



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 10th December 2015 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 10th DECEMBER 2015, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

Yours sincerely

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: 10th December 2015

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 10th December 2015

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting prayers will be said in the Council Chamber by the Revd Canon Anne Gell Rural Dean of Farnham. Councillors and members of the public are welcome to attend.

1 Apologies

To receive apologies for absence.

2 Disclosure of Interests

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

NOTES:

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

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

3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 29th October 2015.

Appendix A

4 Questions and Statements by the Public

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

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

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

6 Questions by Members

To consider any questions from councillors in accordance with Standing Order 9

Part I – Items for Decision

7 Working Group Notes

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

- | | | |
|------|---|-------------------|
| i) | Tourism and Events held on 10 th November 2015 | Appendix B |
| ii) | Community Enhancement held on 18 th November 2015 | Appendix C |
| iii) | Cemeteries and Appeals held on 19 th November 2015 | Appendix D |
| iv) | Strategy and Finance held on 1 st December 2015 | Appendix E |

8 Planning and Licensing Applications

To receive the minutes of the Planning & Licensing Consultative Group meetings held on: 2nd, 16th and 30th November.

Appendices F, G,H

9 Budget 2016/17

To consider and approve the draft budget for 2016/17

Appendix I

Part 2 – Items to Note

10 Reports from other Councils

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

11 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

12 Actions taken under the scheme of delegation

Town Clerk to report on any relevant matters

13 Date of next meeting

To confirm the date of the next meeting as Thursday 21st January 2015 at 7pm.

14 Exclusion of the Press and Public (if required)

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 13 of the agenda in view of the confidential items under discussion.

The Town Mayor will close the meeting.

Membership:

Council Membership:

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

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

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

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 29th October 2015

Place

The Council Chamber, South Street, Farnham

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

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

- * Present
- A Apologies for absence

Officers Present:

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

There were 18 members of the public in attendance.

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

C093/15 **Apologies for Absence**
Apologies were received from Cllrs Attfield, Dunsmore, Fraser and Hargreaves.

C094/15 **Declarations of interests**
Apart from declarations of personal interest by councillors who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, there were no declarations of interest.

C095/15 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 24th September 2015 were agreed and signed by the Mayor as a correct record.

C096/15 **Questions and Statements by the Public**

- i) Mr David Beaman stated that at the meeting of Waverley Borough Council held on 20th October it was agreed that the long redundant toilet block on South Street should be demolished at a cost of £6,500. He noted that over the years there had been a number of different proposals for using this building (including one as a Centre related to the North Downs Way, one as a café type place) but to date no actual proposal has actually gone beyond the idea stage. Mr Beaman asked whether there was a realistic possibility of using this building for other purposes since if so FTC should apply for transfer of ownership of the building and save WBC the demolition cost of £6,500.

In response, the Town Clerk advised that the Town Council had been offered the building in 2013 and the Town Council had made a proposal to take on the building but that the Executive Director for Waverley had made it quite clear in a recent discussion that the building would be demolished and this had been confirmed at Waverley Full Council on Tuesday.

C097/15 **Town Mayor's Announcements**

- i) The Town Mayor announced that Farnham Town Council had been a runner up in the National Association of Local Councils Star Councils Awards and invited the Leader of the Council to say a few words.

Cllr Ward reported that he and the Town Clerk had attended the NALC AGM and Awards evening as Farnham had made the Shortlist in the Digital Communications Category. This reflected a lot of hard work that had taken place in recent years to improve the Council's website to make it more user-friendly and to engage with citizens better through surveys, newsletters, Facebook and Twitter in addition to more traditional paper copies of documents. In summing up the Council's achievements, the Award presented made special mention of the Council's 'Report it' function on the website whereby residents could contact the right council when things go wrong, and the transatlantic joint meeting with Woodland Park cementing a long standing friendship.

To applause from the Council, Cllr Ward thanked staff for their work in helping to communicate digitally as the Council went on a journey to better engage with its customers and residents.

- ii) The Mayor invited everyone who was not laying wreaths at Remembrance Services across Farnham to join her in the Annual Parade and March Past that would take place in Gostrey Meadow on Sunday 8th November.
- iii) The Mayor spoke of an enjoyable event that had taken place in Castle Street when Sir Ray Tindle CBE DL had re-enacted the 120th anniversary of the first Motoring summons issue to John Henry Knight.

C098/15 **Questions by Members**

There were no questions from Members.

Part I – Items for Decision

C099/15 **Community Enhancement Working Group**

Cllr Hill introduced the notes of the Community Enhancement Working Group meeting held on 30th September 2015, at Appendix B to the Agenda. Councillor Hill thanked everyone to their contribution to the Big Pick week and encouraged further participation. Council noted that the Working group had reviewed the Judges feedback from South and South East in Bloom and that the Working Group had considered the possibility of having Window Boxes in Castle Street in future.

Council noted the success of the Farnham in Bloom Awards held at Squire’s Garden Centre and progress on a number of projects.

The Working Group had discussed a proposal from the Queen’s Head Public House for a Community Toilet scheme whereby additional toilet facilities would be made available to the public in shops, restaurants and public houses without having to make a purchase. There would be a small contribution by the Town Council towards the cost of the consumables used.

It was RESOLVED *nem con* that:

A pilot Community Toilet Scheme be developed in Farnham.

C100/15 **Strategy and Finance Working Group**

Cllr Ward introduced the notes of the Strategy and Finance Working Group meeting held on 20th October 2015, at Appendix C to the Agenda.

Cllr Ward reported that the strategic planning/visioning workshop had been useful, and that a detailed report would be prepared for the next meeting of Strategy & Finance.

Cllr Ward advised Council of the unqualified audit from the external auditor. He also referred to the detailed notes from the Working Group in response to two matters raised in the issues arising report. One issue was the treatment of the Council’s investment in the CCLA Public Sector Deposit Fund and whether it should be in Box 8 or 9 of the Annual Return. Council noted that clarification was expected from the Joint Practitioners’ Advisory Group later in the year. The second issue related to the fact that the minutes of the budget/precept setting meeting did not explicitly state that the reserves position had been considered prior to the setting of the precept although the Council did follow the proper process. It was noted that the reserves levels (general and earmarked) are also presented to every quarterly meeting (set out in the trial balance) and at the end of year in the Statement of Accounts (produced by

Farnham Town Council in addition to its formal obligations for transparency reasons).

It was RESOLVED *nem con* that:

- i) The unqualified Audit for 2014/15 be welcomed.**
- ii) The comments in the Issues Arising report on the Public Sector Deposit Fund be reviewed prior to the closure of the 2015/16 accounts.**
- iii) The need for an explicit minute on the review of reserves prior to precept setting be noted.**

C102/15 Cllr Ward reported that the Working Group had considered the Income and Expenditure Summary and detailed accounts at the half year point, noting that they were broadly as expected for the six month period, with expenditure being under 50% and overall income being on target support for community and resident groups. Council noted the Trial balance to 30th September; Statement of Investments at 30th September; the Bank and Petty Cash reconciliations and debtors at 30th September; and noted that the detailed paperwork for invoices and payments was available for inspection. It was noted that two long standing debts totalling £320 in total that were still unpaid from previous years were agreed to be written off as uneconomical to pursue and recommended that a longstanding debt of £1270 (including court costs) which the court Bailiffs had been unable to collect be written off as uneconomical to pursue

It was RESOLVED *nem con* that:

The longstanding debt of £1270 that had been taken to the Small Claims Court be now written off as uneconomical to pursue.

C103/15 Councillor Ward provided an update on latest contracts and advised that tenders received for the Gostrey Meadow War Memorial Pathway reconstruction were being compared against the specification

It was RESOLVED *nem con* that:

- i) The contract for the Gostrey Meadow War Memorial pathway repairs be let to the most economically advantageous tenderer.**

C104/15 Cllr Cockburn provided an update on progress with the Neighbourhood Plan and that a meeting was scheduled with Waverley to clarify the position of the material weight for the Neighbourhood Plan now it was past its Regulation 14 consultation.

The revised timetable for the Neighbourhood Plan process was noted by Council (attached at Annex I to these minutes).

Planning & Licensing Consultative Group

C105/15 Cllr Ward introduced the minutes of the Planning & Licensing Consultative Group held on 5th October and 19th October at Appendices D and E to the agenda.

There remained considerable concern about the number of certificates of lawfulness that were being submitted and that the whole planning system including appeals needed to work together better.

Cllr Macleod wanted to speak on the question of the demolition of the toilets on Borelli Walk. The Mayor said that this was not scheduled on the agenda for discussion and asked Council if the matter should be discussed. With only three councillors in favour of discussion, the item was not discussed further.

Part 2 – Items Noted

C106/15 Actions under the Scheme of Delegation

None reported.

C107/15 Reports from Other Councils

- i) The Mayor reported that she had raised the question of cleaning cars in Central Car Park at Waverley Borough Council as it had not informed the Town Council of the new arrangement. She had been advised that the agreement with the contractor was two years old and it had taken time to find environmentally friendly products to use but there was no risk to the water course. Also the contractors were bringing their own water. Cllr Potts, on behalf of Waverley Borough Council apologised for the lack of notice to the town council and offered to send additional information to the Council.

C108/15 Reports from Outside Bodies

- i) Cllr Cockburn reported that the Farnham Sports Council Awards evening had been a great success with a real buzz with all the winners.
- ii) Cllr Cockburn reported that the Gostrey Centre continued to do excellent work for the most vulnerable in Farnham whilst preparing for its eventual move.

C109/15 Date of next meeting

Members noted that the next Council Meeting would take place on Thursday 10th December.

The Town Mayor closed the meeting at 7.44pm

Date

Chairman

Programme for Farnham Neighbourhood Plan (Oct 2015 Update)

Task	Date
<ul style="list-style-type: none"> • Production of draft Scoping Report and draft sustainability objectives • HRA Screening • General review of the draft Plan and advise on the Content and Format • Identification of gaps or missed opportunities 	March 2014
<ul style="list-style-type: none"> • Further Evidence Base 	April/ August 2014
<ul style="list-style-type: none"> • Preparation of Regulation 14 Farnham Neighbourhood Plan Options with Allocations including meetings with Town Council steering group • Prepare Evidence Base papers • Prepare Stage B Sustainability Appraisal and Appropriate Assessment 	September 2014
<ul style="list-style-type: none"> • Stakeholder Update and Next Steps 	September 2014
<ul style="list-style-type: none"> • Town Council Members briefing 	13 October 2014
<ul style="list-style-type: none"> • Town Council Strategy & Finance Committee 	14 October 2014
<ul style="list-style-type: none"> • Full Council 	23 October 2014
<ul style="list-style-type: none"> • Community Engagement in Options Plan with Allocations 	November/December 2014
<ul style="list-style-type: none"> • Review and respond to Community Engagement 	January/February 2015
<ul style="list-style-type: none"> • Town Council Strategy & Finance Committee 	3 March 2015
<ul style="list-style-type: none"> • Full Council 	12 March 2015
<ul style="list-style-type: none"> • Further evidence base/ SANG; liaise with infrastructure providers; liaise with developers; liaise with WBC etc) 	April – October 2015
<ul style="list-style-type: none"> • Production of the final Regulation 15 Farnham Neighbourhood Plan • Update Evidence Base Papers • Prepare Stage C Sustainability Appraisal and Appropriate Assessment • Test Conformity of Policies to the adopted Waverley Borough Local Plan (2002) and emerging Local Plan • Preparation of the Consultation Statement • Preparation of the Basic Condition Statement 	November – January 2015
<ul style="list-style-type: none"> • Habitats Regulation Assessment (HRA) 	December 2015
<ul style="list-style-type: none"> • Town Council Members briefing 	8 th January 2016
<ul style="list-style-type: none"> • Town Council Strategy & Finance Committee 	12 th January 2016
<ul style="list-style-type: none"> • Full Council 	21 st January 2016
<ul style="list-style-type: none"> • Community Engagement in Regulation 15 Farnham Neighbourhood Plan (statutory 6 week period) (NB This stage is under review by Government) 	February-March 2016
<ul style="list-style-type: none"> • Submission of Farnham Neighbourhood Plan 	End of March 2016
<ul style="list-style-type: none"> • Waverley Borough Council publish the submitted Farnham Neighbourhood Plan (Regulation 16) (statutory 6 week consultation period) 	April 2016
<ul style="list-style-type: none"> • Examination 	June 2016
<ul style="list-style-type: none"> • Referendum 	July 2016



FARNHAM TOWN COUNCIL

B

Notes

Tourism & Events Working Group

Time and date

9.30am on Tuesday 10 November 2015

Place

Byworth room, Council Offices, South Street, Farnham

Attendees: Councillors J Hargreaves, K Mirylees, J Ward

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

1. Apologies

Apologies of absence were received from Councillors Hill and Williamson.

2. Notes of the last meeting

POINTS	ACTION
The notes of 3 September 2015 were agreed as an accurate record of the meeting.	

3. Disclosure of Interests

POINTS	ACTION
There were no disclosures of interest.	

4. Risk assessment

POINTS	ACTION
Members agreed to review the Tourism and Events risk assessment report in January 2016.	

5. 2015 Events

POINTS	ACTION
<u>Food Festival</u> Members were invited to give feedback on the Food Festival. It was suggested by Cllr Ward that the screens on the cookery demonstration stage could be larger in future.	

Members noted that there had been increased seating at the event but agreed even more seating was required. It was agreed that there could be further seating by the stage, instead of the theatre style seating.

Members received an update following the Castle Street Residents Association AGM that had been recently attended by Lead member, Councillor Hargreaves and the Town Clerk. Members noted some of the issues raised by residents:

- Change the location of the Food Festival
Members considered options to relocate the Food Festival including Waggon Yard or Upper Hart car parks. It was noted that this would not be approved by the responsible authority for the car parks.
- Visitors sitting on residents' doorsteps and litter
Members agreed more action should be taken to stop residents' door steps being used and that more seating should be available to deter this.
- Unable to drive cars onto Castle Street before the road closure was lifted
It was noted that cars need to be moved ahead of the road closure and that whilst Castle Street residents hold a Zone A permit, this does not guarantee parking in Castle Street.
- Frequency of events
Members noted that FTC operated two events that require road closures in Castle Street in a the year and considered this to be infrequent.
- Local commerce
Residents enquired if local businesses were invited to take part in the events. Officers advised that there were a number of local businesses who attend the events at a discounted rate and also others had indicated that they benefit from an increased footfall on the day of these events in the town.

The Lead Member and Town Clerk also referred to the proposed investments in Castle Street at the AGM, such as new Christmas lights and flower troughs as part of Farnham in Bloom.

Members agreed that the Food Festival had reached capacity in 2015 and considered ways of extending the Food Festival such as extending further up Castle Street.

It was considered that this would not be well received by residents living in the town centre as this would remove Park Row as an additional route to avoid the road closure and suspend further resident parking spaces.

Members also considered using more areas in the town, such as St Georges Yard, for food related entertainment or further stalls on the day, but noted that stallholders were not keen to

be away from the main footfall in Castle Street.

It was suggested that the cookery demonstrations could be located in St George's yard, if there was appropriate signage to advertise it and signpost visitors.

Christmas Lights Switch on

Members received an update on the arrangements for the Christmas Lights' Switch on event and noted that there were more stalls than the previous year and some new performers.

