



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 24th July 2014 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 24th July 2014, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

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

Questions by the Public

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

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

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



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 24th July 2014.

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meetings, at 6.50pm, prayers will be said in the Council Chamber by the Rev Alan Crawley from the Parish of Hale with Badshot Lea. Councillors and members of the public are welcome to attend.

Presentation of a cheque from the Ahmadiyya Muslim Association

Mr Luqman Chaudery and Mr Nabeel Nasir will present a cheque from the Ahmadiyya Muslim Association to Farnham Foodbank and Post 19 and make a short presentation on their community activities.

Questions by the Public

Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda. A maximum of 15 minutes will be allowed for the whole session.

1 Apologies

To receive apologies for absence.

2 Minutes

- (i) To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 12th June 2014

Appendix A

3 Disclosure of Interests

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any personal or prejudicial 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, Frost, Hargreaves, Hill, J O'Grady, S O'Grady, Potts, Steel and Ward.
- (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.

- 4 The Town Mayor to invite members of the public present to make statements on any item on the agenda.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to speak forthwith, in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 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) | Community Enhancement held on 18 th June 2014 | Appendix B |
| ii) | Tourism and Events held on 8 th June 2014 | Appendix C |
| iii) | Strategy and Finance held on 15 th July 2014 | Appendix D |

- 8 **Planning & Licensing Applications**
To receive the minutes of the Planning & Licensing Consultative Group held on 16th June, 30th June, and 14th July **Appendix E, F, G**

- 9 **Motion**
To discuss the Motion arising from the Strategy & Finance Working Group

"This Council is encouraged by the interest shown by our MP, the Rt. Hon. Jeremy Hunt, in attempting to resolve Farnham's congestion and Air Quality problems.

Council also takes cognisance of our MP's statement that a "yes" vote in the recent referendum will not be deemed as approval of the specific scheme outlined but an expression of the public's desire for some mitigation of the Town's chaotic traffic situation and pedestrian facilities.

The Town Council, which has pressed for an holistic solution to this matter since its inception 40 years ago, notes the vote in favour of action and is always keen to respond to the wishes of its electorate.

Council is delighted with the interest shown by SCC in this result and therefore looks forward to being invited to co-operate with higher authorities and other interested parties in devising and enacting a solution to this long-running problem."

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 September 16th 2014 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 15 of the agenda in view of the confidential items under discussion

Part 3 – Confidential Items

15 Exempt notes to Strategy and Finance Working Group (Contractual matters)

The Town Mayor will close the meeting.

Membership:

Councillors: Jeremy Ricketts (Mayor), Jill Hargreaves, (Deputy Mayor), David Attfield, David Beaman, Patrick Blagden CBE, Carole Cockburn, Pat Frost, Carlo Genziani, Stephen Hill, Sam Hollins-Owen, Graham Parlett, Dr Jessica Parry, Julia Potts, Jennifer O'Grady, Stephen O'Grady, Susan Redfern, Roger Steel, John Ward

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 12th June 2014

Place

The Council Chamber, South Street, Farnham

Councillors

- * Jeremy Ricketts (Mayor of Farnham)
- * Jill Hargreaves (Deputy Mayor)
- * David Attfield
- * David Beaman
- A Patrick Blagden CBE
- * Carole Cockburn
- * Pat Frost
- * Carlo Genziani
- * Stephen Hill
- A Jennifer O'Grady
- A Stephen O'Grady
- A Sam Hollins-Owen
- * Graham Parlett
- * Dr Jessica Parry
- A Julia Potts
- * Susan Redfern
- A Roger Steel
- * John Ward

* Present

A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Rachel Aves (Team Leader Corporate Governance)
Dixon Chau (Projects Officer)

7 members of the public were in attendance

Prior to the meeting prayers were said by the Revd Conrad Hicks of the Farnham Methodist Church.

Presentation by Keith Kazmark, Mayor of Woodland Park, of Town Park, a painting by Carol Clemens,

Farnham Town Council joined with the Council of the Borough of Woodland Park, New Jersey (formerly West Paterson), by videoconference as part of the centenary celebrations of Woodland Park.

Mayor Kazmark welcomed the Farnham Councillors and public to what was thought to be the first joint meeting between a US and UK council.

The Mayor of Farnham said Farnham was extremely pleased to have been part of the history as the two communities' citizens had shared experiences as friends. He noted that although Farnham Urban District Council was created in 1895 and the Council Chamber was built in 1904, Farnham Town Council was only 40 this year and that Woodland Park was therefore Farnham's 'big sister'! Farnham was delighted to share in the centennial celebrations and create a new milestone by holding the first transatlantic joint meeting in each council's respective Council Chambers.

Rick Lijoi, W.P.'s Historical Society president, gives an overview of the Centennial celebrations and the history of Woodland Park, formerly West Paterson.

Former Mayor Mary Zaccaria spoke warmly of her visit to Farnham in 1977 and of the friendships that had developed and been maintained as a result.

Meg Daniels from Farnham reflected on the Farnham Girls Choir's two visits under Mary Joynes to West Paterson in 1976 and 1985. The trips had been life enhancing and life changing and it was great that the friendship had been rekindled.

Charles Bone, painter of Farnham's gifts to the Woodland Park described the beautiful and historic setting in which both Farnham Castle and St Andrew's Church were found and of his own personal links with the US.

Carol Clemens, spoke of the inspiration of her painting "Town Park", which was the gift of Woodland Park to the people of Farnham.

Mayor Keith Kazmark formally handed over the painting to the Mayor of Farnham to applause from the respective councils.

In closing the videoconference meeting, the Mayor of Farnham, thanked Woodland Park for the beautiful painting of Town Park. He said it would hang with honour in the Council Offices, as an ongoing reminder of the friendship between the two communities and he extended an invitation for visitors from Woodland Park to come to Farnham to see it in situ.

The Mayor wished Woodland Park every success in their centenary and knew that, as a small town with a big heart, it had a promising future.

Questions by the Public

There were no questions from the public.

