutions. There is effective separation of duties to ensure that more than one person is involved in financial transactions to minimise the potential risk for fraud. Risks of absence of key personnel for an extended period are covered by the creation of process manuals on main areas of activity and work shadowing so other staff are aware of work requirements wherever possible. This is being reviewed by the Internal Auditor in 2017 and more work will be undertaken by officers to complete the manual.

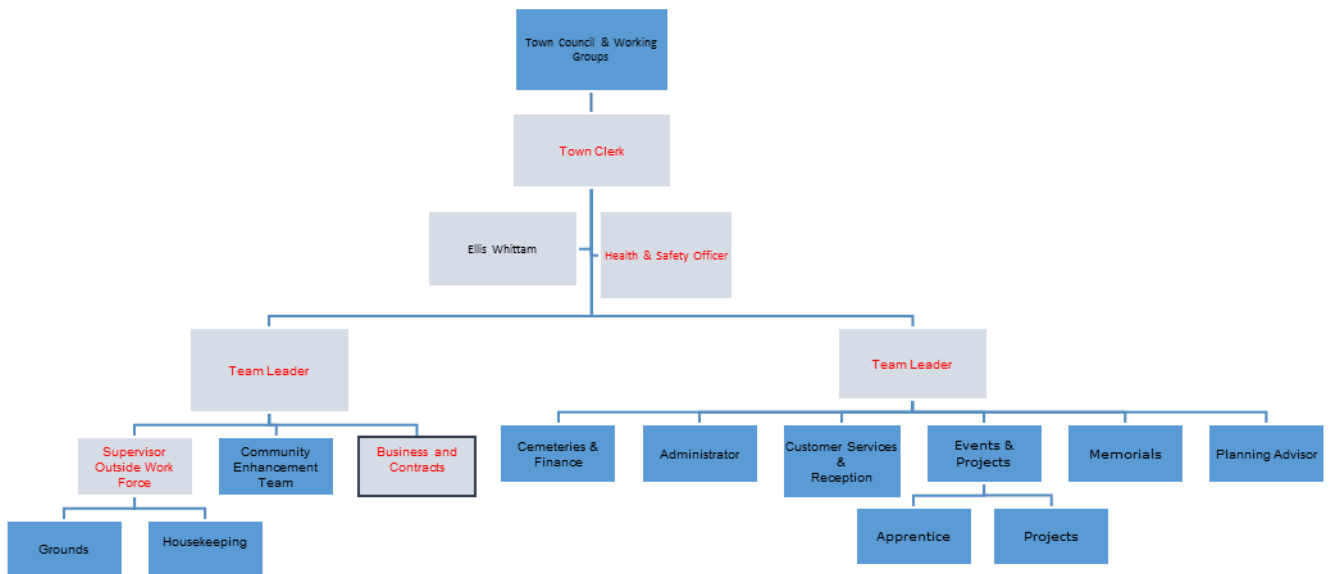
The Financial Regulations were last revised by Council in December 2017. The Council follows the guidance in the latest version (March 2016) of Governance and Accountability for Smaller Authorities in England. This is the basis for much of the Internal Auditor's work.

Recommendations

1. That the Annual Risk Management report be welcomed;
2. That the progress in implementing the Action Plan arising out of the General Risk Assessment be welcomed
3. That the Health & Safety Policy (Annex 3) Environmental Policy (Annexe 4), the Fire Safety Management Policy (Annex 5) and be recommended for adoption by Council; and
4. The work undertaken by each of the Working Groups in reviewing and managing risks associated by their areas of activity be commended.

Farnham Town Council Organisation Chart for the Management of Health and Safety 2017

(Health and Safety Management Group highlighted)



SWOT Analysis

<p style="text-align: center;">Strengths</p> <p>There is good internal communication with clear 'buy in' from Councillors.</p>	<p style="text-align: center;">Weaknesses</p> <p>The risk assessment review process needs to be more robust, allowing a different viewpoint occasionally.</p>
<p style="text-align: center;">Opportunities</p> <p>This assessment represents an opportunity for Farnham Town Council to address those safety areas which are not already compliant.</p>	<p style="text-align: center;">Threats</p> <p>Inconsistent health monitoring is putting some employees under increased threat of harm from excessive exposure to hazards such as noise or vibration.</p>

Safety Action Plan - Key

		Required Actions Identified
Priority 1 Intolerable Risk	Immediate Action Required A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection).	0
Priority 2 Medium Risk	Short Term Action Required Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.	5
Priority 3 Significant Risk	Medium Term Action Required A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to.	20
Priority 4 Lower Risk	Longer Term Action Required Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken.	4
Priority 5 Tolerable Risk	Review as Part of Business Plan No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk.	0

Health & Safety Policy Statement

Farnham Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities Farnham Town Council will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort, through safe systems of work

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: *Iain Lynch*
Position: **Town Clerk**

Dated:

Annex 4

FIRE SAFETY MANAGEMENT POLICY STATEMENT

It is the policy of Farnham Town Council to ensure, so far as is reasonably practicable, that the Council provides and maintains safe and healthy working conditions and protects employees, visitors and others so far as is reasonably practicable against the risk of fire within our premises.

We believe that this document when combined with individual fire risk assessments, emergency plans and evacuation procedures sets out best practice standards for an organisation such as ours.

Although the ultimate responsibility for fire safety management rests with the Council's Leader and the Town Clerk, the Organisation's Health and Safety Adviser provides competent advice to the managers of operating units who are responsible for the implementation and day to day fire safety management of operations within the premises under their control.

Advice on any fire safety management matters can be sought from the Safety Adviser, who can also be consulted in the event of an employee being faced with a conflict between the demands of fire safety and commercial or operational demands. If such a conflict cannot be resolved by agreement the final decision will rest with the Town Clerk.

All employees, volunteers and contractors are reminded that they have a personal responsibility for ensuring that fire safety procedures are followed and not to obstruct fire exit routes or fire equipment at any time. They must therefore adhere to the fire safety practices of the organisation and co-operate fully with any appropriate instructions on any matter relating to fire safety management in the workplace.

This policy statement is reviewed annually.

Signed:

Town Clerk

Date:

Farnham Town Council

ENVIRONMENTAL POLICY STATEMENT

The management of Farnham Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. We aim to protect and improve the environment through good management and by adopting best practice wherever possible. We will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

In order to discharge its responsibilities the management will:

- bring this Environmental Policy Statement to the attention of all stakeholders
- carry out regular audits of the environmental management system
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- ensure that emergency procedures are in place at all locations for dealing with environmental issues
- establish targets to measure the continuous improvement in our environmental performance
- identify and manage environmental risks and hazards
- improve the environmental efficiency of our transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- minimise waste and increase recycling within the framework of our waste management procedures
- only engage contractors who are able to demonstrate due regard to environmental matters
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from our work activities
- provide suitable training to enable employees to deal with their specific areas of environmental control
- reduce the use of water, energy and any other natural resources
- source materials from sustainable supply, when practicable
- where risks cannot be eliminated they will be minimised by substitution, use of physical controls or, as a last resort, through systems of work

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed: **Iain Lynch**

Dated:

Position: **Town Clerk**