It was noted that the Mayor's charity would be selling mulled wine. Members agreed that the information point would be located by the entrance to Gostrey Meadow.

Christmas Market

Members considered the type of stalls that attended the Christmas Market in 2014 and agreed there was a high volume of food stalls. It was noted that members' wished for more high quality Christmas gift stalls to attend.

Members noted the line-up for the stage that had been put together by John Collins and that the Stagebus had been rebooked for the 2015 market.

Members agreed the stage should look more festive in 2015 and that further signage would need to be considered. It was noted that students from UCA had been invited to apply to help assist directing visitors around the town and it was agreed that they should be dressed as elves.

Christmas Lights

Members agreed that the new Christmas Lights introduced in 2014 were very good and noted the new areas for 2015 including the extension of Christmas lights in Wrecclesham, 27 blizzard lights in the trees outside of the Alms houses in Castle Street and blizzard lights in Gostrey Meadow. Members suggested that further lights in future on the Coxbridge roundabout or on Coxbridge farm would positively impact the entrance to the town from the west.

Retailers

Members noted that the Fabulous Farnham group would be organising the Christmas window trail in 2015 with support from Farnham Town Council. It was noted that schools had been contacted by Farnham Town Council to make penguins to give to the retailers and that the trail would be launched at the Christmas Market.

Christmas shopping

Members noted that Farnham Town Council would be advertising late night shopping on Thursdays in the lead up to

Events Officer to check with highways

Christmas and that Waverley Borough Council would be implementing free parking between 3-7pm on these days. Retailers were being asked if they would open on these dates and members noted that the retailers in the Lion and Lamb Yard had created a committee and had introduced new Christmas lights and a programme of activities in the lead up to Christmas.

Ice rink

Members agreed that research into the installation of an ice rink in future years should be revisited.

6. Income & sponsorship

POINTS	ACTION
<p>Members received an update on income and sponsorship to date. Members agreed that the income to date was successful as all targets had been met. It was noted that the event income helped cross-subsidise tourism and events activities..</p>	

7. 2016 events

POINTS	ACTION
<p>Members received an update on the programme of events for 2016.</p> <p><u>Farmers' Markets</u> Members noted that the monthly Farmers' Market was being reviewed and refreshed with new branding, starting with a new logo. Members considered the types of visitors that should be targeted in the new campaign.</p> <p>It was agreed that craft should be involved at the Farmers' Market but it was noted that to remain a member of the National Association of Farmers' Market there could only be up to 10% of the market which was craft based. Members agreed that Farnham Town Council should keep the accreditation.</p> <p><u>Spring Festival</u> Members considered officers' proposals to introduce a Spring Festival in 2016. It was agreed that in the first year, this should be the first Music in the Meadow.</p> <p>Members noted that Andernach StadtOrchester would also be visiting that weekend, and it was agreed that the event should also mark their visit, alongside the concert that will be taking place. It was agreed that the concert would be a civic event and arrangements would be made for a reception for the band and the friendship association.</p>	

Cllr Mirylees suggested an event surrounding a marathon as exercise had become a popular theme and could include the villages. It was agreed that sport related activities for children such as an obstacle course could be included and members considered some of these themes could be included in the Spring Fair.

Commemoration of 2 minute silence

Members received an update on the arrangements for the commemoration of the 2 minute silence taking place in 2016. Farnham Town Council had already agreed a funding contribution to support the event.

It was noted that the event would take place in Castle Street and a new piece of music was being composed to mark the occasion. Officers advised that the event was being led by the Farnham Maltings, who had plans to continue the event after the silence and lay artificial grass in the street. It was agreed that Farnham Town Council support the Maltings with the arrangements, particularly with the required licencing and road closures. Members agreed they would like to meet with the steering group behind the project to receive a full update, including the invitees to the event.

Photography Competition.

Members agreed a photography competition should be organised with students from UCA.

Queens 90th Birthday

Members noted the arrangements for Farnham Town Council to provide residents help with organising their own street parties.

8. Publications

POINTS	ACTION
<p><u>Residents Guide</u> Members noted that the residents guide is produced annually in January and new councillors were welcomed to offer feedback on the publication and suggestions of items for inclusion. A key area of the guide was agreed as the events listing and associations will be contacted to list their events.</p> <p><u>Town Guide</u> Members noted that when the 2014 -16 town guide was produced, the date was not printed on the cover to avoid dating the publication. With a quantity of guides remaining it was agreed that the production of a new town guide would not be needed until 2017.</p>	<p>All councillors to provide feedback.</p>

9. Updates on Other Matters and Items for Noting

POINTS	ACTION
<p><u>Public Art Trail</u> Members noted that a grant had been given towards producing a public art trail that had not been used. The group had decided to return the grant and it would be used towards the costs of the leaflet being prepared by the Town Council. Members were invited to suggest public art that should be included.</p> <p><u>Tree Trail</u> Members noted that a tree trail had been put together with Peter Bridgeman's assistance and was live on the Farnham Town Council website. Members agreed that a leaflet should be produced to publicise the tree trail, alongside the website.</p>	<p>Catherine Knight to progress</p> <p>Catherine Knight to progress</p>

15. Date of Next meeting

The next meeting was agreed as Tuesday 26 January 2016 at 9.30am.

Notes taken by Stephanie King



FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 18th November 2015

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, Stephen Hill, Jeremy Ricketts and Susan Redfern.

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

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

1. Apologies

Apologies were received from Councillors Paula Dunsmore and John Williamson.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 30th September 2015

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom

POINTS	ACTION
Community Group Members received brief updates on the Farnham in Bloom Winter Celebration and the 2015 Carnival Float. Members noted that Blooming Kids and Mummies Club would work together on a structured course over the Easter holiday in 2016 to	 John Ely and Outside Services Team Leader to progress

<p>engage families in gardening at the West Street Greenhouses.</p> <p>John Ely discussed a new year-round litter picking initiative he had proposed to the Community group which he would coordinate and launch next year. It was noted that some health and safety regulations would need to be considered for any volunteers to include high visibility jackets and identifying safe areas to litter pick which avoided the highway.</p> <p><i>John Ely left the meeting.</i></p> <p>Members noted that South & South East in Bloom had nominated the Town Council to take part in RHS Britain in Bloom in 2016 and that the success of the nomination would be confirmed in December.</p> <p>Members received a brief reminder of the issues raised in August 2014 by the Britain in Bloom judges' and noted a key area for improvement was cigarette ends in the cobbles in Castle Street.</p> <p>Cllr Jeremy Ricketts suggested that the Cigarette Butt campaign was revisited. Members considered whether specialist equipment should be purchased to address areas such as this.</p> <p>It was also suggested that a 'Keep Farnham Clean' campaign be initiated, which would engage local schools through a poster competition.</p> <p>Members agreed that the Farnham in Bloom Awards Evening 2015 was excellent and would only need a few improvements for the following year. Cllr Cockburn suggested that all Councillors should be invited to the Schools' Presentation and that the S&SEIB certificates of Excellence be made to look more professional.</p> <p>Members noted the proposed planting concepts for 2016/17 including the colour schemes. It was noted that different colour schemes on each street worked very well and would be repeated again in 2016, with South Street to be red, white and blue to coincide with the 'British' theme of Britain in Bloom and the Queen's 90th Birthday.</p> <p>The projected costings for plants in 2016 and the difference between making up the planters/hanging baskets against buying them in ready-made was noted. It was noted that the latter was more expensive and would only be considered if there was a capacity issue next year. Councillors said that they would be happy to help with planting up some baskets next year.</p> <p>New trough areas suggested were Dogflud Way, outside Fat Face on The Borough and around Hickley's Corner.</p> <p>Members also considered whether planted up hanging baskets could be sold at the monthly farmer's market from a Farnham in Bloom stall. It was noted that it would have to be cost efficient and would also be dependent on staff capacity.</p>	<p>Outside Services Team Leader</p> <p>Community Enhancement Officer to progress</p> <p>Outside Services Team Leader to progress</p> <p>Outside Services Team Leader</p>
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<p>Members noted that the Town Clerk had recently attended the Castle Street Residents Association meeting and discussed what could be done to increase participation in Farnham in Bloom on Castle Street. More tubs and planters were suggested and it was agreed that the Castle Street residents would like to meet with the Town Council again to discuss options further.</p> <p><i>Councillor Ricketts left the meeting.</i></p>	<p>Outside Services Team Leader and Community Enhancement Officer to progress</p>
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5. Street Furniture Update

POINTS	ACTION
<p>There were no requests for new items.</p>	

6. Winter Celebration 2015

POINTS	ACTION
<p>Members noted that the Farnham in Bloom Winter Celebration would take place on 20th December and would run the same as in previous years with the Farnham Brass Band playing carols in the bandstand. As the Mayor's Charity was unable to run the mulled wine tent, it was noted that this would be hosted by The Hale Chapel Trust.</p>	

7. Bins by Boots Opticians

POINTS	ACTION
<p>Members noted that all of the businesses responsible for having bins in the passageway leading from Central Car Park to the Borough had been approached after talks with The Bush Hotel, who had agreed that an area belonging to them could potentially be used to site the bins for a small annual contribution. It was noted that only Boots Opticians had been positive about the idea.</p> <p>Members discussed implementing a byelaw to ban bins in the passageways. Businesses would then need to find their own waste disposal methods if this were to happen.</p> <p>It was noted that enforcement of a byelaw would probably have to be introduced by Waverley Borough Council, as Farnham Town Council did not have responsibility of refuse and litter in the town.</p> <p>It was agreed to meet with Waverley Environmental Services and also take advice from Daniel Bainbridge from WBC to take the matter further.</p>	<p>Outside Services Team Leader to progress</p>

8. Review proposed sponsorship for 2016/17

POINTS	ACTION
<p>Members noted that BBS Ltd had agreed to a two year deal as Corporate Sponsor of Farnham in Bloom and would, therefore, be Corporate Sponsor for 2016.</p> <p>Members agreed that the overall target sponsorship for 2016 should remain at £20,000.</p> <p>The core sponsorship packages were discussed and it was agreed that Corporate Sponsorship be increased from £3500 to £5000, Gold Sponsorship be increased from £1000 to £1500 and Silver Sponsorship be increased from £600 to £800.</p> <p>Cllr Stephen Hill suggested that he would be happy to step up personal contact with local businesses in a bid to get more hanging basket sponsored in 2016.</p> <p>Members agreed that the number of sponsored hanging baskets, troughs and planters needed to be increased and discussed asking Sainsbury's to sponsor events and donate product in-kind instead of money for their baskets.</p> <p>It was noted that online fundraising platforms such as Crowdfunding would be explored by officers.</p>	<p>Cllr Hill and Community Enhancement Officer to pursue</p>

9. Allotments

POINTS	ACTION
<p>Members noted the second of the two year increase of allotment rents would see the rents go up to £57.50 in January 2016, with the aim being for the Allotments service to be cost neutral.</p> <p>Members received a demonstration of the new allotment software, RBS Rialtas Suite, which will link to the finance system and provided improved reporting facilities.</p>	

10. Surrey County Council Highways Localism Project

POINTS	ACTION
<p>Members received an updated list of work carried out to date for Surrey County Council on the Highways Localism Project dealing with graffiti removal, sign cleaning, barrier painting, overgrowth removal and other items.</p> <p>It was noted that to date the work carried out had almost reached the agreed £7,000 budget that any agreed additional work would have to be invoiced to SCC.</p> <p>Members considered whether the Town Council should scale back on</p>	

<p>the work being undertaken or if more staff time and finances should be allocated next year.</p> <p>Cllr Cockburn suggested that the Town Council was not financially able to do everything and should restrict what it did based on what was most important to the residents of Farnham.</p> <p>It was proposed that the Council should stop sign cleaning and grass cutting and focus on areas such as graffiti removal which have a far greater impact on residents and the town as a whole.</p>	
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11. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be Wednesday 13 th January 2016 at 9.30am.	

Meeting ended at 11.25am

Notes taken by Lara Prior



FARNHAM TOWN COUNCIL

D

Notes

Cemeteries and Appeals Working Group

Time and date

9.30am on Thursday 19 November 2015

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Cllrs David Attfield, Carole Cockburn, Susan Redfern and John Williamson.

Officers present: Iain Lynch (Town Clerk) and Rachel Aves (Corporate Governance Team Leader).

1. Apologies for Absence

Apologies were received from Cllr Ward.

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting

POINTS	ACTION
The notes of the meeting held on 27 August 2015 were agreed.	

4. Risk Assessment 2015-16

POINTS	ACTION
The risk assessment at Appendix C was reviewed and noted.	

5. Report on Future Plans

POINTS	ACTION
Members reviewed the report at Appendix B. Local crematoria and Green Burial provision was discussed and it was agreed that the Town Council would continue to monitor the provision but no further work on green burials or building a crematorium would be undertaken.	Recommendations: It is recommended: 1) that the following policy be adopted: “Purchasers of graves will be permitted to plant the area of the

It was noted that signage had been erected to notify visitors of the ongoing maintenance being done and the enforcement of the regulations in relation to plastics and planting.

The cemeteries tour in August was discussed and members agreed that a small portion of the grave space should be offered to the bereaved, which they could plant up and use to place commemorative items such as Christmas wreaths.

It was agreed that the policy as set out below, be recommended for adoption to Full Council for adoption and the Regulations be updated:

“Purchasers of graves will be permitted to plant the area of the grave to a maximum of 18 inches from the head of the grave and will be responsible for the upkeep. The cutting back or removal of any plants, trees or other vegetation and or undergrowth beyond the ground immediately above any particular grave is not permitted unless the prior written permission of the Town Clerk or an authorised member of Council staff has been obtained. No person will be permitted to cultivate any ground that is outside of the designated planting area. Any plants or other objects outside of the designated area of the grave will be removed without notice. The Council reserves the right at any time to prune, cut down or dig up and remove any existing shrub, tree or plant at any time which becomes unsightly or overgrown or causes encroachment. Before removing any shrub, tree or plant, the Town Council will remind the grave owner of their responsibilities.”

It was noted that kerb surrounds were particularly prominent in Badshot Lea due to its size and historical layout.

It was also noted that some client families request a burial in the Council’s cemeteries, but choose another cemetery based on the fact that kerb surrounds are not permitted. It was agreed to recommend that the current Regulations be amended and that kerb surrounds should be allowed in Badshot Lea Cemetery only, in order to provide a range of services and choices to residents wishing to be buried in Farnham.

It was recommended that:

- The regulations are amended, to permit kerb surrounds in Badshot Lea Cemetery from 1st April 2016.
- The style and design of kerbed memorial be subject to the previously adopted NAMM specification guide.
- There be an additional fee for a permit memorial for kerbs of £300.
- Those grave owners who purchased graves prior to adoption of the new regulation, be offered the opportunity to apply for a kerb surround for a fee of £150.

Technological advances in genealogy were discussed and it was noted

grave to a maximum of 18 inches from the head of the grave and will be responsible for its upkeep. The cutting back or removal of any plants, trees or other vegetation and or undergrowth beyond the ground immediately above any particular grave is not permitted unless the prior written permission of the Town Clerk or an authorised member of Council staff has been obtained. No person will be permitted to cultivate any ground that is outside of the designated planting area. Any plants or other objects outside of the designated area of the grave will be removed without notice. The Council reserves the right at any time to prune, cut down or dig up and remove any existing shrub, tree or plant at any time which becomes unsightly or overgrown or causes encroachment. Before removing any shrub, tree or plant, the Town Council will remind the grave owner of their responsibilities.