- C017/14 **Apologies for Absence**
Apologies were received from Councillors Blagden, Hollins-Owen, Potts and Steel
- C018/14 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 8th May 2014 were agreed for signature by the Mayor as a correct record with one amendment as the date of the next meeting has been recorded as 13th June rather than 12th June.
- C019/14 **Declarations of interests**
There were no declarations of interest apart from the standard 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.
- C020/14 **Statements by the Public**
There were no statements by the public.
- C021/14 **Town Mayor's Announcements.**
Cllr Ricketts spoke of the enthusiasm with which he had been greeted in his first few weeks as Mayor, attending around forty engagements. Two engagements stood out, the first was the creation of the award winning Weybourne Infant School Wild Garden Project which was a unique learning resource and habitat, and the second was the handover of office of the Lions President which underlined the amount of hard work was undertaken by so many remarkable people behind the scenes in Farnham. The Mayor wanted it put on record his thanks to all the voluntary groups in the Town. The Mayor reported the strong approval he was hearing, wherever he went, about the work of the Farnham Neighbourhood Plan which was very well received.
- The Mayor reported that Post 19, the Mayor's Charity, had received a cheque for £500 from the Farnham Lions.
- The Mayor reminded councillors that:
- 1.the Annual Civic Service would take place in St Andrew's Church at 3pm on Sunday 15th June; and
 - 2.that there would be a demonstration of the proposed new hybrid vehicle at the Council Depot on Friday
- C022/14 **Questions by Members**
None had been received.

Part I – Items for Decision

- C023/14 **Community Enhancement Working Group**
Cllr Hill introduced the notes of the Community Enhancement Working Group, held on 14th May 2014, at Appendix B to the agenda.
- Cllr Hill advised that the flowers were being put around the town and looked great. Council noted the good work being undertaken by the Community Group and the planned enhancements to provide a better welcome at the Railway Station.
- Council noted that South and South East in Bloom Judging would take place on 16th and 17th July and that Britain in Bloom Judging would take place on 29th July.

Council noted the progress on the Surrey Highways Localism project and that not all the allocation had been used in the first year.

Council noted the request for a new bus stop in Badshot Lea, but that the footway was too narrow to accommodate the request.

Council noted the discussion about Brambleton Park and the suggestion that a 'Friends of Brambleton Park' Group might be created.

Cllr Frost advised that Southern Gas Networks had been asked to facilitate the repainting of the Firgrove Hill Bridge during their forthcoming works.

- C024/14 Council noted the update on the enhancement to the Bishops Steps and considered the proposal that the Town Council should offer to co-ordinate the work of the Farnham Area Conservation Management Plan (FCAMP) group as it was locally focussed and the administration/co-ordination of its activity could fit well with the Town Council.

It was RESOLVED *nem con*: that Farnham Town Council should offer to co-ordinate FCAMP.

- C025/14 **Tourism and Events Working Group**
Cllr Hargreaves introduced the notes of the Tourism and Events Working Group, held on 13th May 2014, at Appendix C to the agenda.

Cllr Hargreaves advised that the Music in the Meadow programme had got off to a great start with excellent attendances and an overall sponsor for the first time Savills, Farnham. Cllr Hargreaves also advised that arrangements for events later in the year were progressing well and that sponsorship for the year was ahead of target.

Council noted that the Feast of Food would start with an Italian Market and that the Christmas Market on 14th December would be held in the Bush Hotel as well as in Castle Street.

Council noted that the Lions proposal for an Ice Rink was being deferred until 2015 to allow for more research to be undertaken.

Cllr Hargreaves advised that the Town Council would continue to support the Craft Town project and that the application to the Arts Council was to take place in 2015.

- C026/14 Council welcomed the positive response to the Residents' Guide and progress on the Visitor Guide. Members noted the proposal to have more Farnham products with the aim that the costs would be covered.

It was RESOLVED *nem con*: that a Farnham calendar, postcards and umbrellas be produced to add to the Farnham items available for sale.

- C027/14 **Cemetery & Appeals Working Group**
Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working Group, meeting held on 1st May, at Appendix D to the Agenda by saying that the Working Group was determined to make the cemeteries an excellent environment for all users

referring to the principles set out in the English Heritage publication *Paradise Preserved*.

Cllr Cockburn advised that Members had considered an appeal requesting Kerbing in Green Lane Cemetery but had upheld the Officers' decision to maintain the Regulations. Council confirmed the Cemeteries and Appeals Working Group decision that graves which had been planted with shrubs or set out with boundaries that affected the character of the lawned cemetery should be addressed.

C028/14

Strategy and Finance Working Group

Cllr Ward introduced the notes of the Strategy and Finance Working Group meetings held on 3rd June 2014, at Appendix E to the Agenda.

Year End Accounts 2013/14

Cllr Ward introduced the series of appendices (F,G,H, and I) relating to the 2013/14 Accounts.

The Strategy and Finance Working Group had given detailed consideration to the papers which had been circulated to all councillors. They had considered the detailed income and expenditure outturn by committee and by account; the draft Financial Statements and the revised earmarked and general reserves; the variances in the comparison papers (actual against budget); the revised and restated asset register; the Intermediate Audit Questionnaire responses and the draft Annual Return.

Council noted that the overall outturn for 2013/14 with expenditure £57,000 over budget against an expected shortfall of £25,000 of budget, and income £54,000 ahead of budget was an excellent result and noted that the investment in the Council Offices and Wrecchesham Community Centre had also been largely met from revenue as a result of continued targeted savings.

Council reviewed the revised Asset register and the revaluation that had taken place as a result of new guidance from the external auditor. Any gifted asset was now shown with a zero value, and any transferred asset was now shown with a £1 value, with any subsequent investment by the Town Council added to the value. Council noted this resulted in the assets valuation reducing from £3,157,264 to £1,049,325. Council felt these figures were arbitrary but accepted that all Councils were expected to produce their asset registers in this way.

Council discussed the Internal Auditor's report, noting the issues raised within the report and endorsing the officers' response and the proposals contained therein.

Council went through the draft Annual Return and agreed the Governance Statement and the figures for submission to the External Auditor.

It was RESOLVED nem con to:

- 1. Adopt the Report and Financial Statements for 2013/14 at Appendix F;**
- 2. Agree the earmarked reserves at 31st March 2014 as included in Appendix F;**
- 3. Welcome the Internal Auditors Report for the Year Ended 31 March 2014 and endorse the Council's response to the issues raised as set out at Appendix H;**

4. Approve the Annual Return, Annual Governance Statement and associated papers for the year ended 31st March 2014 for submission to the External Auditor.

C029/14 Council noted the sale of Green Lane Chapel by auction for £300,000 and that the proceeds would be reinvested in the remaining cemetery chapels. Cllr Ward proposed, seconded by Cllr Cockburn that in accordance with Standing Orders the Council Seal be used to complete the sale.

It was RESOLVED nem con: to authorise the Town Clerk to use the Council Seal on the Transfer documents for the sale of Green Lane Chapel.

C030/14 Council noted the successful conclusion and opening by the Rt Hon Jeremy Hunt MP, of the Wrecclesham Community Centre refurbishment project. Cllr Ward advised that the Trustees were delighted with the finished building and he hoped it would give them and the Council a better future.