2) Officers be delegated to implement the above policy in accordance with other relevant policies.

3) The regulations be amended, to permit

that officers were in liaison with the surrey history centre and deceasedonline.com in relation to making records available for a fee, via online portals including ancestry online.

It was agreed that officers would continue to monitor and record customer requests in light of changes in the industry and would report back further on the ability to provide triple-depth graves, premium plots and a more professional grave preparation, including shoring and spoil shortage.

Members reviewed the data presented in relation to current capacity in the four cemeteries. Whilst it was agreed that there was not a short or medium term need to identify new cemetery space, a piece of land being discussed with a local landowner in Badshot Lea should continue to be investigated and reported back accordingly in light of anticipated long term need.

Members were advised of the progress of the memorial safety testing in the final cemetery and were advised that a report would be put forward in 2016 on the next tranche of testing.

It was noted that the council had joined the Cemetery Managers Association.

It was noted that officers had been in liaison with various suppliers of columbaria for them to show members and officers what products were appropriate in identified spaces for new above ground cremation plots. It was agreed that a representative from the columbaria company should be invited to present to members in the afternoon of 2nd December.

During the tour in August, members noted a dominance of shrubs and bushes in Green Lane Cemetery. It was agreed that these be reduced and cut back and more perennial flowers be added to the periphery of the cemetery.

It was also agreed that a new wildflower be created at the rear of the chapel in West Street Cemetery, to replace the area previously removed in C section.

Members discussed the storage of spoil in Green Lane and Badshot Lea Cemeteries. It was agreed that the existing spoil be removed and disposed of, with a view to any new spoil also being removed or housed in a suitably hidden area, an appropriate structure or fenced off area in the cemeteries.

Officers advised that South and South East in Bloom were looking for cemeteries to be entered in to the SSEIB. It was agreed that Badshot Lea should be entered in to SSEIB 2016.

It was noted that the next tree safety survey would be undertaken in 2016/17.

kerb surrounds in Badshot Lea Cemetery from 1st April 2016 and that:

i. The style and design of kerbed memorial be subject to the previously adopted NAMM specification guide.

ii. There be an additional fee for a permit memorial for kerbs of £300.

iii. Those grave owners who purchased graves prior to adoption of the new regulation, be offered the opportunity to apply for a kerb surround for a fee of £150.

4) The fees and charges, except for hourly genealogy charge, be maintained for 2016/17 and that the hourly rate for genealogy be increased from £10 to £20.

The current fees and charges were reviewed and it was agreed that subject to fees and charges for any additional services that come in to effect in 2016/17, the fees and charges be maintained and be subject to review for 2017/18. It was agreed, however, that the hourly fee for genealogy research be increased from £10 to £20 to better recover the costs of a member of staff undertaking this work.	
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6. Date of next meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be Thursday 10 th March 2016 at 9.30am.	

The meeting closed at 10.30am.

Notes by Rachel Aves



FARNHAM TOWN COUNCIL

E

Notes

Strategy and Finance Working Group

TO FOLLOW



FARNHAM TOWN COUNCIL

F

Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 2 November 2015

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr P Blagden
Cllr C Cockburn
Cllr J S Fraser
Cllr M Hyman
Cllr A Macleod
Cllr K Mirylees (**arrived at 10.10am**)
Cllr J Ward
Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon, Rachel Aves

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

1) Apologies

Cllrs Dunsmore, Hargreaves, and Ricketts

2) Declarations of Interest

There were no declarations of Interest.

**3) Applications Considered by the Planning & Licensing Consultative Group on Monday
2 November 2015**

Farnham Bourne

WA/2015/1961 Farnham Bourne

Erection of extension following demolition of existing outbuilding.

9 OLD CHURCH LANE, FARNHAM GU9 8HH

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

TM/2015/0145 Farnham Bourne

Application for works to trees subject of Tree Preservation Orders 26/03 and 2/00.

4 BOURNE FIRS, LOWER BOURNE GU10 3QD

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

TM/2015/0144 Farnham Bourne

26/03 and 2/00

8A LOW WOOD, GOLD HILL FARNHAM GU10 3JH

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

TM/2015/0153 Farnham Bourne

Application for works to trees subject of Tree Preservation Order 8/00

80 BURNT HILL ROAD, FARNHAM GU10 3LN

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

WA/2015/2020 Farnham Bourne

Erection of single storey front/side extension and alterations.

55 AVELEY LANE, FARNHAM GU9 8PS

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

TM/2015/0152 Farnham Bourne

Application for works to and removal of trees subject of Tree Preservation Order Far I.

LODGE FARM, TILFORD ROAD, FARNHAM GU9 8HU

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

WA/2015/1932 Farnham Bourne

Erection of rear extensions and alterations.

10 LONGDOWN ROAD, LOWER BOURNE GU10 3JS

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

WA/2015/1939 Farnham Bourne

Erection of side extension and alterations.

WHITE HOUSE, VALLEY LANE, LOWER BOURNE GU10 3NQ

Farnham Town Council objects to the proposed extension and alterations in this unmade, narrow lane. It is overdevelopment of the site, out of keeping with the street scene and will have an adverse effect on the neighbours' amenities.

Farnham Castle

CA/2015/0090 Farnham Castle

FARNHAM CONSERVATION AREA

Works to / and removal of trees.

THE OLD VICARAGE, VICARAGE LANE, FARNHAM GU9 7PR

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

Farnham town council would like to comment that there was no paperwork to consult, which is becoming a common feature when considering works to trees.

WA/2015/2025 Farnham Castle

Application under Section 73A to vary Condition 8 of WA/2014/2211 (approved plan numbers) to allow alterations to layout and elevation to detached outbuilding. **Previous comments on 08.12.2014 were as follows: The Town Council welcomes this change of use on this small scale development near to the town centre and has no objections subject to the approval of the Listed Buildings Officer.**

ALRESFORD HOUSE, 60 WEST STREET, FARNHAM GU9 7EH

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

WA/2015/2026 Farnham Castle

Application under Section 19 (Listed Building) to vary Condition 9 of WA/2014/2212 (approved plan numbers) to allow alterations to layout and elevation to detached outbuilding. Previous comments on 08.12.2014 were as follows: Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

ALRESFORD HOUSE, 60 WEST STREET, FARNHAM GU9 7EH

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

WA/2015/1943 Farnham Castle

Display of non-illuminated signs.

FARNHAM DELIVERY OFFICE, 107 WEST STREET, FARNHAM GU9 7LQ

Farnham Town Council has no objections.

WA/2015/1950 Farnham Castle

Listed Building Consent for change of use of upper floors from office to form 3 flats together with the erection of two storey extension and external alterations following demolition of existing first floor extension.

49 DOWNING STREET, FARNHAM GU9 7PH

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

WA/2015/1942 Farnham Castle

Erection of extension; siting of 2 porta cabins and associated works including relocation of air conditioning units.

FARNHAM DELIVERY OFFICE, 107 WEST STREET, FARNHAM GU9 7LQ

Farnham Town Council objects to the porta cabins which have already been sited and overlook the bathroom window at Flat 1.

WA/2015/1949 Farnham Castle

Change of use of upper floors from office to form 3 flats together with the erection of 2 storey extension and external alterations following demolition of existing first floor rear extension.

49 DOWNING STREET, FARNHAM GU9 7PH

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

WA/2015/2023 Farnham Castle

Listed Building Consent for works to existing entrance & steps.

NATIONWIDE, TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT

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

WA/2015/2022 Farnham Castle

Listed Building consent for internal and external alterations.

32 THE BOROUGH, FARNHAM GU9 7NJ

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

Farnham Firgrove**WA/2015/1959 Farnham Firgrove**

Erection of rear extensions together with alterations to roof to form habitable accommodation following demolition of existing conservatory and roof canopy.

WARRENHURST COTTAGE, 4 OLD FARNHAM LANE, FARNHAM GU9 8JU

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

WA/2015/1929 Farnham Firgrove

Erection of extensions and alterations.

44 RIDGWAY ROAD, FARNHAM GU9 8NW

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

NMA/2015/0169 Farnham Firgrove

Amendment to WA/2013/1785 to provide an additional window. **Previous comments on 14.11.2013 were as follows: Approved - on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.**

15 LONGLEY ROAD, FARNHAM GU9 8LZ

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

NMA/2015/0168 Farnham Firgrove

Amendment to WA/2013/1785 to provide alterations to roof. **Previous comments on 14.11.2013 were as follows: Approved - on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.**

15 LONGLEY ROAD, FARNHAM GU9 8LZ

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

WA/2015/1986 Farnham Firgrove

Erection of a single storey side extension following demolition of existing detached garage.

3 MORLEY ROAD, FARNHAM GU9 8LX

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

WA/2015/2017 Farnham Firgrove

Certificate of Lawfulness under Section 191 for the completion of a two-storey front extension.

HAWTHORN FARM, HAWTHORN LANE, FARNHAM GU10 4DJ

Farnham Town Council has no objections.

WA/2015/1945 Farnham Firgrove

Erection of 3 dwellings and associated works following the demolition of existing building and removal of hard standing.

54 & 55 SOUTHERN WAY, FARNHAM GU9 8DF

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

WA/2015/1936 Farnham Firgrove

Erection of a two storey extension.

25 SOUTHERN WAY FARNHAM GU9 8DF

Farnham Town Council objects to the proposed extension. This is overdevelopment of the site and would have adverse effects on the neighbours' amenities.

DW/2015/0052 Farnham Firgrove

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

40 RIDGWAY ROAD, FARNHAM GU9 8NW

Farnham Town Council objects to the adverse effects on the neighbours' amenities.

WA/2015/2003 Farnham Firgrove

Erection of extensions and alterations to existing bungalow to provide a two storey dwelling.

MAYBANK, 4 TILFORD ROAD, FARNHAM GU9 8DL

Farnham Town Council objects to the size and adverse effect on the street scene and neighbours' amenities.

Farnham Weybourne and Badshot Lea

NMA/2015/0166 Farnham Weybourne and Badshot Lea

Amendment to WA/2015/0429 to provide alteration to the boundary (red line). **Previous comments on 23.03.2015 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.**

LAND AT WILKINSON WAY, FARNHAM GU9 9ND

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

WA/2015/1930 Farnham Weybourne and Badshot Lea

Listed Building Consent for internal alterations.

WENTWORTH LODGE, 4A WEYBOURNE ROAD, FARNHAM GU9 9ES

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

TM/2015/0149 Farnham Weybourne and Badshot Lea

Application for removal of a tree subject of Tree Preservation Order 1/02.

22 WOODBOURNE, FARNHAM GU9 9EF

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

WA/2015/1956 Farnham Weybourne and Badshot Lea

Erection of front extension.

22 WENTWORTH CLOSE, FARNHAM GU9 9HJ

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

WA/2015/1935 Farnham Weybourne and Badshot Lea

Outline application with all matters reserved for the erection of up to 80 dwellings (Including affordable) and a building to provide commercial/retail use following demolition of existing buildings (revision of WA/2015/1057).

LITTLE ACRES NURSERY, ST GEORGES ROAD, FARNHAM GU9 9NT

Previous comments on 29.06.2015 were as follows: The design and layout of the proposal is not in keeping with the village environment, it is far too urban and overcrowded. The average density of surrounding development is 30dph. The maximum number of dwellings on this site should be around 80.

The opportunity to present a development, in line with the Farnham Neighbourhood Plan, that could enhance and improve the existing village as required by the National Planning Policy Framework (NPPF) has not been taken and also no improvement to the village recreation facilities or to the under provision of designated parking for the recreation ground.

The traffic survey and calculations for future traffic levels do not include the likely effects of large scale development just a few miles from the village and the issues of lack of infrastructure, congested local roads, known concerns about the controlled junction at Badshot Lea cross roads and dispersal of surface water into the local poorly maintained drainage network all make this proposal unacceptable.

Although this site is supported and allocation in the Regulation 14 Draft Farnham Neighbourhood Plan, the applicant has not yet undertaken appropriate community engagement to understand local need. The proposal should require a full planning permission. This application is premature and Farnham Town Council would urge the application to reconsider its current proposals and seek to put together a comprehensive development that fulfils the needs and wishes of the community and provides a sustainable development, which provides its own on site SANG.

On 2 November 2015 Farnham Town Council objected to the design and layout of the proposal which is not in keeping with the village environment, it is far too urban and overcrowded and not in keeping with Badshot Lea village. The average density of surrounding development is 30dph. The traffic survey and calculations for future traffic levels do not include the likely effects of large scale development just a few miles from the village and the issues of lack of infrastructure, congested local roads, known concerns about the controlled junction at Badshot Lea cross roads and dispersal of surface water into the local poorly maintained drainage network all make this proposal unacceptable. Although this site is supported and allocation in the Regulation 14 Draft Farnham Neighbourhood Plan, the applicant has not yet undertaken appropriate community engagement to understand local need. The proposal should require a full

planning permission. This application is premature and Farnham Town Council would urge the application to reconsider its current proposals and seek to put together a comprehensive development that fulfils the needs and wishes of the community and provides a sustainable development, which provides its own on site SANG.

Farnham Wrecclesham and Rowledge

TM/2015/0140 Farnham Wrecclesham and Rowledge

Application for works to and removal of trees subject of Tree Preservation Order 12/99.

LAND AT CLARE MEAD, ROWLEDGE GUI0 4BJ

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

WA/2015/1948 Farnham Wrecclesham and Rowledge

Erection of garage together with associated works.

GREEN END COTTAGE, MANLEY BRIDGE ROAD, FARNHAM GUI0 4BU

Farnham Town Council has no objections subject to the garage being in keeping with the Farnham Design Statement and remaining ancillary to the main dwelling.

WA/2015/2000 Farnham Wrecclesham and Rowledge

Construction of new vehicular access (revision of WA/2015/1407). **Previous comments on 10.08.2015 were as follows: Farnham Town Council has no objections subject to the approval of the Surrey Highways Officer.**

HILLTOP COTTAGE, MOONS HILL, FRENHAM GUI0 3AW

Farnham Town Council has no objections subject to the approval of the Surrey Highways Officer.

WA/2015/1964 Farnham Wrecclesham and Rowledge

Application under Section 73A to vary Condition 1 of WA/2014/1459 (approved plans) to allow revised drive layout. **Previous comments on 10.08.2015 were as follows: Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement.**

1 THE SQUARE, ROWLEDGE GUI0 4AA

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement.

WA/2015/1951 Farnham Wrecclesham and Rowledge

Erection of extension and alterations following the demolition of conservatory and store.

FRENHAM HEIGHTS SCHOOL, FRENHAM HEIGHTS ROAD, ROWLEDGE GUI0 4EA

Farnham Town Council has no objections.

WA/2015/2027 Farnham Wrecclesham and Rowledge

Change use of existing commercial building to form a residential dwelling and associated garden together with extensions and alterations.

THE OLD BARN, GARDENERS HILL ROAD, FARNHAM GUI0 3HZ

Farnham Town Council strongly objects to the development of this rural part of the town and the loss of the green space between Rowledge and Frenham.

WA/2015/1979 Farnham Wrecclesham and Rowledge

Erection of 9 dwellings and associated works following demolition of unlisted buildings in a Conservation Area.

6 THE STREET, WRECCLESHAM GUI0 4PR

Farnham Town Council has no objections and would suggest this design and layout be adopted for other similar developments. The current site is brownfield and is a suggested area for development in the Farnham Neighbourhood Plan.