C031/14 Council noted that a further phase of public consultation on the future of the Hale Chapels would be taking place on 28th June setting out the options pursued to date.

C032/14 Council noted the current position on West Street Chapel and the proposal to seek competitive tenders for the work to be undertaken in four stages and to retain Drake & Kannemeyer as the Council's surveyor for the project at a capped fee.

It was RESOLVED nem con:

1) The Town Clerk, in consultation with the Leader and Lead Member of the Cemeteries and Appeals Working Group, be authorised to seek quotations and agree the most economically advantageous tender(s) for each stage of the project in accordance with Financial Regulations and within the financial envelope set out at Exempt Annex I.

2) Drake and Kannemeyer be retained for the remainder of the project at a fixed fee of 8% of the anticipated contract sum at Exempt Annex I.

C033/14 Council noted that two promising quotations had been received for replacement Council furniture and officers were comparing options.

C034/14 Cllr Cockburn advised Council of the progress on the Neighbourhood Plan expressing concern over the timetable given the large number of developments that were coming forward bringing pressures to both the Thames Basis Heath and Wealden Heaths. Council noted Farnham was in an unusual position, having SPAs in its area, and that there was need for legal clarity on what needed to be put in place if development were to be allowed. Members agreed that Farnham should seek its own legal opinion.

It was RESOLVED nem con: that

The Town Clerk be authorised to take Counsel's Opinion on the impact of the SPAs on development in Farnham to inform the Neighbourhood Plan and Farnham's comments on planning applications and Waverley's Local Plan, with costs to be met from within approved budgets.

C035/14 Cllr Ward advised Council of a planned meeting with Waverley Borough Council on the possible transfer of Gostrey Meadow and of initial prices for the proposed upgrade of the public conveniences in Gostrey Meadow. Council noted that the initial cost estimates were significant.

**It was RESOLVED nem con: that
The Town Clerk be authorised to seek landlord approval and planning approval to extend and improve the toilets in Gostrey Meadow, and seek funding support.**

Cllr Frost left at this point.

- C036/14 Council received details of the proposed Goupil hybrid vehicle for the Outside Workforce to bring both environmental and efficiency benefits. It was agreed, subject to a further demonstration of the vehicle, and discussions on price to purchase the new vehicle and retain the old vehicle until it was no longer cost effective to keep it.

**It was RESOLVED nem con: that
a Goupil Hybrid vehicle be purchased with tipper, cage and watering system with the costs met from a combination of revenue budgets and earmarked reserves.**

- C037/14 Council noted the discussions with and approach of the proposed new Internal Auditor and agreed the appointment for three years subject to review after the first year.

**It was RESOLVED nem con: that
Mr Paul Hartley be appointed as the Council's Internal Auditor for three years (from 2014/15 to 2016/17), subject to review after the first year.**

Planning & Licensing Consultative Group

- C038/014 Cllr Genziani introduced the minutes of the Planning & Licensing Consultative Group held on 28th April, 12th May and 2nd June and invited any comments. Council noted the large number of applications coming in for large developments particularly in the Badshot Lea area which underlined the importance of the Neighbourhood Plan. Cllr Genziani noted the tendency for additions to be made to existing dwellings which in time would skew the type of housing and who would come to Farnham in future, with only affluent people with large families being able to afford these houses. This may require a new policy approach being needed for the future. Cllr Cockburn agreed and reminded councillors of the importance of reviewing planning applications in their wards and commenting on those which would affect the characteristics of the town which people cherish.

- C039/14 Cllr Cockburn outlined the Neighbourhood Plan Scoping Report, attached at Appendix M, which was a technical document due for circulation to statutory consultees for comment.

**It was RESOLVED nem con: that
The Neighbourhood Plan Scoping Report be approved for circulation to Statutory Consultees.**

Cllr Beaman noted that a well-attended pedestrianisation meeting had been held at the Bush Hotel and he wondered why the issue hadn't been mentioned in the Neighbourhood Plan consultation. In response, Cllr Cockburn, said that pedestrianisation had been discussed at workshops but it had been decided by the town that until there was a Western Bypass or somewhere else for the traffic to be displaced, the lives of the people in Upper Hale should not be blighted to improve the

shopping experiences for other people. Realistically, there are two A roads crossing the town with no other roads for traffic to go on, and pedestrianisation would blight the lives of too many residents.

Cllr Cockburn advised that the fact that something was not in the Plan did not mean it had not been discussed, but it had not been supported by the majority of those attending the workshops or responding to the consultation exercises.

C040/14 Cllr Beaman withdrew his proposed a motion.

Part 2 – Items Noted

C041/14 **Reports from Other Councils**
There were no reports from other Councils.

C042/14 **Reports from Outside Bodies**
Cllr Hargreaves reported that she and the Town Clerk had attended the most recent Farnham Visitors Forum and provided an update of issues arising including: the Community Dig being led by the Farnham Museum and supported by Farnham Town Council and the Heritage Lottery Fund; the Heritage Open Days which was focussing on Farnham bricks and brickwork; and the Farnham Craft Town project and the proposal to commission a piece of Craft in 2015.

Cllr Hargreaves advised that the Antiques Warehouse would be demonstrating traditional crafts during Heritage Open Days, but it was unfortunately under threat of being moved and was looking for new premises. She encouraged Councillors to advise the Antiques Warehouse if they knew of suitable alternative premises. Cllr Hargreaves advised that the Visitors Forum felt sad that Farnham Castle was no longer involved in hosting events that they used to do such as the Tilford Bach Choir. It was hoped that the Castle might review the situation and be more involved with the community. Cllr Cockburn advised that she believed the Castle was keen to become more involved now things had settled down a bit there. She also suggested that the Council did more to promote the venison dinner as part of the Heritage Open Days as it was an important part of the Council's heritage.

C043/14 **Actions under the Scheme of Delegation**
The Town Clerk advised that he had responded to i) the Hampshire Bus Review Consultation and ii) the Government's consultation on the Creation of New Parishes seeking confirmation that the proposals were not intended to reduce the capacity of existing parish councils or the delivery of the Localism Agenda.

C044/14 **Date of next meeting**
Members noted that the next Council Meeting would take place on Thursday 24th July at 7.00pm.

C045/14 **Exclusion of Press and Public**
It was RESOLVED *nem con* to:
exclude members of the public and press from the meeting at Part 3, of the agenda in view of the confidential items under discussion.

Part 3 – Confidential Items

C046/14 Council received an update on a Cemetery Appeal matter.