Farnham Hale and Heath End

WA/2015/1934 Farnham Hale and Heath End

Erection of a detached garden building to provide ancillary accommodation.

11 KNIGHTS ROAD, FARNHAM GU9 9BX

Farnham Town Council objects to the erection of a detached garden building to provide ancillary accommodation. This should be conditioned to non-habitable accommodation.

WA/2015/1931 Farnham Hale and Heath End

Erection of single storey rear extension and alterations to form staff accommodation.

41 FARNBOROUGH ROAD, FARNHAM GU9 9AQ

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

WA/2015/1998 Farnham Hale and Heath End

Erection of single storey side extension and alterations.

37 ALMA WAY, FARNHAM GU9 0QN

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

Farnham Moor Park

DM/2015/0003 Farnham Moor Park

Demolition notification: G.P.D.O. Schedule 2 of Part 11. Demolition of a building.

PUBLIC CONVENIENCE, SOUTH STREET, FARNHAM

- 1. Farnham Town Council objects to this perfectly good building being demolished that has not been vandalised in anyway. It is a potential asset of community value that could be used as a community kiosk to link with the recent erection of the nearby sculpture for the North Downs Way. The Town Council has been approached by several people wanting to make use of the building.**
- 2. Farnham Town Council objects to the haste to demolish these toilets and would recommend that they could be demolished in the school holidays or when other works were being carried out.**
- 3. Farnham Town Council also objects to the demolition together with public voiced concerns that it is to facilitate the Haul Road.**

WA/2015/1987 Farnham Moor Park

Application under Section 73 to vary Condition 1 of WA/2005/0782 (garage to be used for garaging of vehicles) to allow ancillary accommodation. Previous comments on 12.05.2005 were as follows:

No objections.

THE CHAPTER HOUSE, 13 MONKS WELL FARNHAM GU10 1RH

Farnham Town Council objects to the use of the garage for ancillary accommodation.

WA/2015/1972 Farnham Moor Park

Erection of front and rear extensions and alterations.

95 BROOMLEAF ROAD, FARNHAM GU9 8DH

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

TM/2015/0147 Farnham Moor Park

Application for works to trees subject of Tree Preservation Order 04/15.

3 HIGH MILL HOUSE, MOOR PARK LANE, FARNHAM GU10 1NS

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

Farnham Shortheath and Boundstone

WA/2015/1958 Farnham Shortheath and Boundstone

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

4A WICKET HILL, WRECCLESHAM GU10 4RD

Farnham Town Council has no objections.

NMA/2015/0172 Farnham Shortheath and Boundstone

Amendment to WA/2015/1213 to provide alterations to elevation and removal of chimney.

Previous comments on 13.07.2015 were as follows: Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement.

AVEBURY SUNNYDELL LANE FARNHAM GU10 4RB

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

WA/2015/2015 Farnham Shortheath and Boundstone

Application under Section 73 to vary Condition 1 of WA/2015/0503 (approved plans) to allow alterations to the size/layout. **Previous comments on 13.04.2015 were as follows: Farnham Town Council is concerned about the adverse effects on the residential amenities of the neighbours.**

18 UPPER BOURNE LANE, FARNHAM GU10 4RQ

Farnham Town Council objects to the proposed alterations and the adverse effects on the residential amenities of the neighbours, which are not in keeping with the Farnham Design Statement.

Farnham Upper Hale

WA/2015/1963 Farnham Upper Hale

Erection of a single storey extension and alterations.

WELLINGTONS, 16 FOLLY HILL, FARNHAM GU9 0BB

Farnham Town Council has no objections, but would request that the caravans already on site be moved to the back of the building.

Appendix D

To consider licensing applications

An application was been received for a variation of premises licence.

The application was for Plays 14:00-23:00 Monday to Sunday; Live music, Recorded music, Anything similar and On sales of alcohol 12:00-01:00 Monday to Sunday; and Opening hours 12:00-01:30 Monday to Sunday.

Premises Address	Application	Type	Applicant
Farnham Castle	Castle Street, Farnham	Variation	Farnham Castle Operations Ltd

Farnham Town Council has no objections.

The meeting closed at 10.35am

Notes by Ginny Gordon and Rachel Aves



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 16 November 2015

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr P Blagden
Cllr C Cockburn
Cllr J S Fraser
Cllr A Macleod
Cllr J Ward
Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon, Rachel Aves

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

At the end of the meeting there was a presentation from Norman Gillan.

1) Apologies

Cllrs Dunsmore, Hargreaves, Hyman, Mirylees and Ricketts

2) Declarations of Interest

There were no declarations of Interest.

**3) Applications Considered by the Planning & Licensing Consultative Group on Monday
16 November 2015**

Farnham Bourne

WA/2015/2046 Farnham Bourne Amy Radford

Erection of single storey side extension and alterations.
5 WINSTON WALK, FARNHAM GU10 3LX

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

WA/2015/2122 Farnham Bourne Karen Scarisbrick

Erection of detached double garage/log store.
13 OLD FRENHAM ROAD, LOWER BOURNE GU10 3HD

Farnham Town Council has no objections subject to the proposed garage/log store being in keeping with the Farnham Design Statement and being ancillary to the main dwelling.

WA/2015/2125 Farnham Bourne Kayleigh Taylor

Erection of single storey rear extension.
4 STREAM FARM CLOSE, LOWER BOURNE GU10 3PD

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

WA/2015/2045 Farnham Bourne Rachel Kellas

Erection of sports pavilion following demolition of existing sports pavilion.
THE BOURNE CRICKET CLUB, OLD FRENHAM ROAD, FARNHAM GU10 3PR

Farnham Town Council supports the erection of a sports pavilion, but would request that the views of residents be taken into consideration.

NMA/2015/0175 Farnham Bourne Mrs M Knight

Amendment to WA/2015/0573 to provide alterations to roof of garages. **Previous comments on 13.04.2015 were as follows: Farnham Town Council objects to this proposal. This is overdevelopment of this site on a narrow lane. Notwithstanding the unsuitability of the site, the design is totally out of keeping with the intrinsic character of the area.**
WHITE BEAM, 79A MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

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

WA/2015/2116 Farnham Bourne Ryan Snow

Erection of extensions and alterations to garage to create habitable accommodation; erection of car port.

THE LODGE, 2A LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement and remaining ancillary to the main dwelling.

WA/2015/2114 Farnham Bourne Rachel Kellas

Application under Section 73a for the variation of Condition 2 of planning permission WA/2012/2019 (approved plans) to allow alterations to foundations to lower dwelling into the landscape. **Previous comments on 24.01.2013 were as follows: Strongly object that this is contrary to BE3 semi-rural policy and contrary to C7, WBC's policy on loss of trees, which is quite**

significant in this application. Concerned this is 'garden grabbing' and if large gardens are part of the character locally they should be protected.

LAND AT 7 & 9 (PINE WOOD), PINE RIDGE DRIVE, FARNHAM GU10 3JW

Farnham Town Council STRONGLY OBJECTS to the use of Section 73a – the Appeal made it clear that this was a unique way of building and if a traditional style of build is required then a full planning application must be submitted.

Farnham Firgrove

WA/2015/2113 Farnham Firgrove Amy Radford

Construction of a dropped kerb for vehicle access.

CHERRYLYN, 62 RIDGWAY ROAD, FARNHAM GU9 8NS

Farnham Town Council has no objections.

Farnham Castle

WA/2015/2063 Farnham Castle Karen Scarisbrick

Erection of a detached dwelling.

LAND TO REAR OF 15 CRONDALL LANE, FARNHAM GU9 7BG

Farnham Town Council STRONGLY OBJECTS to this application, which is garden-grabbing and against the Farnham Design Statement and which will set a precedent for neighbouring properties. This would spoil the peaceful amenities of the bungalows in this narrow street.

WA/2015/2024 Farnham Castle Gemma Paterson

Display of illuminated and non-illuminated signs.

32 THE BOROUGH, FARNHAM GU9 7NJ

Farnham Town Council has no objections.

WA/2015/2111 Farnham Castle Karen Scarisbrick

Consent to display non-illuminated signs.

HOWETT THORPE, THE MILLENNIUM CENTRE, CROSBY WAY FARNHAM GU9 7XX

Farnham Town Council has no objections.

WA/2015/2078 Farnham Castle Kayleigh Taylor

Alterations to elevation.

FLAT 7, THE OLD KILN, CRONDALL LANE, FARNHAM GU9 7BQ

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

WA/2015/2119 Farnham Castle Amy Radford

Listed Building Consent for the erection of extension together with internal and external alterations including removal of external staircase.

26 WEST STREET, FARNHAM GU9 7DR

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement and the approval of the Listed Buildings Officer.

WA/2015/2118 Farnham Castle Amy Radford

Erection of extension together with internal and external alterations including removal of external staircase.

26 WEST STREET, FARNHAM GU9 7DR

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement and the approval of the Listed Buildings Officer.

Farnham Hale and Heath End

WA/2015/2057 Farnham Hale and Heath End Kayleigh Taylor

Erection of a detached garage.

86 FARNBOROUGH ROAD, FARNHAM GU9 9BE

Farnham Town Council has no objections subject to the garage being ancillary to the main dwelling.

WA/2015/2064 Farnham Hale and Heath End Rachel Kellas

Erection of single storey rear extension.

59 UPPER HALE ROAD, FARNHAM GU9 0NX

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

TM/2015/0166 Farnham Hale and Heath End Mr A Clout

Application for works to trees subject of Tree Preservation Order 24/07.

BEECH HOUSE, ALMA WAY, FARNHAM GU9 0QN

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

TM/2015/0161 Farnham Hale and Heath End Steve Tester

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

18 WHITE COTTAGE CLOSE, FARNHAM GU9 0NL

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

TM/2015/0163 Farnham Hale and Heath End Steve Tester

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

13 WHITE COTTAGE CLOSE, FARNHAM GU9 0NL

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

WA/2015/2127 Farnham Hale and Heath End Amy Radford

Erection of two storey extension following demolition of existing extensions.

57 ALMA WAY, FARNHAM GU9 0QH

Farnham Upper Hale

WA/2015/2108 Farnham Upper Hale Kayleigh Taylor

Erection of a two storey rear extension and alterations.

HIGHLANDS, 1 UPPER OLD PARK LANE, FARNHAM GU9 0AT

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

DW/2015/0054 Farnham Upper Hale Ryan Snow

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.595m, for which the height would be 3.2m, and for which the height of the eaves would be 2.9m.

41 OLD PARK CLOSE, FARNHAM GU9 0BQ

Farnham Town Council has no objections.

WA/2015/2095 Farnham Upper Hale

Karen Scarisbrick

Erection of extensions and alterations together with rear garden landscaping including raised decking.
7 WINDERMERE WAY, FARNHAM GU9 0DE

Farnham Town Council has no objections to the extensions and alterations but OBJECTS to the proposed decking due to the size and effect of overlooking the neighbours.

Farnham Moor Park

WA/2015/2069 Farnham Moor Park **Amy Radford**

Erection of single storey extension and alterations (revision of WA/2015/0309). **Previous comments on 09.03.2015 were as follows: Farnham Town Council has no objections subject to the extension being in line with the Farnham Design statement.**

LITTLE OAKS, 11 STONEYFIELDS, FARNHAM GU9 8DU

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

TM/2015/0156 Farnham Moor Park **Steve Tester**

Application for works to trees subject of Tree Preservation Order 23/11.
6 GREENACRES, FARNHAM GU10 1QH

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

WA/2015/2077 Farnham Moor Park **Ryan Snow**

Erection of extensions and alterations to provide a two storey dwelling following demolition of existing 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.

WA/2015/2109 Farnham Moor Park **Kayleigh Taylor**

Erection of two storey rear extension and alterations following demolition of existing extension.
PARK LODGE, 27 LOWER SOUTH VIEW FARNHAM GU9 7LB

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

WA/2015/2048 Farnham Moor Park **Karen Scarisbrick**

Application under Section 73 to vary Condition 1 of WA/2015/0016 (approved plan numbers) to allow alterations to layout and elevations. **Previous comments on 26.01.2015 were as follows: Farnham Town Council strongly objects to this application, which is garden grabbing and inappropriate development in the green belt.**

QUERNSMUIR COTTAGE, 19 SANDS ROAD, FARNHAM
GU10 1PX

Farnham Town Council is surprised this application was given permission in the green belt and suggests any changes be appropriate for development within the green belt.

Farnham Shortheath and Boundstone

NMA/2015/0173 Farnham Shortheath and Boundstone **Mrs M Knight**

Amendment to WA/2015/1300 to provide alterations to roof. **Previous comments on 13.07.2015 were as follows: Farnham Town Council has no objections.**

12 BIRCH CLOSE, FARNHAM GU10 4TJ

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

WA/2015/2076 Farnham Shortheath and Boundstone Amy Radford

Application under Section 73A to vary Condition 6 of WA/2012/0255 (approved plans) to allow construction of garden wall to the front boundary. **Previous comments: Approved after consideration on 08.03.2012.**

PRIVETT COTTAGE, SUNNYDELL LANE, FARNHAM GU10 4RB

Farnham Town Council prefers green boundaries in keeping with the Farnham Design Statement.

Farnham Wrecclesham and Rowledge

WA/2015/2047 Farnham Wrecclesham and Rowledge Amy Radford

Erection of single storey extension following demolition of existing garage.

PADDOCK WOOD, SUMMERFIELD LANE, FRENHAM GU10 3AN

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

WA/2015/2073 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Erection of a single storey side and rear extensions.

9 ECHO BARN LANE, WRECCLESHAM GU10 4NQ

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

TM/2015/0162 Farnham Wrecclesham and Rowledge Steve Tester

Application to remove a tree subject of Tree Preservation Order WA194.

1 SHORTHEATH VIEW, SCHOOL HILL, WRECCLESHAM GU10 4QD

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

NMA/2015/0176 Farnham Wrecclesham and Rowledge Mrs M Knight

Amendment to WA/2013/1667 to provide alterations to elevation. **Previous comments on 31.10.2013 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.**

14 SCHOOL HILL, FARNHAM GU10 4QD

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

CA/2015/0117 Farnham Wrecclesham and Rowledge Mr A Clout

WRECCLESHAM FARNHAM CONSERVATION AREA.

Removal of 1x cherry ssp. and 1x ash.

OLD FORGE COTTAGE, 96 THE STREET, WRECCLESHAM GU10 4QR

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

WA/2015/2056 Farnham Wrecclesham and Rowledge Ryan Snow

Erection of single-storey extension to annexe.

THE ANNEXE, 2A SCHOOL ROAD, FARNHAM GU10 4BW

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

WA/2015/2085 Farnham Wrecclesham and Rowledge Gemma Paterson

Construction of a soil bank to allow increase of yard area following removal of existing soil bank.
SURREY SAWMILLS, 70 WRECCLESHAM HILL, WRECCLESHAM GU10 4JX

WA/2015/2081 Farnham Wrecclesham and Rowledge Rachel Kellas

Alterations to roof to provide habitable accommodation including installation of roof lights (Revision of WA/2015/1582) **Previous comments on 07.09.2015 were as follows: Farnham town Council objects to the size of the dormer windows that are massive and would have an adverse effect on the residential amenities of the neighbours.**

68 GREENFIELD ROAD FARNHAM GU9 8TJ

Farnham Town Council has no objections to the alterations.

Farnham Weybourne and Badshot Lea

WA/2015/2074 Farnham Weybourne and Badshot Lea Kayleigh Taylor

Erection of extensions and alterations following demolition of existing conservatory.
140 BADSHOT PARK, BADSHOT LEA GU9 9NF

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

WA/2015/2097 Farnham Weybourne and Badshot Lea Amy Radford

Certificate of Lawfulness under Section 191 for the erection of a single-storey rear extension.
34 WOODBOURNE, FARNHAM GU9 9EE

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

WA/2015/2107 Farnham Weybourne and Badshot Lea Karen Scarisbrick

The erection of a single storey assembly/examination hall building (revision of WA/2015/1186).
Previous comments on 29.06.2015 were as follows: **Farnham Town Council has no objections subject to the proposed build and materials being in keeping with the existing structure and in line with the Farnham Design Statement. The Town Council is very concerned that Surrey County Council, the Education and Highway Authority fail to address the issue of increased traffic congestion and road safety about the entrances of three major schools on the Weybourne Road. The continued expansion of the facilities at these schools compounds the issue and needs to be addressed as a whole and not as isolated cases.**

FARNHAM HEATH END SCHOOL, HALE REEDS, FARNHAM GU9 9BN

Farnham Town Council has no objections subject to the proposed build and materials being in keeping with the existing structure and in line with the Farnham Design Statement. The Town Council is very concerned that Surrey County Council, the Education and Highway Authority fail to address the issue of increased traffic congestion and road safety about the entrances of three major schools on the Weybourne Road. The continued expansion of the facilities at these schools compounds the issue and needs to be addressed as a whole and not as isolated cases.

Members reconsidered the application that was received for a variation of premises licence for

The Botanist (formerly Cafe Rouge), 4-5 Town Hall Buildings, The Borough, Farnham

Farnham Town Council's comments on 19 October 2015 were as follows:

Farnham Town Council objects to the licensing hours and would suggest that they be more in line with nearby premises such as the Marlborough Head:-

Sun - Thu 11:00 - 23:00

Fri - Sat 11:00 - 0:00

Farnham Town Council's comments on 16 November 2015 were as follows:

Farnham Town Council is satisfied that WBC has accepted the amendments and that our objection has been revoked, subject to no extension of licensed hours at the above premises.

Members also agreed that the Town Clerk be delegated to write to Waverley Borough Council on the following matters:

1. The lack of information given on applications for works to trees in Farnham.
2. The number and frequency of Section 73A applications.

Recommendation to Council:

That the Town Clerk write to Waverley Borough Council on the following matters:

1. The lack of information given on applications for works to trees in Farnham.
2. The number and frequency of Section 73 & 73A applications.

The meeting closed at 10.40am

Notes by Ginny Gordon and Rachel Aves



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 30 November 2015

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

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

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon, Rachel Aves

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

1) Apologies

Cllrs Hargreaves and Ricketts

2) Declarations of Interest

There were no declarations of Interest.

**3) Applications Considered by the Planning & Licensing Consultative Group on Monday
30 November 2015**

Farnham Bourne

WA/2015/2165 Farnham Bourne Ryan Snow

Erection of a two storey extension and alterations including a dormer window following demolition of existing extension.

MILESTONES, 2 PINE RIDGE DRIVE, LOWER BOURNE GU10 3JW

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

TM/2015/0170 Farnham Bourne Steve Tester

Application for works to a tree subject of Tree Preservation Order 24/05.

15 LODGE HILL ROAD, FARNHAM GU10 3QN

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

NMA/2015/0180 Farnham Bourne Mrs M Knight

Amendment to WA/2014/0583 to provide alterations to elevations. **Previous comments on 28.04.2014 were as follows: Farnham Town Council has no objections subject to the alterations and extensions being in keeping the street scene and the materials in keeping with existing.**

20 VICARAGE HILL, FARNHAM GU9 8HJ

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

TM/2015/0174 Farnham Bourne Mr A Clout

Application for removal of trees subject of Tree Preservation Order WA116.

6 HANDSEL COTTAGE, OLD CHURCH LANE, FARNHAM GU9 8HQ

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

CA/2015/0122 Farnham Bourne Mr A Clout

OLD CHURCH LANE FARNHAM CONSERVATION AREA.

Removal of trees.

6 HANDSEL COTTAGE, OLD CHURCH LANE, FARNHAM GU9 8HQ

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

WA/2015/2215 Farnham Bourne Amy Radford

Erection of a single storey extension with balcony and construction of elevated patio.

59 BURNT HILL ROAD, FARNHAM GU10 3NA

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

WA/2015/2135 Farnham Bourne Amy Radford

Erection of side extension and alterations (revision of WA/2015/1939). **Farnham Town Council objects to the proposed extension and alterations in this unmade, narrow lane. It is overdevelopment of the site, out of keeping with the street scene and will have an adverse effect on the neighbours' amenities.**

WHITE HOUSE, VALLEY LANE, LOWER BOURNE GU10 3NQ

Farnham Town Council objects to the proposed extension and alterations in this unmade, narrow lane. It is overdevelopment of the site, out of keeping with the street scene and will have an adverse effect on the neighbours' amenities.

Farnham Castle

NMA/2015/0181 Farnham Castle Mrs M Knight

Amendment to WA/2015/1669 to alter description from 1,300mm dish to 300mm dish. **Previous comments on 21.09.2015 were as follows: Farnham Town Council has no objections.**

ST JOHNS AMBULANCE, LION AND LAMB WAY, FARNHAM GU9 7PY

Farnham Town Council has no objections.

WA/2015/2143 Farnham Castle Rachel Kellas

Erection of detached garage together with ancillary accommodation following demolition of existing outbuildings

KEEPERS COTTAGE, MIDDLE OLD PARK, FARNHAM GU10 5EA

Farnham Town Council has no objection subject to the alterations being in keeping with the Farnham Design Statement and the accommodation remaining ancillary to the main dwelling.

WA/2015/2133 Farnham Castle Karen Scarisbrick

Listed Building consent for the erection of an advertisement.

TOWN HALL BUILDINGS, 4-5 THE BOROUGH, FARNHAM GU9 7ND

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

WA/2015/2132 Farnham Castle Karen Scarisbrick

Display of illuminated sign.

TOWN HALL BUILDINGS, 4-5 THE BOROUGH, FARNHAM GU9 7ND

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

WA/2015/2134 Farnham Castle Karen Scarisbrick

Listed Building consent for internal and external alterations and installation of external plant.

TOWN HALL BUILDINGS, 4-5 THE BOROUGH, FARNHAM GU9 7ND

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

NMA/2015/0178 Farnham Castle Mrs M Knight

Amendment to WA/2015/0965 to provide an increase in ridge height, changes to elevations and internal alterations. **Previous comments on 08.06.2015 were as follows: Farnham Town Council objects to the overdevelopment this application would cause and the problems for extra parking in an already busy lane.**

26 MEAD LANE, FARNHAM GU9 7DY

Farnham Town Council OBJECTS to this application. It is overdevelopment and would cause problems due to the need for extra parking in an already busy lane.

WA/2015/2210 Farnham Castle Gemma Paterson

Outline application for the erection of 3 detached dwellings with access and layout only (revision of WA/2015/1089). **Previous comments on 29.06.2015 were as follows: Farnham Town Council strongly objects to this outline application which is garden grabbing and against the Farnham Design Statement. It is located on a dangerous bend and the Town Council is concerned that a leafy, deciduous area has already been affected by the felling of trees. It is also over development in conjunction with other proposed developments on the area.**

LAND AT PILGRIMS WAY, 40 CRONDALL LANE, FARNHAM GU9 7DQ

Farnham Town Council STRONGLY OBJECTS to this outline application which is garden grabbing and against the Farnham Design Statement. It is located on a dangerous bend and the Town Council is concerned that a leafy, deciduous area has already been affected by the felling of trees. It is also over development in conjunction with other proposed developments on the area.

WA/2015/2188 Farnham Castle Rachel Kellas

Listed Building consent for internal and external alterations.

2 - 3 THE BOROUGH, FARNHAM GU9 7NA

Farnham Town Council strongly objects to this application which is over development of the site with a poor quality design. The Listed Buildings and Conservation Officers should be consulted with regard to this application where better quality designs are expected in the Conservation area where there is also a lack of parking.

WA/2015/2177 Farnham Castle Rachel Kellas

Listed Building consent for change of use from A2 offices to C3 residential with external alterations.

104B WEST STREET FARNHAM GU9 7EN

Farnham Town Council has no objection.

Farnham Firgrove

WA/2015/2168 Farnham Firgrove Karen Scarisbrick

Erection of 2 outbuildings to provide an external plant room with associated services gantry and secure storage; construction of secure compounds and waste tanks for chemicals and gas containers, siting of chiller units together with associated works. Alt

CHAPMAN HOUSE, FARNHAM BUSINESS PARK, WEYDON LANE, FARNHAM GU9 8QL

Farnham Town Council has no objection.

DW/2015/0055 Farnham Firgrove Ryan Snow

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.55m, for which the height would be 3.2m, and for which the height of the eaves would be 3.0m.

33 UPPER WAY, FARNHAM GU9 8RG

Farnham Town Council has no objection.

WA/2015/2176 Farnham Firgrove Amy Radford

Erection of extension to existing garage; new roof to whole unit.

60 UPPER WAY, FARNHAM GU9 8RF

Farnham Town Council has no objection.

Farnham Hale and Heath End

WA/2015/2140 Farnham Hale and Heath End Kayleigh Taylor

Erection of extensions and alterations.

12 HIGHLANDS ROAD, FARNHAM GU9 0LX

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.

WA/2015/2156 Farnham Hale and Heath End Rachel Kellas

Application under Section 73 to remove Condition 11 of WA/2014/1947

(APP/R3650/W/15/3005081) relating to accesses. **Previous comments on 10.11.2014 were as follows: Farnham Town Council objects to this application and is concerned at the lack of pub parking when there is little alternative parking in the area.**

THE LOBSTER POT, 40 UPPER HALE ROAD, FARNHAM GU9 0NS

Farnham Town Council objects to this application to remove a condition imposed by the inspectorate on appeal. In his imposition of this condition, the inspector was of the opinion that the condition satisfied that it was necessary, fair, relevant, reasonable and practicable to do so. There are sound and clear reasons that this condition should remain in force. This application under Section 73 should not be allowed, as if it were, the permission would no longer comply with Policy M2 of the Local Plan 2002. Paragraph 4 of the inspectors report on the appeal decision, refers directly to his consideration of this condition and should not be ignored.

WA/2015/2155 Farnham Hale and Heath End Amy Radford

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

6 BETHEL LANE, FARNHAM GU9 0QA

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

Farnham Upper Hale

WA/2015/2157 Farnham Upper Hale Amy Radford

Erection of single storey rear extension and alterations following demolition of existing conservatory; alteration to part of existing garage to provide habitable accommodation.

16 NEWMANS COURT, FARNHAM GU9 0SJ

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.

WA/2015/2158 Farnham Upper Hale Rachel Kellas

Erection of a timber outbuilding.

20 FOLLY HILL, FARNHAM GU9 0BD

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. The outbuilding should remain ancillary to the main dwelling.

WA/2015/2137 Farnham Upper Hale Rachel Kellas

Erection of 2 dwellings and associated parking.

LAND AT REAR OF 102 & 104, UPPER HALE ROAD, FARNHAM GU9 0PB

Farnham Town Council has no objections.

WA/2015/2212 Farnham Upper Hale

Ryan Snow

Erection of new fencing and gates.

169 UPPER HALE ROAD, FARNHAM GU9 0JE

Whilst Farnham Town council has no objections to the fencing and notes the improvement the fencing will make to the property, it regrets the lack of green hedging in line with the Farnham Design Statement.

Farnham Moor Park

WA/2015/2147 Farnham Moor Park

Gemma Paterson

Erection of a 5 loose box stable for the purposes of keeping horses, change for use of land from agricultural to equestrian.

LAND EAST OF BRIDLEWAY 186 CENTRED COORDINATES 486985 147072, CROOKSBURY ROAD, FARNHAM GU10 1QF

Farnham Town Council STRONGLY OBJECTS the loss of agricultural land and objects to building in AONB.

WA/2015/2161 Farnham Moor Park

Gemma Paterson

Display of illuminated and non illuminated signs.

PACE HOUSE, CAMBRIDGE PLACE, EAST STREET, FARNHAM GU9 7RX

Farnham Town Council has no objections.

WA/2015/2160 Farnham Moor Park

Gemma Paterson

Change of use from D1 (nursery) to D2 (fitness studio/gym) with ancillary cafe.

PACE HOUSE, CAMBRIDGE PLACE, EAST STREET, FARNHAM GU9 7RX

Farnham Town Council has no objections.

WA/2015/2166 Farnham Moor Park

Gemma Paterson

Erection of dwelling and detached garage/store room following demolition of existing dwellings and garages.

GREEN TREES, 50 CROOKSBURY ROAD, FARNHAM GU10 1QB

Farnham Town Council objects to the position of the proposed new dwelling in the plot and the adverse effects on the neighbours' amenities.

WA/2015/2184 Farnham Moor Park

Ryan Snow

Erection of extensions.

29 BROOMLEAF ROAD, FARNHAM GU9 8DG

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement.

Farnham Shortheath and Boundstone

WA/2015/2204 Farnham Shortheath and Boundstone

Amy Radford

Erection of a porch following demolition of existing porch.

51 SANDROCK HILL ROAD, FARNHAM GU10 4RJ

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.

WA/2015/2149 Farnham Shortheath and Boundstone Karen Scarisbrick

Alterations to chapel, together with the insertion of 4 roof lights to form new dwelling (revision of WA/2015/1680). **Previous comments on 21.09.2015 were as follows: Farnham Town Council has no objections.**

CHAPEL, GREEN LANE, FARNHAM GU9 8PT
Farnham Town Council has no objections.

WA/2015/2205 Farnham Shortheath and Boundstone Amy Radford

Certificate of Lawfulness under Section 192 for the erection of a single storey rear extension following demolition of existing garage.

PIPPINS, VINE WAY, WRECCLESHAM GU10 4TB
Farnham Town Council has no objections.

WA/2015/2181 Farnham Shortheath and Boundstone Karen Scarisbrick

Erection of two storey extension and alterations including dormer windows following demolition of existing detached garage.

42A SHORTHEATH ROAD, FARNHAM GU9 8SL

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.

Farnham Weybourne and Badshot Lea

TM/2015/0171 Farnham Weybourne and Badshot Lea Mr A Clout

Application for works to and removal of trees subject of Tree Preservation Order Far38.
LAND AT HALE PLACE HEATHEND FARNHAM GU9 9BJ

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

WA/2015/2162 Farnham Weybourne and Badshot Lea Ryan Snow

Use of land and works to provide vehicular access and driveway to commercial buildings.
THE DAIRY STUDIOS, RUNFOLD ST GEORGE, FARNHAM GU10 1PL

Farnham Town Council has no objections.

WA/2015/2207 Farnham Weybourne and Badshot Lea Karen Scarisbrick

Alterations to elevations and demolition of a building.

LOWER WEYBOURNE LANE DEPOT, LOWER WEYBOURNE LANE, FARNHAM GU9 9HP
Farnham Town Council has no objections.