The Town Mayor closed the meeting at 9.26pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 18th June 2014

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors David Beaman, Carole Cockburn, Stephen Hill, Jessica Parry and Susan Redfern.

Officers: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader), Amy Dawson (Community Enhancement Assistant)

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

1. Apologies

Apologies were received from John Ely, Chairman of Farnham in Bloom Community Group.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 14th May 2014.

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom Community Group Report

POINTS	ACTION
Members noted that the Farnham in Bloom Community Group was working hard with the Post 19 Group to ready the Farnham in Bloom Float for the Farnham Carnival. After the carnival, the Community Group would be helping with lots of jobs in the lead up to the South and South East in Bloom and Britain in Bloom judging days including helping clean up the green areas outside Farnham Train station.	

5. Britain in Bloom/South and South East in Bloom 2014

POINTS	ACTION
<p>Members noted that the total income to date was £14,040.</p> <p>Members received a detailed list of all hanging baskets, troughs and planters and which ones were sponsored. It was suggested that in 2015, Waitrose could be asked to do a green token collection for Farnham in Bloom.</p> <p>Members noted that the Farnham in Bloom corporate sponsor, Hamptons International, had raised their sponsorship from £3,000 to £3,500.</p> <p>Members were informed that there would be a clear up at the railway station on 24th June 2014 that would involve the Farnham in Bloom Community Group and a landscaping contractor who was donating a day's work to the project. Members were invited to help on this date.</p> <p>Members were informed that the bus shelters at the train station would not be replaced in time for judging. Members suggested putting signage up to inform the public that they would be replaced soon and painting the bus shelters with flowers, or offering a student from the University of Creative Arts the opportunity to decorate them to make them look better.</p> <p>Members noted that the South and South East in Bloom judging dates were Wednesday 16th July for Large Town category and Thursday 17th July for Town Centre category and that the Britain in Bloom judging day was Tuesday 29th July.</p> <p>Members suggested that as schools would be closed for summer during the judging, the judges could visit local nurseries that would still be open or the Ridgeway School in the Bourne as there would be someone there who could let the judges in.</p> <p>Councillor Hill suggested that photos be taken of Farnham when all the flowers are out with a drone that could take bird's-eye view photos. This could also be done for Picnic in the Park and other events.</p>	<p>Community Enhancement and Projects Assistant to follow up</p>

6. Allotments

POINTS	ACTION
<p>Members received an update on the allotments and were informed that allotment owners that had not paid and those who had not been cultivating their plot had had their contracts terminated. Members noted that there were now ten plots available and that the waiting list had 61 people on it. Non-residents waited longer and the Town Clerk advised members that there were two vacant plots in Seale that should be offered to non-residents.</p>	<p>Outside Services Team Leader to progress</p>

POINTS	ACTION
Members were informed that there had been limited work done on the project to date in the current financial year as the Outside Services Team had been busy with grass cutting in the cemeteries.	
Members noted that work needed doing to the 'P' sign in a layby towards the Shepherd and Flock roundabout as it was dirty and hard to see.	Outside Services Team Leader to progress
Members noted that the Outside Services Team weekend staff would be given the job to keep all bus shelters clean.	
Members agreed that the Outside Services Team needed to concentrate on this project so that the resources allocated were used as agreed. Members were asked to recommend any areas that could be included in the project.	
Members noted that a private contractor could be used if the Outside Services Team were busy. The money for the project could be used to pay the contractors.	
Members noted that the new Farnham Town Council website would have a page for the public to report areas that need work.	
Members noted that pressure needed to be put on Waverley Borough Council to get the broken wall at Gostrey Meadow fixed and replace the poor fencing by Robert Dyas.	Outside Services Team Leader to progress.

POINTS	ACTION
Members noted that there was no update on the bus stop on Hale Road.	Outside Services Team Leader to progress
Members noted that the Farnham Railway Station bus shelters had already been discussed.	
Members noted that new bins for The Bourne would arrive the following week.	
Councillor Cockburn requested that Farnham Town Council look into getting a smaller water bowser that could be lent out to the local villages that have hanging baskets to water as it was difficult for the residents to get up to them safely. This was agreed to be funded from the In Bloom budget.	
Members were shown designs for Farnham in Bloom bunting and agreed the designs.	
Members noted that the hanging baskets planted by school children	

<p>were not allowed to be hung on the lamp posts on castle Street in 2014 and would be moved to Central Car Park.</p> <p>Members noted that Councillor Pat Frost is going to contact the owner of the green huts at the bottom of Castle Street and request that flower tubs be put on top of the huts.</p> <p>Members suggested that a local business such as Garden Style be invited to do a display on Castle Street and be given a plaque as a sponsor in kind.</p>	<p>Outside Services Team Leader to progress</p>
---	--

9. Farnham in Bloom Newsletter

POINTS	ACTION
Members received the latest version of the Farnham in Bloom newsletter.	

10. Community Clean Up Gangs

POINTS	ACTION
<p>Members noted that the next visit of the Community Clean Up Gang would be in early July.</p> <p>Councillor Cockburn suggested that the crossroads at the top of Old Frensham Road in the Bourne be put on their list of areas to clean up.</p>	<p>Community Enhancement Assistant to follow up</p>

11. Items for Future Meeting

POINTS	ACTION
Councillor Parry requested that the Flood Management issues be put under Community Enhancement.	Cllr Parry to put together a report on Flood Management for the next meeting

12. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be Wednesday 17 th September 2014.	

Meeting ended at 11.45am

Minutes taken by Amy Dawson



FARNHAM TOWN COUNCIL



Notes

Tourism and Events Working Group

Time and date

2:00 pm on Tuesday 8 July 2014

Place

Byworth room, Council Offices, South Street, Farnham

Attendees: Councillors J Hargreaves, C Cockburn, S Hill

Officers Present: Stephanie King (Events Officer)

1. Apologies

Apologies were received from Councillor Beaman and Councillor Ward

2. Notes of the last meeting

POINTS	ACTION
The notes of 13 May 2014 were agreed as an accurate record of the meeting.	

3. Disclosure of Interests

POINTS	ACTION
There were no disclosures of interest.	

4. Music in the Meadow & Picnic in the Park

POINTS	ACTION
Music in the Meadow Members received an update Music in the Meadow concerts to date. Members noted that the attendance figures had improved since last year and which bands had played so far. Members discussed the most recent Music in the Meadow was the Young	Events Officer to investigate platform next year.