Farnham Wrecclesham and Rowledge

TM/2015/0168 Farnham Wrecclesham and Rowledge Steve Tester

Application for works to and removal of trees subject of Tree Preservation Order 09/01.
13 SOLFERINO, GREYSTEAD PARK, FARNHAM GU10 4NB

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

TM/2015/0172 Farnham Wrecclesham and Rowledge Mr A Clout

Application for removal of tree subject of Tree Preservation Order WA142.
118C THE OAKS, BOUNDSTONE ROAD, ROWLEDGE GU10 4AU

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

CA/2015/0121 Farnham Wrecclesham and Rowledge
WRECCLESHAM CONSERVATION AREA.

Mr A Clout

T1 Field Maple - Crown raise to 3m from ground level.

- Crown thin by a maximum of 25%.

- Prune clear to obtain a clearance of 1.5m from building.

8 POTTERY COURT, WRECCLESHAM GU10 4QW

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

Appendix C

To consider applications which result in a net increase 5 or more dwellings

Farnham Wrecclesham and Rowledge

Rachel Kellas

WA/2015/2163 Farnham Wrecclesham and Rowledge

Erection of 65 new dwellings, including 26 affordable, following demolition of existing buildings with associated access, car and secure cycle parking, landscaping and servicing.

GARDEN STYLE NURSERY, WRECCLESHAM HILL, WRECCLESHAM GU10 4JX

Farnham Town Council has no objections and welcomes the variety of design in line with the Conservation Area on this sensitive site. The Town Council would also welcome such additions as allotments on any available green spaces.

Farnham Castle

WA/2015/2185 Farnham Castle

Rachel Kellas

Change of use and alterations to provide 13 dwellings at first and second floor, with ground floor entrance area and bicycle storage and refuse facility.

2 - 3 THE BOROUGH, FARNHAM GU9 7NA

Farnham Town Council strongly objects to this application which is over development of the site with a poor quality design. The Listed Buildings and Conservation Officers should be consulted with regard to this application where better quality designs are expected in the Conservation area where there is also a lack of parking.

Members discussed the emerging Waverley Spatial Strategy and it was agreed that this should be considered by the Strategy and Finance Working Group and that whilst the Borough Council were not formally consulting on the strategy, the Town Council should write to WBC with its observations.

Date of next meeting was agreed as Monday 21 December 2015.

The meeting closed at 10.25am

Notes by Ginny Gordon and Rachel Aves

**Farnham Town Council
Budget Detail - By Committee**

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>		<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD		Next Year Budget
<u>Strategy & Finance</u>						
100	Professional Services & Admin					
4000	Salaries	39,550	51,170	19,376		45,000
4001	Agency/Contract Staffing	9,814	0	0		0
4030	Staff Training	0	1,500	631		1,500
4041	Staff Travel	799	0	15		0
4400	Stationery	56	500	0		500
4411	Publications, books etc	0	500	0		500
4415	Printing & Design (External)	336	0	315		0
4426	Publicity and newsletter	0	0	750		0
4440	Telephones	1,425	1,200	572		1,000
4455	Postages & Distribution	278	0	0		0
4480	IT Equipment	6,467	5,000	1,648		5,000
4481	Web Site	14,340	10,000	8,368		15,000
4482	IT Support	8,485	12,000	6,795		10,000
4550	Bank Charges	2,808	2,500	1,377		2,500
4555	Legal & professional Fees	6,297	9,500	2,800		5,000
4560	Accountancy & Payroll Costs	5,597	5,000	2,936		5,000
4570	Audit Fees	4,538	4,500	2,109		4,500
4585	OLD CODE now merged with 4555	560	0	0		0
	OverHead Expenditure	101,351	103,370	47,691		95,500
1915	Bank Charges reimbursement	14	0	20		0
	Total Income	14	0	20		0
	Total Income	0	0	0		0
100	Net Expenditure	101,337	103,370	47,671		95,500

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

	<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Next Year Budget</u>
110 Governance & Democratic				
4000 Salaries	63,162	77,750	43,649	70,000
4001 Agency/Contract Staffing	14,347	0	12,496	18,000
4020 Additional Staffing & Events	380	0	0	0
4030 Staff Training	198	2,000	733	2,000
4041 Staff Travel	217	2,000	604	2,000
4050 Staff Recruitment/Advertising	579	1,000	899	1,500
4100 Rent	2,500	0	0	0
4130 Insurance	9,383	11,000	9,470	12,500
4140 Office Costs	314	0	0	0
4170 Property Maintenance/Refurbish	9,223	20,000	1,919	20,000
4181 Equipment Maintenance	0	0	21	0
4182 Equipment Purchase	9,590	0	476	1,000
4195 Alarms - Fire, Security	119	0	0	0
4205 Waste Disposal	292	0	44	0
4400 Stationery	267	1,000	602	1,000
4410 Photocopying Charges	1,841	2,750	472	2,500
4411 Publications, books etc	0	500	0	250
4415 Printing & Design (External)	808	1,000	496	1,000
4425 Advertising	0	1,000	100	0
4426 Publicity and newsletter	0	5,250	229	1,500
4440 Telephones	1,150	1,200	180	1,700
4455 Postages & Distribution	1,829	4,700	3,032	3,000
4460 Subscriptions & Memberships	4,215	5,500	3,560	5,000
4501 Mayoral Allowance 2014-15	2,700	0	0	0

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
4502	Mayoral Allowance 2015-16	0	2,700	133	0
4503	Mayoral Allowance 2016-17	0	0	0	2,700
4520	Members' Travel	0	200	0	200
4525	Members' Training	436	3,500	11	1,500
4540	Civic & Community Functions	5,431	5,000	1,767	5,000
4541	Christmas Civic Carol Concert	1,960	0	0	2,000
4545	Twinning/Partnerships Expenses	1,100	1,000	252	2,000
4999	Miscellaneous Expenses	25	0	0	0
	OverHead Expenditure	132,067	149,050	81,144	156,350
1202	Income - Contributions	150	0	0	2,000
	Total Income	150	0	0	2,000
	110 Net Expenditure	131,917	149,050	81,144	154,350
120	<u>Office & Customer Services</u>				
4000	Salaries	39,335	41,400	19,493	40,000
4001	Agency/Contract Staffing	16,120	0	12,032	12,000
4030	Staff Training	0	0	835	500
4041	Staff Travel	19	0	53	0
4050	Staff Recruitment/Advertising	0	0	505	0
4110	Rates, rent	18,798	26,900	12,818	26,000
4115	Water Charges	138	500	0	0
4120	Energy Costs	6,075	4,000	0	4,000
4140	Office Costs	1,789	2,000	1,240	2,000
4170	Property Maintenance/Refurbish	1,026	0	3,249	0

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
4182	Equipment Purchase	1,785	0	0	0
4195	Alarms - Fire, Security	2,310	1,500	330	2,000
4205	Waste Disposal	494	600	280	550
4400	Stationery	3,559	200	1,116	1,000
4410	Photocopying Charges	0	0	644	400
4426	Publicity and newsletter	0	0	1,175	0
4440	Telephones	806	600	89	600
4455	Postages & Distribution	161	0	278	0
	OverHead Expenditure	<u>92,416</u>	<u>77,700</u>	<u>54,139</u>	<u>89,050</u>
1204	Bookings/Hire	545	0	163	0
1999	Miscellaneous Income	1,798	0	147	0
	Total Income	<u>2,342</u>	<u>0</u>	<u>310</u>	<u>0</u>
120	Net Expenditure	90,073	77,700	53,829	89,050
130	Grants				
4800	Grants	20,383	20,440	23,021	20,500
4801	Grant - Farnham Maltings	12,800	12,800	12,800	13,000
4802	Grant - Citizens Advice Bureau	15,360	15,360	15,360	15,500
4803	Grant - 40 Degreez	3,400	3,400	3,400	3,500
4804	Small Grants	1,985	2,000	601	2,000
	OverHead Expenditure	<u>53,928</u>	<u>54,000</u>	<u>55,182</u>	<u>54,500</u>
1999	Miscellaneous Income	0	0	1,200	0
	Total Income	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>0</u>
130	Net Expenditure	53,928	54,000	53,982	54,500

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
140	<u>Planning</u>				
4000	Salaries	25,347	28,150	18,022	28,000
4001	Agency/Contract Staffing	44,471	0	0	0
4030	Staff Training	0	500	0	0
4120	Energy Costs	30	0	0	0
4140	Office Costs	21	0	20	0
4400	Stationery	23	300	0	300
4410	Photocopying Charges	3,229	625	107	800
4411	Publications, books etc	55	0	0	0
4415	Printing & Design (External)	98	0	0	0
4425	Advertising	16	0	0	0
4426	Publicity and newsletter	0	0	83	0
4440	Telephones	201	250	38	200
4455	Postages & Distribution	171	410	48	400
4460	Subscriptions & Memberships	0	0	180	0
4820	Neighbourhood Plan	6,657	0	174	0
4999	Miscellaneous Expenses	12	0	0	0
	OverHead Expenditure	80,332	30,235	18,673	29,700
	140 Net Expenditure	80,332	30,235	18,673	29,700
141	<u>Elections</u>				
4821	Elections	0	7,000	0	7,000
	OverHead Expenditure	0	7,000	0	7,000
	141 Net Expenditure	0	7,000	0	7,000

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
142	<u>Neighbourhood Plan</u>				
4000	Salaries	0	0	3,336	10,000
4001	Agency/Contract Staffing	0	35,000	3,569	35,000
4415	Printing & Design (External)	0	0	0	5,000
	OverHead Expenditure	0	35,000	6,906	50,000
	142 Net Expenditure	0	35,000	6,906	50,000
145	<u>Publicity</u>				
4822	Publicity and newsletter	4,400	0	0	0
	OverHead Expenditure	4,400	0	0	0
	145 Net Expenditure	4,400	0	0	0
150	<u>Other Operating Income/Costs</u>				
4002	Actuarial Contribution	8,000	8,000	0	8,000
4910	Loan Repayments	10,227	10,227	10,227	10,227
6666	Bad Debt Write Offs	0	0	1,562	0
	OverHead Expenditure	18,227	18,227	11,789	18,227
1900	Precept	932,313	961,057	961,057	0
1905	Local Parish Council Tax Grant	27,335	23,235	23,230	17,500
1910	Interest Received	5,485	4,500	4,304	5,000
1999	Miscellaneous Income	100	0	0	0
	Total Income	965,233	988,792	988,591	22,500
	150 Net Expenditure	-947,006	-970,565	-976,803	-4,273

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
160	<u>Wrecclesham Community Centre</u>				
4170	Property Maintenance/Refurbish	898	4,500	368	3,500
4195	Alarms - Fire, Security	1,749	3,100	789	2,000
4205	Waste Disposal	298	0	0	0
	OverHead Expenditure	2,945	7,600	1,157	5,500
1000	Hall & Room Lettings Income	3,375	3,700	2,250	4,500
	Total Income	3,375	3,700	2,250	4,500
	160 Net Expenditure	-430	3,900	-1,093	1,000
170	<u>Community Development</u>				
4000	Salaries	14,474	25,000	7,429	20,000
4425	Advertising	582	1,000	0	1,000
4426	Publicity and newsletter	0	0	125	0
4613	Community Events	0	0	9	0
4806	Sandy Hill Bungalow	0	2,000	2,000	2,000
	OverHead Expenditure	15,056	28,000	9,563	23,000
1202	Income - Contributions	0	0	8,000	0
	Total Income	0	0	8,000	0
	170 Net Expenditure	15,056	28,000	1,563	23,000
171	<u>Community Safety</u>				
4120	Energy Costs	318	300	126	300

Farnham Town Council
Budget Detail - By Committee

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>		<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD		Next Year Budget
4190	CCTV	4,474	8,200	1,865		7,500
4196	Crime Prevention	448	500	0		500
4613	Community Events	1,023	0	0		0
	OverHead Expenditure	<u>6,264</u>	<u>9,000</u>	<u>1,991</u>		<u>8,300</u>
1202	Income - Contributions	0	0	527		0
	Total Income	<u>0</u>	<u>0</u>	<u>527</u>		<u>0</u>
	171 Net Expenditure	6,264	9,000	1,465		8,300
175	<u>Localism - New Initiatives/Pro</u>					
4000	Salaries	4,033	1,600	5,625		4,000
4182	Equipment Purchase	13,752	0	0		0
4807	Community Initiatives	0	38,235	10,000		55,000
4999	Miscellaneous Expenses	1,200	0	0		0
	OverHead Expenditure	<u>18,986</u>	<u>39,835</u>	<u>15,625</u>		<u>59,000</u>
	175 Net Expenditure	18,986	39,835	15,625		59,000
199	<u>Rechargeable Costs</u>					
4001	Agency/Contract Staffing	6	0	1,392		0
4440	Telephones	0	0	575		0
4455	Postages & Distribution	0	0	779		0
	OverHead Expenditure	<u>6</u>	<u>0</u>	<u>2,746</u>		<u>0</u>
1999	Miscellaneous Income	6	0	9		0
	Total Income	<u>6</u>	<u>0</u>	<u>9</u>		<u>0</u>

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
	Total Income	0	0	0	0
	199 Net Expenditure	0	0	2,738	0
910	<u>Wrecclesham Community Centre R</u>				
4170	Property Maintenance/Refurbish	89,411	0	0	0
4585	OLD CODE now merged with 4555	3,393	0	0	0
	OverHead Expenditure	92,803	0	0	0
1200	Grants Income	49,250	0	2,194	0
1202	Income - Contributions	55,936	0	0	0
	Total Income	105,186	0	2,194	0
	910 Net Expenditure	-12,383	0	-2,194	0
920	<u>Council Offices Refurbishment</u>				
4170	Property Maintenance/Refurbish	4,762	0	0	0
4585	OLD CODE now merged with 4555	250	0	0	0
	OverHead Expenditure	5,012	0	0	0
	Total Income	0	0	0	0
	920 Net Expenditure	5,012	0	0	0
	Strategy & Finance - Expenditure	623,791	559,017	306,605	596,127
	Income	1,076,306	992,492	1,003,101	29,000
	Net Expenditure	-452,515	-433,475	-696,496	567,127

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
<u>Community Enhancement</u>					
<u>200</u>	<u>Grounds Services</u>				
4000	Salaries	10,379	15,000	7,983	10,000
4030	Staff Training	1,043	1,000	125	1,000
4070	Protective Clothing	989	1,000	576	1,000
4110	Rates, rent	3,627	3,865	2,464	4,000
4120	Energy Costs	920	1,200	208	1,200
4140	Office Costs	183	0	116	0
4170	Property Maintenance/Refurbish	2,643	2,500	308	2,500
4176	Cleaning consumables	339	0	435	500
4181	Equipment Maintenance	2,020	2,700	1,887	2,500
4182	Equipment Purchase	2,407	0	60	1,000
4195	Alarms - Fire, Security	232	1,900	350	750
4205	Waste Disposal	193	0	0	0
4300	Vehicle Costs - Fuel	4,675	7,000	2,742	7,000
4301	Vehicle Costs - LPG	734	1,500	656	1,500
4302	Vehicle Costs - Maintenance	3,254	2,000	2,436	3,000
4303	Vehicle Costs - Road Tax	683	750	-188	750
4310	New Vehicles/Machinery	0	0	32,171	0
4400	Stationery	51	300	23	300
4440	Telephones	3,769	3,500	1,813	3,500
4460	Subscriptions & Memberships	150	0	150	0
	OverHead Expenditure	38,291	44,215	54,316	40,500
	Total Income	0	0	0	0
200	Net Expenditure	38,291	44,215	54,316	40,500