<p>Artists Showcase. Members noted that with the promotional banner on the bandstand it was difficult to see the young artists performing. Councillor Hill suggested using a platform might be a good idea next year.</p> <p>Picnic in the Park Members received an update on Picnic in the Park. Members noted that although the attendance was slightly lower than in 2013, which could have been due to poor weather on the previous day, it was overall a successful event. Members agreed that the event was lacking a tea tent (as the supplier had cancelled at short notice) which had been mentioned by the public. Members agreed that next year a charity should be contacted to host the tea tent.</p>	
---	--

5. Feast of Food

POINTS	ACTION
<p>Members received an update on the arrangements for the Food Festival. Members noted that there had been fifty five applications for a stall at the Food Festival and the site plan would be prepared soon.</p> <p>Members noted that arrangements for the Feast of Food were taking place with restaurants being contacted to take part. Members commented that there were a number of new restaurants opening in the town. The events officer explained that Bills (opening in Castle Street) had been invited to participate.</p> <p>Members received an update on the launch for the Feast of Food taking place on Monday 21 July at The Wheatsheaf at 3pm hosted by Main sponsor BBS Ltd and Gold sponsor The Wheatsheaf.</p> <p>Members were updated on the arrangements for the Italian Market on 12 September to begin the Fortnight of Food. Members noted that the events officer was in discussions with Surrey Highways about the suspension on the parking bays in Castle street for the Italian Market and the bus stop would be discussed. Members noted that the Italian Market organisers had agreed to do the majority of publicity themselves and pay a fee for attending</p>	

6. Christmas 2014

POINTS	ACTION
<p>Christmas Market Members received an update on the arrangements for the inaugural Christmas Market taking place this year and details of the Bush Hotel's involvement.</p>	

<p>Members noted that the Bush hotel had offered use of the courtyard, Oak lounge and conference centre. Members noted the idea of using the Oak lounge to set up a Santa's Grotto area to be run by a local charity. The Bush hotel had also offered a discount bed and breakfast rate of £69.00 for exhibitors the night before the event. Members agreed that this would be useful to allow for an early start and increase the range of stallholders able to trade. Members agreed the Bush hotels involvement would work well and additionally add a link to the Farmers Market taking place on the same day.</p> <p>Members considered the type of stalls to be invited to the Christmas Market including gifts, decorations and food stalls. Members agreed that the more festive the market looked the greater the footfall and potential income would be.</p> <p>Meeting with Chamber of Commerce and retailers Members considered arranging a meeting with Chamber of commerce and retailers to discuss Christmas shopping and snowman competition. Members felt that retailer involvement had been limited in previous years. It was agreed to arrange a general meeting with retailers to update them on plans for the food festival and Christmas market and seek feedback.</p>	<p>Events Officer to arrange a meeting with Chamber of Commerce and retailers</p>
---	---

7. Sponsorship

POINTS	ACTION
Members received a report on sponsorship raised to date, noting figures had exceeded targets so far. Members agreed that this was very good news and that further options remained for some events such as Christmas. Members considered potential organisations that could be contacted.	Events Officer to continue work to gain sponsorship for events.

8. Publications & Social Media

POINTS	ACTION
<p>Visitors Guide Members received copies of the new visitors' guide which had recently been completed. The guide was well received by members.</p> <p>Calendar Members reviewed the idea of a calendar which was proposed at the last working group meeting. Members agreed the calendar should be finalised before the Food Festival. Members discussed other ideas for merchandise that could be sold at events that included greeting cards, ponchos and umbrellas. To be funded initially from the tourism development budget.</p>	<p>Events Officer to organise production of appropriate items for the Food Festival.</p>

<p>Members agreed that all these items could work well if added to the Farnham items for sale.</p> <p>Website Members received an update on the latest position on the new website. Members noted that the draft site would be presented to the task group.</p> <p>Social Media Members received an update on the growing use of social media. Members noted that 'boosting' Facebook numbers could increase the reach of social media users that would see FTC posts and updates. This could potentially increase the number of visitors at events. Members agreed that this could work well.</p>	<p>Events Officer to progress.</p>
--	------------------------------------

9. Heritage Open Days

POINTS	ACTION
Members were updated on the arrangement for Heritage Open Days to date. Members noted that the guide had been produced by the Farnham Society and was currently being distributed. Members noted that Councillor presence would be required in the Council offices for the Heritage Open Days weekend.	Recommendation to council: Councillors to consider if they would be available to help at Heritage Open Days weekend.

10. Updates on Other Matters and Items for Noting

POINTS	ACTION
Councillor Hargreaves updated members on a recent issue with Farnham bike ride organised by the Round Table. Participants in the bike ride had increased over the past few years and members agreed that FTC should give the Round Table more support as it does with other local charities and events. Members agreed this could include help with publicity in the lead up to the event.	

11. Date of Next meeting

The next meeting was agreed as Tuesday 2 September 2014 at 2.00pm.

Meeting ended at 3.30pm.

Notes taken by Stephanie King.



FARNHAM TOWN COUNCIL

D

Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 15th July 2014

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Attfield, Jill Hargreaves, Stephen Hill, Roger Steel, John Ward,
In attendance: Jeremy Ricketts, David Beaman

Officers present:

Iain Lynch (Town Clerk), Rachel Aves (Team Leader Corporate Governance), Alan Corcoran
(Facilities and Contracts Officer) – part.

13. Apologies

Apologies were received from Councillors David Attfield and Carole Cockburn,

2. Declarations of Interest:

John Ward declared a personal interest in relation to item 7 as a founder member of the Installed Masters Lodge.

3. Notes of Meeting held on June 3rd 2014

POINTS	ACTION
The Notes of the meeting held on 3 rd June were agreed.	

4. Finance

POINTS	ACTION
1) Members confirmed the opening of a new moneymarket instant access 'call off' account linked to the FTC current account and agreed that it should be linked to the HSBCnet system for online access. 2) Members received the following documents (which had been circulated to all councillors) in relation to the quarterly	Recommendation to Council that: the new moneymarket 'call off' account be linked to HSBCnet for online access.

<p>accounts:</p> <ul style="list-style-type: none"> a. Financial Budget Comparison between 1st April and June 30th 2014 b. Trial balance at 30th June 2014 (Annex 1) c. Bank & Petty Cash Reconciliation to 30th June (annex2) • Statement of Investments at 30th June 2014 • Debtors at 30th June 2014 <p>The Town Clerk went through each of the appendices in detail and responded to queries from the Working Group.</p> <p>Members noted there were some outstanding matches to be resolved where income and invoices had been entered onto the system at year end.</p> <p>Members reviewed the levels of investments and suggested consideration be given to a higher level of investment in the CCLA deposit fund and of a further deposit account to spread the risk within the government's guarantee.</p>	<p>Recommendation to Council: to receive the quarterly finance papers (previously circulated) and note the trial balance and bank reconciliation at annexes 1 and 2.</p> <p>Town Clerk to review</p>
--	---

Alan Corcoran (Contracts and Facilities Officer) arrived at this point.

5. Contracts Update

POINTS	ACTION
<p>1) Council furniture</p> <p>Members noted that two further local firms had been asked to give quotations for the replacement Council Chamber tables. Two different solutions had been proposed, one in solid oak and the other in oak and veneer for identical prices. Both would provide for up to 22 seats and meet the requirements set by Council including folding mechanisms for ease of storage. Members agreed to recommend the oak solution to Council, which although slightly heavier, would provide the desired gravitas and durability. Members noted that the tables would not have modesty panels and that the legs could be detailed to reflect the existing chairs. Members noted that the costs for the tables, detailing, storage coverings and a trolley for moving the tables could comfortably be contained within the earmarked reserve for Council Chamber furniture.</p> <p>2) West Street Chapel</p> <p>The Contracts and Facilities Officer advised members of the detailed tenders received for the phase I works at West Street Chapel with costs as set out at Exempt Annex 1. Five contractors were invited to bid with three tenders received. These were in the process of being analysed by the Council's surveyor.</p> <p>Members noted that some of the proposed works (such as the lime rendering of the inside of the chapel) may not proceed if the costs of the subsequent phases were beyond the earmarked budget.</p> <p>The phase I works would cover general stripping out of the building, guttering and downpipe work, internal wall repairs and</p>	<p>Recommendation to Council that: the Council Chamber furniture be replaced with solid oak tables and that the Town Clerk be authorised to spend up to £12,000 from the earmarked reserves for the tables and associated elements.</p>

<p>decorations, external treatments to metalwork and joinery, and surface water drainage.</p> <p>Members suggested the Farnham Building Preservation Trust be contacted to review the option and whether they might be interested in investing in the project.</p> <p>Members agreed (in accordance with Council Resolution C032/14) the appointment of Contractor A who had submitted the lowest price for phase I as set out at Exempt Annex 1, or if the figures were subsequently shown by analysis to be more expensive, to contractor B.</p> <p>3) Hale Chapel</p> <p>Members considered the report at Appendix I following the consultation about the future of Hale Chapels. Members noted there had been 46 forms returned. Members noted the largest preference was to find a use as a base for the Hale History project, and for continued cemetery use with a strong preference to try to avoid to demolish the chapels if possible.</p> <p>Cllr Beaman left at this point.</p> <p>4) Christmas Lights</p> <p>Members received a detailed report at Appendix G to the agenda following receipt of tenders for the replacement of the Christmas lights. Three companies had tendered providing prices for hire or purchase over a three, five or seven year period. After detailed consideration, members recommended the appointment of Company A for a five year period with the Council purchasing the lights (with costs as set out at exempt Annex 2). After provision for replacement lights, further expansion of the lights and testing and remedial work (increasing after the warranty period ends), there would still be a year-on year saving compared with the current budget. The average cost would be £31,800 compared to the current £33,000 budget. Members noted there would be an initially higher expenditure in year one to fund the purchase element but that the costs could be met from within existing budgets or earmarked reserves with ongoing savings in subsequent years.</p> <p>Members also noted the decision taken under delegated powers to replace all the catenary wires following testing as a large number were not fixed to modern standards.</p>	<p>Contract and Facilities Officer to contact Farnham Buildings Preservation Trust</p> <p>Officers to discuss the results with the Hale History project to confirm their interest and discuss what funding could be achieved to realise the project.</p> <p>Recommendation to Council that: Council purchases the Christmas lights and enters into a five year contract for the storage, installation and maintenance of the lights</p>
---	--

6. New Council website

POINTS	ACTION
<p>Simon Whale of Plug and Play gave a live demonstration of the new website. Members noted the website was crisp and fresh but there was still some work to be done to ensure the content was sufficient for unveiling, including incorporating the community organisations details. It was agreed that the draft website link would be circulated to councillors to test the site and gain feedback and noted that the</p>	<p>Officers to advise members of site address and reconvene focus group to</p>

focus group was being reconvened to test the site as well. Members suggested that a September launch should be the target.	test site.
--	------------

Alan Corcoran left at this point.

7. Shared Space Referendum

POINTS	ACTION
Members noted the outcome of the Rt Hon Jeremy Hunt's Pedestrianisation/Shared Space Referendum and the decision in favour of change that had resulted. Members noted that Mr Hunt had Cllr Ward tabled a draft motion which he suggested that the Working Group put forward to Council to seek to support efforts to find a solution to the long running problem of chaotic traffic and pedestrian facilities in Farnham. This was agreed.	Motion to go to Council

Cllr Hargreaves left at this point.

8. Infrastructure Planning Group update

POINTS	ACTION
Members noted the consultation with Statutory Consultees was underway.	

9. Request to fly the newly created 'historic County flag'

POINTS	ACTION
Members noted the request to fly the historic county flag that had been created by the Association of British Counties, and was based on the <i>de Warenne</i> family colours. Members felt that the views of Surrey County Council be sought before flying the flag to ensure that they were supportive.	Town Clerk to contact Surrey County Council.

10. Town Clerk Update

POINTS	ACTION
1) The Town Clerk advised members of the small grants issued including the Potters Gate Sure Start; the 3 rd Farnham Scouts; and the 1000 in 100 project.	

11. Request to use the Council Crest

POINTS	ACTION
Members noted that a request to use the Council logo had been received from the Freemasons of Farnham to use on a banner and letterhead. Before discussing the specific case, members discussed the general principle and noted that there were varying practices in different council areas. Members agreed that the Town Council Crest should only be used for civic activities, and that the Town Council brand was important to create identity for council services and activities.	