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
<u>201</u>	<u>Highways</u>				
4000	Salaries	3,800	5,000	0	5,000
4001	Agency/Contract Staffing	589	0	0	0
4170	Property Maintenance/Refurbish	0	0	1,583	1,500
4175	Graffiti Removal	900	0	1,100	1,500
4176	Cleaning consumables	36	6,300	0	5,000
4702	Equipment Hire	0	2,500	0	1,500
	OverHead Expenditure	5,326	13,800	2,683	14,500
1522	Surrey Highways Contract	10,202	13,800	9,227	7,000
	Total Income	10,202	13,800	9,227	7,000
	201 Net Expenditure	-4,876	0	-6,544	7,500
<u>205</u>	<u>War Memorial</u>				
4170	Property Maintenance/Refurbish	904	14,400	7	7,000
4415	Printing & Design (External)	107	0	0	0
	OverHead Expenditure	1,011	14,400	7	7,000
	205 Net Expenditure	1,011	14,400	7	7,000
<u>210</u>	<u>Farnham In Bloom</u>				
4000	Salaries	69,001	72,500	46,932	70,000
4020	Additional Staffing & Events	140	0	0	0
4041	Staff Travel	17	0	0	0
4115	Water Charges	24	600	3	150

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
4120	Energy Costs	1,426	900	104	1,200
4140	Office Costs	834	1,000	418	0
4400	Stationery	95	500	114	500
4410	Photocopying Charges	502	750	129	750
4411	Publications, books etc	200	0	0	0
4415	Printing & Design (External)	587	2,000	1,223	1,500
4425	Advertising	235	500	0	0
4426	Publicity and newsletter	0	0	2,281	0
4440	Telephones	283	330	49	350
4455	Postages & Distribution	248	640	76	500
4540	Civic & Community Functions	0	0	1,252	2,000
4585	OLD CODE now merged with 4555	950	0	0	0
4610	Horticultural Supplies	8,036	10,000	2,037	10,000
4611	Plants and Flowers	10,766	10,000	2,290	10,000
4613	Community Events	-20	0	0	0
	OverHead Expenditure	93,324	99,720	56,907	96,950
1201	Sponsorship Income (+VAT)	8,550	12,000	8,950	12,000
1202	Income - Contributions	6,140	8,000	5,580	8,000
1203	Donations - Income	0	500	300	0
	Total Income	14,690	20,500	14,830	20,000
	210 Net Expenditure	78,634	79,220	42,077	76,950
<u>220</u>	<u>Other Open Spaces</u>				
4170	Property Maintenance/Refurbish	170	0	0	0

Budget Detail - By Committee

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>		<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD		Next Year Budget
4181	Equipment Maintenance	0	1,300	0		1,000
4830	Blackwater Valley CMS	1,500	1,500	1,500		1,500
	OverHead Expenditure	<u>1,670</u>	<u>2,800</u>	<u>1,500</u>		<u>2,500</u>
1204	Bookings/Hire	50	0	25		0
1999	Miscellaneous Income	747	0	0		0
	Total Income	<u>797</u>	<u>0</u>	<u>25</u>		<u>0</u>
	220 Net Expenditure	873	2,800	1,475		2,500
230	<u>Library Gardens</u>					
6666	Bad Debt Write Offs	200	0	0		0
	OverHead Expenditure	<u>200</u>	<u>0</u>	<u>0</u>		<u>0</u>
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
	230 Net Expenditure	200	0	0		0
240	<u>Allotments</u>					
4000	Salaries	10,693	10,500	8,385		11,000
4115	Water Charges	2,224	2,500	506		2,500
4140	Office Costs	7	200	3		200
4170	Property Maintenance/Refurbish	640	500	40		500
4176	Cleaning consumables	36	0	42		0
4400	Stationery	15	200	0		200
4410	Photocopying Charges	335	300	52		250
4415	Printing & Design (External)	257	300	257		300

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>		<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD		Next Year Budget
4440	Telephones	171	160	24		150
4455	Postages & Distribution	124	350	41		350
4460	Subscriptions & Memberships	55	100	55		75
4482	IT Support	1,008	0	72		0
4999	Miscellaneous Expenses	1,258	0	0		0
	OverHead Expenditure	16,822	15,110	9,477		15,525
1080	Allotment Rents Income	10,981	13,100	9,976		15,500
1202	Income - Contributions	50	0	0		0
1999	Miscellaneous Income	716	0	806		0
	Total Income	11,748	13,100	10,781		15,500
	240 Net Expenditure	5,075	2,010	-1,304		25
250	<u>Public Conveniences</u>					
4000	Salaries	34,434	50,000	18,427		40,000
4003	Contract Cleaning	8,614	0	8,022		12,000
4110	Rates, rent	3,120	3,660	2,120		3,500
4115	Water Charges	3,474	3,900	717		2,500
4120	Energy Costs	2,713	2,500	1,615		3,000
4170	Property Maintenance/Refurbish	2,394	5,000	3,309		22,000
4176	Cleaning consumables	3,604	3,500	1,970		3,500
	OverHead Expenditure	58,353	68,560	36,180		86,500
	250 Net Expenditure	58,353	68,560	36,180		86,500

Budget Detail - By Committee

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
260	<u>Town Centre & Rural Dev</u>				
4000	Salaries	1,375	1,200	1,000	2,000
4170	Property Maintenance/Refurbish	39	0	0	0
4175	Graffiti Removal	4,104	6,000	2,138	6,000
4650	Street Furniture	2,777	3,000	0	5,000
4655	Banners	3,689	6,000	5,670	6,000
	OverHead Expenditure	<u>11,984</u>	<u>16,200</u>	<u>8,809</u>	<u>19,000</u>
1202	Income - Contributions	4,500	0	0	0
1300	Banners Income	3,694	6,000	3,449	6,000
	Total Income	<u>8,194</u>	<u>6,000</u>	<u>3,449</u>	<u>6,000</u>
260	Net Expenditure	<u>3,790</u>	<u>10,200</u>	<u>5,360</u>	<u>13,000</u>
Community Enhancement - Expenditure		226,981	274,805	169,878	282,475
Income		45,630	53,400	38,312	48,500
Net Expenditure		<u>181,350</u>	<u>221,405</u>	<u>131,566</u>	<u>233,975</u>

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
<u>Tourism & Events</u>					
300	<u>Tourism</u>				
4000	Salaries	43,920	57,000	29,788	25,000
4001	Agency/Contract Staffing	7,483	0	0	6,000
4020	Additional Staffing & Events	0	0	220	0
4120	Energy Costs	0	1,330	0	500
4140	Office Costs	8	0	0	0
4182	Equipment Purchase	1,910	0	767	0
4400	Stationery	53	700	0	700
4411	Publications, books etc	-162	0	0	0
4415	Printing & Design (External)	4,952	4,000	2,108	5,000
4425	Advertising	1,200	0	100	1,500
4426	Publicity and newsletter	0	0	1,113	1,000
4440	Telephones	171	160	24	150
4455	Postages & Distribution	3,776	2,000	236	2,000
4460	Subscriptions & Memberships	260	250	0	275
4999	Miscellaneous Expenses	-14	0	0	0
	OverHead Expenditure	63,557	65,440	34,356	42,125
1999	Miscellaneous Income	573	0	104	0
	Total Income	573	0	104	0
	300 Net Expenditure	62,985	65,440	34,252	42,125
310	<u>Events</u>				
4000	Salaries	0	10,030	0	40,000

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
4001	Agency/Contract Staffing	10,129	0	0	0
4020	Additional Staffing & Events	0	7,500	0	7,500
4120	Energy Costs	148	0	82	0
4140	Office Costs	69	0	0	0
4176	Cleaning consumables	30	0	98	0
4182	Equipment Purchase	1,690	0	0	1,000
4410	Photocopying Charges	669	800	137	800
4426	Publicity and newsletter	0	0	167	0
4440	Telephones	303	330	49	400
4455	Postages & Distribution	1,347	1,850	218	1,750
4461	Licences	26	0	78	750
4600	Tourism Developments & Events	9,202	9,000	1,584	29,000
4625	Entertainment - Performers	100	0	75	0
4630	Events Costs - Other Events	2,402	5,000	1,500	5,000
4999	Miscellaneous Expenses	13	0	20	0
	OverHead Expenditure	<u>26,130</u>	<u>34,510</u>	<u>4,008</u>	<u>86,200</u>
1202	Income - Contributions	2,600	0	0	0
1204	Bookings/Hire	40	0	370	0
1999	Miscellaneous Income	300	0	600	0
	Total Income	<u>2,940</u>	<u>0</u>	<u>970</u>	<u>0</u>
	310 Net Expenditure	23,190	34,510	3,038	86,200
311	<u>Picnic in the Park</u>				
4020	Additional Staffing & Events	0	0	300	0

Budget Detail - By Committee

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>		<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD		Next Year Budget
4140	Office Costs	0	0	14		0
4415	Printing & Design (External)	0	0	75		0
4425	Advertising	0	0	50		0
4625	Entertainment - Performers	750	700	0		750
4702	Equipment Hire	1,997	2,000	2,080		2,000
4999	Miscellaneous Expenses	0	0	0		0
	OverHead Expenditure	2,747	2,700	2,519		2,750
1201	Sponsorship Income (+VAT)	500	500	600		500
1202	Income - Contributions	0	0	143		0
1203	Donations - Income	0	0	125		0
1204	Bookings/Hire	451	1,000	1,035		1,000
	Total Income	951	1,500	1,903		1,500
	311 Net Expenditure	1,796	1,200	616		1,250
312	<u>Food Festival</u>					
4020	Additional Staffing & Events	2,263	0	3,807		0
4140	Office Costs	8	0	14		0
4205	Waste Disposal	0	0	0		750
4415	Printing & Design (External)	838	1,000	882		1,000
4425	Advertising	350	500	375		1,000
4426	Publicity and newsletter	0	0	1,657		1,500
4455	Postages & Distribution	1,351	1,850	803		2,000
4461	Licences	11	0	21		0
4625	Entertainment - Performers	725	750	1,265		1,500

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
4702	Equipment Hire	3,550	3,500	3,880	5,000
4999	Miscellaneous Expenses	0	4,650	79	0
	OverHead Expenditure	9,096	12,250	12,783	12,750
1201	Sponsorship Income (+VAT)	1,500	1,500	2,700	2,000
1204	Bookings/Hire	13,426	12,000	10,078	12,000
	Total Income	14,926	13,500	12,778	14,000
	312 Net Expenditure	-5,830	-1,250	5	-1,250
313	Music in the Meadow				
4001	Agency/Contract Staffing	120	0	0	0
4020	Additional Staffing & Events	931	0	2,099	0
4140	Office Costs	0	0	40	0
4400	Stationery	0	0	41	0
4415	Printing & Design (External)	207	0	0	0
4425	Advertising	327	0	65	0
4461	Licences	37	0	270	300
4625	Entertainment - Performers	3,310	4,500	4,210	4,500
4999	Miscellaneous Expenses	0	500	0	0
	OverHead Expenditure	4,932	5,000	6,725	4,800
1201	Sponsorship Income (+VAT)	550	2,000	2,600	2,500
1202	Income - Contributions	1,750	500	1,857	1,000
	Total Income	2,300	2,500	4,457	3,500
	313 Net Expenditure	2,632	2,500	2,268	1,300

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Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

	<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
	Actual	Agreed Budget	Actual YTD	Next Year Budget
314				
<u>Christmas Switch-on</u>				
4020 Additional Staffing & Events	1,186	0	0	0
4140 Office Costs	0	100	0	0
4182 Equipment Purchase	410	0	16	0
4205 Waste Disposal	0	1,000	0	750
4415 Printing & Design (External)	200	1,200	685	1,200
4425 Advertising	768	500	425	1,000
4426 Publicity and newsletter	0	0	525	0
4455 Postages & Distribution	0	0	1,373	1,500
4461 Licences	49	0	0	50
4625 Entertainment - Performers	1,055	1,000	0	1,000
4642 Christmas Lights - Power	0	1,000	0	1,000
4702 Equipment Hire	4,035	3,000	850	3,000
4999 Miscellaneous Expenses	434	700	0	0
6666 Bad Debt Write Offs	164	0	0	0
	<u>8,301</u>	<u>8,500</u>	<u>3,874</u>	<u>9,500</u>
OverHead Expenditure				
1201 Sponsorship Income (+VAT)	2,650	3,000	2,475	2,500
1203 Donations - Income	400	0	1,040	0
1204 Bookings/Hire	1,456	1,000	1,711	1,000
	<u>4,506</u>	<u>4,000</u>	<u>5,226</u>	<u>3,500</u>
Total Income				
314 Net Expenditure	3,795	4,500	-1,352	6,000
315				
<u>Heritage Open Days</u>				
4170 Property Maintenance/Refurbish	10	0	0	0

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Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
4415	Printing & Design (External)	979	1,500	1,348	1,500
4461	Licences	22	0	0	0
4999	Miscellaneous Expenses	339	0	152	0
	OverHead Expenditure	1,350	1,500	1,500	1,500
	315 Net Expenditure	1,350	1,500	1,500	1,500
316	<u>Christmas Market</u>				
4020	Additional Staffing & Events	2,349	0	0	0
4176	Cleaning consumables	17	0	0	0
4182	Equipment Purchase	45	0	0	0
4205	Waste Disposal	320	0	0	0
4415	Printing & Design (External)	368	0	0	0
4425	Advertising	215	500	150	500
4426	Publicity and newsletter	0	0	250	0
4461	Licences	48	0	21	0
4625	Entertainment - Performers	1,220	0	0	0
4702	Equipment Hire	2,160	0	0	0
	OverHead Expenditure	6,742	500	421	500
1201	Sponsorship Income (+VAT)	1,000	1,000	3,000	1,500
1204	Bookings/Hire	7,911	5,000	10,286	7,500
	Total Income	8,911	6,000	13,286	9,000
	316 Net Expenditure	-2,169	-5,500	-12,865	-8,500

At 17:52

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
320	<u>Farmers' Market</u>				
4000	Salaries	5,334	7,250	3,695	7,000
4025	Farmers' Market Supervision	1,200	1,600	800	1,500
4140	Office Costs	121	0	45	0
4176	Cleaning consumables	46	0	136	200
4400	Stationery	0	0	40	0
4410	Photocopying Charges	335	500	86	500
4415	Printing & Design (External)	477	500	0	500
4425	Advertising	1,640	2,500	0	2,000
4426	Publicity and newsletter	0	0	414	0
4440	Telephones	188	250	38	250
4455	Postages & Distribution	434	700	83	500
4460	Subscriptions & Memberships	175	295	175	200
4461	Licences	4,250	4,800	4,250	4,250
4625	Entertainment - Performers	450	250	600	750
4702	Equipment Hire	0	4,000	0	3,000
4999	Miscellaneous Expenses	82	500	0	0
	OverHead Expenditure	<u>14,731</u>	<u>23,145</u>	<u>10,362</u>	<u>20,650</u>
1204	Bookings/Hire	13,986	18,000	14,297	18,000
1999	Miscellaneous Income	33	0	0	0
	Total Income	<u>14,019</u>	<u>18,000</u>	<u>14,297</u>	<u>18,000</u>
320	Net Expenditure	712	5,145	-3,936	2,650