<p>Cllr Ward left at this point</p> <p>It was noted that elements of the Council's crest or logo, such as the Castle, were iconic representations which could be used by external bodies subject to the design being appropriate.</p> <p>Members agreed that the Town Clerk should discuss with the Freemasons of Farnham to see if an appropriate representation could be found that would not cause confusion with the official logo or crest. Overall, members felt more comfortable with a representation on a banner rather than on a letterhead, but that if appropriately designed both may be acceptable.</p>	<p>Recommendation to Council: Subject to the Town Clerk's discussion with the Freemasons of Farnham and agreement on an appropriate image being used that would not cause confusion with the official logo and crest of the Council, permission be given</p>
---	---

12. Items for future meetings

POINTS	ACTION
Members noted that future items included reviews of Standing Orders, Financial Regulations and the scheme of delegation, and the new Governance and Accountability Practitioners Guide.	Town Clerk to circulate agenda

4. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 16th September 2014 at 9.30am	Town Clerk to circulate agenda

Meeting ended at 12.40pm

Notes written by Iain Lynch

Printed on : 19/07/2014

Farnham Town Council

Page No 1

At : 11:15

Trial Balance for Month No: 3

User :IL

Combined Account Totals by Account Number

A/c Code	Account Name	Debit	Credit
100	Debtors	15,327.25	
105	VAT Control A/c	27,268.45	
200	Current Bank A/c 31141023	31,788.74	
230	MM Investment 90678864	250,000.00	
231	MM Investment 10245828	200,000.00	
232	MM Investment 20631256	300,000.00	
233	MM Investment 30599204	250,000.00	
234	MM Investment 20687928	300,000.00	
236	CCLA Investment 0681180001PC	100,000.00	
237	MM Investment 90700304	325,000.00	
250	Petty Cash	148.48	
251	Depot Petty Cash	8.68	
270	Mayor's Charity A/C 51735365	2,959.36	
271	Mayor's Charity Petty Cash	218.97	
310	General Reserves		466,695.38
321	Legal Expense EMR		10,000.00
322	Equipment EMR		40,000.00
323	Wrecclesham Community C EMR		40,000.00
324	Street furniture EMR		15,000.00
325	Elections EMR		34,000.00
326	CCTV EMR		25,000.00
327	Gostrey Meadow EMR		25,000.00
328	Neighbourhood Plan EMR		15,000.00
329	Environmental projects EMR		10,000.00
330	Cemetery Chapels EMR		125,000.00
331	Cemetery provision EMR		35,000.00
332	Cemetery costs EMR		35,000.00
333	IT investment EMR		15,000.00
335	Tourism Development EMR		20,000.00
336	Public Conveniences EMR		50,000.00
337	Town Hall refurb EMR		75,000.00
338	Council Chamber EMR		25,000.00
500	Creditors		18,340.62
510	Accruals		52,114.78
525	PAYE/NI Creditor		8,200.80
530	Pensions Creditor		656.41
572	Mayor's Charity 2013/14		4,491.14
1080	Allotment Rents Income		7,824.12
1100	Interment Fees Income		10,260.00
1120	Grave Purchases Income		6,495.00
1130	Memorials Income		747.00
1200	Grants Income		24,440.00
1201	Sponsorship Income (+VAT)		11,133.33
1202	Income - Contributions		79,111.65
1204	Bookings/Hire		15,041.14
1210	PITP Income		25.00

Continued on Page 2

Combined Account Totals by Account Number

A/c Code	Account Name	Debit	Credit
1300	Banners Income		1,996.00
1522	Surrey Highways Contract		10,300.00
1900	Precept		466,156.50
1905	Local Parish Council Tax Grant		27,335.00
1910	Interest Received		1,016.00
1920	Sale Of Assets		300,000.00
1999	Miscellaneous Income		1,027.85
4000	Salaries	111,641.75	
4001	Agency Staffing	12,499.93	
4030	Staff Training	571.50	
4041	Staff Travel	39.20	
4070	Protective Clothing	332.12	
4110	Rates	7,396.97	
4115	Water Charges	2,424.00	
4120	Energy Costs	1,164.69	
4130	Insurance	8,892.14	
4140	Office Costs	1,394.88	
4170	Property Maintenance/Refurbish	82,860.74	
4176	Consumables	307.77	
4181	Equipment Maintenance	844.02	
4182	Equipment Purchase	573.76	
4190	CCTV	1,927.85	
4195	Alarms - Fire, Security	907.00	
4196	Crime Prevention		10.00
4205	Waste Disposal	358.27	
4210	Grave Digging		55.13
4225	Cemetery Memorial Maintenance	100.00	
4300	Vehicle Costs - Fuel	1,273.25	
4301	Vehicle Costs - LPG	79.28	
4302	Vehicle Costs - Maintenance	121.90	
4400	Stationery	1,134.13	
4410	Photocopying Charges	232.93	
4415	Printing & Design (External)	502.00	
4440	Telephones	2,017.90	
4455	Postages & Distribution	1,027.50	
4460	Subscriptions & Memberships	4,032.26	
4461	Licences	5,196.32	
4480	IT Equipment		415.68
4481	Web Site	1,554.49	
4482	IT Support	4,096.00	
4501	Mayoral Allowance 2014-15	145.00	
4503	Mayoral Allowance 2013-14	76.37	
4525	Members' Training	50.00	
4540	Civic Functions	2,813.69	
4550	Bank Charges	735.06	
4555	Legal Fees	3,631.00	

Combined Account Totals by Account Number

A/c Code	Account Name	Debit	Credit
4560	Bookkeeping/Accountancy Costs	1,930.64	
4570	Audit Fees	1,677.50	
4585	Professional Fees	4,250.00	
4600	Tourism Developments & Events	400.00	
4610	Horticultural Supplies	362.17	
4611	Flowers	5,569.99	
4625	Entertainment - Performers	1,050.00	
4655	Banners	818.00	
4800	Grants	15,033.00	
4820	Neighbourhood Plan	4,701.10	
4822	Newsletter	1,200.00	
4910	Loan Repayments	5,113.53	
4999	Miscellaneous Expenses	107.00	
Trial Balance Total :		2,107,888.53	2,107,888.53
Difference :		0.00	

Farnham Town Council

Bank - Cash and Investment Reconciliation as at 30 June 2014

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	Current Account - 31141023	32,208.74	
2	MM Investment - 10245828	0.00	
3	MM Investment - 10613371	0.00	
4	MM Investment - 20631256	0.00	
5	MM Investment - 90678864	0.00	
6	MM Investment - 90678880	0.00	
7	MM Investment - 30599204	0.00	
8	Petty Cash	148.48	
9	Depot Petty Cash	8.68	
10	HSBC Commercial card	-2,037.45	
11	Mayor's Charity Account	3,159.36	
12	Mayor's Charity Petty Cash	218.97	
13	Cashbook 13	0.00	
14	MM Investment 20687928	0.00	
			33,706.78
<u>Other Bank & Cash Balances</u>			
	MM Investment 15-08-13 3 month	0.00	
	MM Investment	0.00	
	MM Investment 90678864	250,000.00	
	MM Investment 10245828	200,000.00	
	MM Investment 20631256	300,000.00	
	MM Investment 30599204	250,000.00	
	MM Investment 20687928	300,000.00	
	MM Investment 40698210	0.00	
	CCLA Investment 0681180001PC	100,000.00	
	MM Investment 90700304	325,000.00	
			1,725,000.00
			1,758,706.78
<u>Unpresented Payments</u>			
1	02/05/2014 109925	220.00	
1	02/09/2013 109851	200.00	
11	27/06/2014 chq 100001	200.00	
			620.00
			1,758,086.78
<u>Receipts not on Bank Statement</u>			
10	16/06/2014	2,037.45	
			2,037.45
Closing Balance			1,760,124.23
<u>All Cash & Bank Accounts</u>			
	Current Bank A/c 31141023	31,788.74	
	MM Investment 10245828 Use 231	0.00	
	MM Investment 10613371	0.00	
	MM Investment 20631256	0.00	
	MM Investment 90678864 Use 230	0.00	
	MM Investment 90610453	0.00	