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>		<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD		Next Year Budget
330	<u>Christmas Lights</u>					
4140	Office Costs	6	0	0		0
4641	Christmas Lights - Install	63,635	28,000	3,557		28,000
4642	Christmas Lights - Power	1,200	1,000	0		1,200
4643	Christmas Lights 2019	0	5,000	0		5,000
	OverHead Expenditure	<u>64,841</u>	<u>34,000</u>	<u>3,557</u>		<u>34,200</u>
1202	Income - Contributions	1,660	0	1,405		0
	Total Income	<u>1,660</u>	<u>0</u>	<u>1,405</u>		<u>0</u>
	330 Net Expenditure	63,181	34,000	2,152		34,200
340	<u>Banners</u>					
4999	Miscellaneous Expenses	220	0	0		0
	OverHead Expenditure	<u>220</u>	<u>0</u>	<u>0</u>		<u>0</u>
	340 Net Expenditure	220	0	0		0
	Tourism & Events - Expenditure	<u>202,646</u>	<u>187,545</u>	<u>80,105</u>		<u>214,975</u>
	Income	<u>50,786</u>	<u>45,500</u>	<u>54,426</u>		<u>49,500</u>
	Net Expenditure	<u>151,861</u>	<u>142,045</u>	<u>25,679</u>		<u>165,475</u>

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>	<u>2015-16</u>		<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
Cemeteries					
400	Cemeteries				
4000	Salaries	72,266	101,450	49,504	85,000
4030	Staff Training	0	800	0	800
4110	Rates, rent	4,046	4,575	2,748	4,500
4115	Water Charges	724	1,000	268	1,000
4120	Energy Costs	56	500	112	250
4170	Property Maintenance/Refurbish	25,954	20,000	8,145	25,000
4182	Equipment Purchase	3,298	0	25	0
4205	Waste Disposal	561	1,000	321	1,000
4210	Grave Digging	0	1,000	0	0
4215	Friends Of Cemeteries	0	500	0	0
4217	Buy back of EROB	94	0	58	0
4220	Memorials & Plaques	496	0	49	0
4225	Cemetery Memorial Maintenance	413	5,000	3,289	5,000
4400	Stationery	23	300	0	300
4410	Photocopying Charges	251	375	64	0
4415	Printing & Design (External)	0	0	150	0
4440	Telephones	339	425	64	0
4460	Subscriptions & Memberships	295	100	290	500
4482	IT Support	572	0	0	0
4555	Legal & professional Fees	0	5,000	0	0
4585	OLD CODE now merged with 4555	741	0	0	0
4999	Miscellaneous Expenses	0	500	90	0
	OverHead Expenditure	110,128	142,525	65,177	123,350

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

		<u>2014-15</u>		<u>2015-16</u>	<u>2016-17</u>
		Actual	Agreed Budget	Actual YTD	Next Year Budget
1000	Hall & Room Lettings Income	0	0	0	4,000
1100	Interment Fees Income	51,290	35,000	25,156	35,000
1120	Grave Purchases Income	21,595	35,000	28,450	35,000
1130	Memorials Income	4,287	2,500	1,915	2,500
1160	Cemeteries Other Income	474	0	322	0
	Total Income	77,646	72,500	55,843	76,500
	400 Net Expenditure	32,482	70,025	9,334	46,850
901	<u>Green Lane Chapel</u>				
4585	OLD CODE now merged with 4555	5,081	0	0	0
	OverHead Expenditure	5,081	0	0	0
1920	Sale Of Assets	300,000	0	0	0
1999	Miscellaneous Income	500	0	0	0
	Total Income	300,500	0	0	0
	901 Net Expenditure	-295,419	0	0	0
902	<u>West Street Chapel</u>				
4120	Energy Costs	3	0	0	0
4170	Property Maintenance/Refurbish	122,616	0	941	0
4415	Printing & Design (External)	0	0	69	0
4555	Legal & professional Fees	0	0	1,179	0
4585	OLD CODE now merged with 4555	8,920	0	0	0
	OverHead Expenditure	131,539	0	2,188	0
	902 Net Expenditure	131,539	0	2,188	0

Budget Detail - By Committee

Note : Farnham Town Council Budget DRAFT 2016-2017 (Dec 3)

	<u>2014-15</u>		<u>2015-16</u>		<u>2016-17</u>
	Actual	Agreed Budget	Actual YTD		Next Year Budget
903 Hale Chapels					
4170 Property Maintenance/Refurbish	2,199	0	0		0
4585 OLD CODE now merged with 4555	0	0	0		0
OverHead Expenditure	<u>2,199</u>	<u>0</u>	<u>0</u>		<u>0</u>
903 Net Expenditure	<u>2,199</u>	<u>0</u>	<u>0</u>		<u>0</u>
Cemeteries - Expenditure	248,947	142,525	67,365		123,350
Income	378,146	72,500	55,843		76,500
Net Expenditure	<u>-129,199</u>	<u>70,025</u>	<u>11,522</u>		<u>46,850</u>
Total Budget Expenditure	<u>1,302,365</u>	<u>1,163,892</u>	<u>623,954</u>		<u>1,216,927</u>
Income	<u>1,550,868</u>	<u>1,163,892</u>	<u>1,151,682</u>		<u>203,500</u>
Net Expenditure	<u>-248,503</u>	<u>0</u>	<u>-527,728</u>		<u>1,013,427</u>

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4481	Web Site	100	Professional Services & Admin	To include cctv viewing capacity
4482	IT Support	100	Professional Services & Admin	IT support contract
4555	Legal & professional Fees	100	Professional Services & Admin	Assets' licences transfers, advice etc. Combine with professional fees 4585 in 2016/17
4560	Accountancy & Payroll Costs	100	Professional Services & Admin	Accountancy support for month end and year end
4570	Audit Fees	100	Professional Services & Admin	Covers internal and external audit fees.
4585	OLD CODE now merged with	100	Professional Services & Admin	Combine with legal fees 4555 in 2016/17
4001	Agency/Contract Staffing	110	Governance & Democratic	Agency Staff costs generally met from vacancies under code 4000
4100	Rent	110	Governance & Democratic	Merged with Rates 4110 120
4130	Insurance	110	Governance & Democratic	3 year deal negotiated at reduced rate from 2014-15. increase with community street parties 2016?
4170	Property Maintenance/Refurbish	110	Governance & Democratic	Office and depot
4400	Stationery	110	Governance & Democratic	Paper costs for agendas etc
4425	Advertising	110	Governance & Democratic	Annual meeting
4426	Publicity and newsletter	110	Governance & Democratic	Vantage Point, Residents Guide, newsletter formerly 4822
4545	Twinning/Partnerships Expenses	110	Governance & Democratic	Provision for 25th anniversary of original signing of deed of friendship and official visit 2016
4001	Agency/Contract Staffing	120	Office & Customer Services	Agency Staff costs met from vacancies under code 4000
4110	Rates, rent	120	Office & Customer Services	Budget merged with former 4100 100
4115	Water Charges	120	Office & Customer Services	Water charges for offices
4120	Energy Costs	120	Office & Customer Services	Reduction in energy costs following energy saving and experience in recent
4195	Alarms - Fire, Security	120	Office & Customer Services	Fire, intruder and keyholding service
4425	Advertising	120	Office & Customer Services	Covers Remembrance, mayoral, councillor
4999	Miscellaneous Expenses	130	Grants	Maltings contribution to asbestos removal 2015-16
4821	Elections	141	Elections	Provision for election or by-election expenses paid over 4 years into earmarked reserve

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4001	Agency/Contract Staffing	142	Neighbourhood Plan	Neighbourhood examination now due summer 2016
4415	Printing & Design (External)	142	Neighbourhood Plan	Printing final Neighbourhood plan for consultation etc
4822	Publicity and newsletter	145	Publicity	Newsletters, residents Guide, Vantage point recoded to 4426
1900	Precept	150	Other Operating Income/Costs	Council Tax base to rise to 16899.8 at Oct 2015 (16686.8 after 99% collection rate
1905	Local Parish Council Tax Grant	150	Other Operating Income/Costs	assumes 2015-16 figure less 15%. following Waverley presentation 30-11-15
1910	Interest Received	150	Other Operating Income/Costs	interest on investments
4002	Actuarial Contribution	150	Other Operating Income/Costs	Triennial Actuarial Review impact
4095	OLD Extra Pension Payments	150	Other Operating Income/Costs	Triennial Actuarial Review impact - moved to code 4002
4910	Loan Repayments	150	Other Operating Income/Costs	PWLB repayment
4170	Property Maintenance/Refurbish	160	Wrecclesham Community Centre	Covers landowner's responsibilities
4195	Alarms - Fire, Security	160	Wrecclesham Community Centre	Fire and intruder alarms and keyholding service
1202	Income - Contributions	170	Community Development	2015/16 includes SCC commuted sum for maintenance to go to reserves for future maintenance
4806	Sandy Hill Bungalow	170	Community Development	Transitional contribution to the community trust to the costs of employing the manager
4120	Energy Costs	171	Community Safety	CCTV cameras
4190	CCTV	171	Community Safety	Camera repairs & maintenance & redcare line rental
4807	Community Initiatives	175	Localism - New Initiatives/Pro	New initiatives fund and top up of principal authority services
4001	Agency/Contract Staffing	199	Rechargeable Costs	Agency Staff costs met from vacancies under code 4000
4041	Staff Travel	199	Rechargeable Costs	costs paid through payroll
4130	Insurance	199	Rechargeable Costs	Should be against code 4130 110
4170	Property Maintenance/Refurbish	199	Rechargeable Costs	Costs allocated against some other budget codes - needs reallocating

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4195	Alarms - Fire, Security	200	Grounds Services	Alarm system maintenance and monitoring, keyholding at Depot
4300	Vehicle Costs - Fuel	200	Grounds Services	Mower and Vehicle fuel costs - currently at low rates
4301	Vehicle Costs - LPG	200	Grounds Services	Reduction to reflect usage
4302	Vehicle Costs - Maintenance	200	Grounds Services	3 vehicles MOT and servicing reflects usage
4440	Telephones	200	Grounds Services	Depot broadband (cctv) and mobiles
4460	Subscriptions & Memberships	200	Grounds Services	Surrey Wildlife Trust
1522	Surrey Highways Contract	201	Highways	Surrey reduced contribution by half in 2015/16. 2016/17 not certain.
4000	Salaries	201	Highways	Met by income from Highways Localism Project
4176	Cleaning consumables	201	Highways	Highways Localism Project
4170	Property Maintenance/Refurbish	205	War Memorial	WW1 Centenary. 2 minute silence commemorations. Poss Rowledge refurb contribution
1201	Sponsorship Income (+VAT)	210	Farnham In Bloom	Target income
1202	Income - Contributions	210	Farnham In Bloom	Targetted support for baskets, troughs and planters
1203	Donations - Income	210	Farnham In Bloom	Donations not guaranteed
4170	Property Maintenance/Refurbish	210	Farnham In Bloom	Amalgamate with 4610
4415	Printing & Design (External)	210	Farnham In Bloom	Briefing packs, etc
4540	Civic & Community Functions	210	Farnham In Bloom	replaces office costs covers launch, awards event etc
4181	Equipment Maintenance	220	Other Open Spaces	include bandstand expenditure
1202	Income - Contributions	230	Library Gardens	Ceased maintenance 1/12/13 as Surrey would not cover costs (their costs then increased to c £10k!
1080	Allotment Rents Income	240	Allotments	Increase from 40p to 46 per sq m. £57.50 per typical plot from Jan 2016
4140	Office Costs	240	Allotments	Annual lecture and meetings
4415	Printing & Design (External)	240	Allotments	Newsletter, show booklets

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4455	Postages & Distribution	240	Allotments	Newsletter etc
4000	Salaries	250	Public Conveniences	Weekend allocation now under pilot contract.code 4003
4115	Water Charges	250	Public Conveniences	Reflects current usage
4120	Energy Costs	250	Public Conveniences	Reflect energy costs reduction overall.
4170	Property Maintenance/Refurbish	250	Public Conveniences	Planned repairs needed as result of age of infrastructure
4176	Cleaning consumables	250	Public Conveniences	Reflects current consumption levels
1300	Banners Income	260	Town Centre & Rural Dev	Extra income reflects higher use and offsets costs
4650	Street Furniture	260	Town Centre & Rural Dev	replace finger posts, bus stops etc
4655	Banners	260	Town Centre & Rural Dev	Installation costs met by income
4000	Salaries	300	Tourism	Reallocating costs to events to better reflect activity
4120	Energy Costs	300	Tourism	Lower consumption costs overall
4415	Printing & Design (External)	300	Tourism	Visitor Guide and Residents' Guide
4455	Postages & Distribution	300	Tourism	Deliver residents' guide/leaflets to every household
4460	Subscriptions & Memberships	300	Tourism	Visit survey
4000	Salaries	310	Events	Reallocating staff time from tourism heading to better reflect activity
4001	Agency/Contract Staffing	310	Events	Agency Staff costs met from vacancies under code 4000
4600	Tourism Developments & Events	310	Events	Increase to cover special one-off contribution for 2 minute silence centenary
4630	Events Costs - Other Events	310	Events	90th birthday etc
1204	Bookings/Hire	311	Picnic in the Park	Income allocated to specific activities
1204	Bookings/Hire	312	Food Festival	Reflects activity
4020	Additional Staffing & Events	312	Food Festival	Funded from centre 310
1202	Income - Contributions	313	Music in the Meadow	Stall income

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4020	Additional Staffing & Events	313	Music in the Meadow	Funded from code 310
4625	Entertainment - Performers	313	Music in the Meadow	Budget reflects costs of programme
4415	Printing & Design (External)	315	Heritage Open Days	Brochure
4025	Farmers' Market Supervision	320	Farmers' Market	Reflects NI etc on costs for supervisor
4461	Licences	320	Farmers' Market	Waverley Borough Council charge of £10 per stall per market, plus other licences
4641	Christmas Lights - Install	330	Christmas Lights	Core costs reduced for new scheme. Additional sum included for scheme expansion.
4643	Christmas Lights 2019	330	Christmas Lights	Annual provision for earmarked reserve to replace/upgrade Christmas lights in 2019
1100	Interment Fees Income	400	Cemeteries	Income based on experience to date
1120	Grave Purchases Income	400	Cemeteries	Income fluctuates
1130	Memorials Income	400	Cemeteries	Income based on experience to date
4115	Water Charges	400	Cemeteries	Reflecting cemetery water costs previously in grounds services
4170	Property Maintenance/Refurbish	400	Cemeteries	Ongoing programme to improve paths, railings etc Tree survey 2016
4210	Grave Digging	400	Cemeteries	Grave digging costs now met by undertakers or cemeteries staff allocation (c 25 ashes plots)
4225	Cemetery Memorial Maintenance	400	Cemeteries	Continuing memorial fixing programme
4482	IT Support	400	Cemeteries	Epitaph software
4555	Legal & professional Fees	400	Cemeteries	Chapels project
1920	Sale Of Assets	901	Green Lane Chapel	Sale of Green Lane Chapel - moved to ringfenced reserve
1200	Grants Income	910	Wrecclesham Community Centre	Retained grants for refurbishment project
1202	Income - Contributions	910	Wrecclesham Community Centre	Refurbishment project contributions