Farnham Town Council

Bank - Cash and Investment Reconciliation as at 30 June 2014

<u>Account Description</u>	<u>Balance</u>
MM Investment 30599204	0.00
MM Investment 20687928	0.00
Petty Cash	148.48
Depot Petty Cash	8.68
Projects Cashbox	0.00
HSBC Commercial Card	0.00
Mayor's Charity A/C 51735365	2,959.36
Mayor's Charity Petty Cash	218.97
Other Bank & Cash Balances	1,725,000.00
Total Bank & Cash Balances	<u>1,760,124.23</u>

Exempt Annex 1 West Street

Exempt Annex 2 (Christmas Lights)

Exempt Annex 2 (Christmas Lights)



FARNHAM TOWN COUNCIL

E

Notes

Planning & Licensing Consultative group

Time and date

9.30am on Monday 16 June 2014

Place

Byworth Room, South Street, Farnham

Attendees: Cllrs D Beaman, P Blagden, C Cockburn, C Genziani and R Steel

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

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 for absence

None

2) Declarations of Interest

There were no Declarations of Interest.

3) Applications Considered by the Planning Consultative Group on Monday 16 June 2014

Ref	Ward	Proposal	Site Address	Officer Name
WA/2014/0924	Farnham Bourne	Erection of extensions and alterations to form two-storey chalet-style dwelling.	44 MIDDLE BOURNE LANE, FARNHAM GU10 3NH	Gemma Page

Ref	Ward	Proposal	Site Address	Officer Name
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement, but are concerned at the loss of another bungalow in Farnham.		
WA/2014/0951	Farnham Bourne	Erection of a detached car port and alterations to driveway (revision of WA/2014/0373). Previous comments on 24.03.2014 were as follows: Farnham Town Council has no objections.	HILLCOTE, BOURNE GROVE DRIVE, FARNHAM GU10 3QX	Gemma Page
		Farnham Town Council has no objections.		
CA/2014/0067	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Removal of two conifers.	HEATHER BANK, SWINGATE RD, FARNHAM GU9 8JJ	Mr A Clout
		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/0995	Farnham Moor Park	Erection of extensions and alterations following demolition of existing conservatory.	48 LYNCH ROAD, FARNHAM GU9 8BY	Rachel Kellas
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement,		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2014/0962	Farnham Shortheath and Boundstone	Erection of single-storey rear extension following demolition of existing outbuilding.	30 BALDREYS, FARNHAM GU9 8RH	Rachel Kellas
		Farnham Town Council is concerned about the possible adverse effect on the residential amenities of the neighbouring property.		
WA/2014/0991	Farnham Shortheath and Boundstone	Erection of attached car port.	4 LITTLE THURBANS CLOSE, FARNHAM GU9 8SG	Tim Bryson
		Farnham Town Council has no objections.		
WA/2014/0981	Farnham Wrecclesham and Rowledge	Erection of extension and alterations.	20 RIVERDALE, FARNHAM GU10 4PH	Tim Bryson
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement,		
WA/2014/0933	Farnham Firgrove	Erection of 18 dwellings comprising 6 flats and 12 houses following demolition of existing building.	LANGHAM COURT, RIDGWAY ROAD, FARNHAM GU9 8NL	Mark Baker
		Farnham Town Council does not object to the proposed erection of 18 dwellings, but does object to the plans that are inappropriate in their design and use of materials. The design lacks imagination and a courtyard development would be more appropriate in this development with the		

Ref	Ward	Proposal	Site Address	Officer Name
		use of slate and red brick which is in character with Farnham.		
WA/2014/0937	Farnham Moor Park	Change of Use from Class B1a (Offices) to Class C3 (three flats).	CAMBRIDGE HOUSE, , EAST STREET, FARNHAM GU9 7RX	Gemma Page
		The Town Council has no objection		
WA/2014/0930	Farnham Moor Park	Erection of extensions to existing annexe.	WOODLANDS EAST, GUILDFORD ROAD, RUNFOLD GU10 1PG	Rachel Kellas
		The Town Council has no objection		
WA/2014/0938	Farnham Moor Park	Listed Building consent for internal and external alterations.	CAMBRIDGE HOUSE, CAMBRIDGE PLACE, EAST STREET, FARNHAM GU9 7RX	Gemma Page
		The Town Council has no objection subject to the approval of the Listed Buildings Officer.		
WA/2014/0931	Farnham Moor Park	Consultation on a County Matter; for the temporary use of land for stockpiling clay that is to be used for the restoration of the site.	RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, RUNFOLD GU10 1PB	Mr G Parrott
		Object – the clay is used as a piecrust over the landfill and then sealed due to the gases, but too much clay has been bought for the site so that there is a surfeit of clay.		

Ref	Ward	Proposal	Site Address	Officer Name
TM/2014/0091	Farnham Upper Hale	Application for works to trees subject of Tree preservation Order 16/99.	8 PARKSIDE, FARNHAM GU9 0JP	Mr A Clout
		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/0934	Farnham Upper Hale	Change of Use of part of public house and ancillary residential accommodation (Class A4) to create a separate dwelling at 104.	104 UPPER HALE ROAD, FARNHAM GU9 0PB	Rachel Kellas
		The Town Council has no objection		
TM/2014/0088	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree preservation Order 20/11.	89 BOUNDSTONE ROAD, FARNHAM GU10 4AS	Steve Tester
		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/0946	Farnham Wrecclesham and Rowledge	Amendment to Consultation under Regulation 3 for installation of floodlighting on two artificial surface sports pitches and the erection of acoustic fence.	LAND AT WEYDON SCHOOL, WEYDON LANE, FARNHAM GU9 8UG	Kathryn Pearson
		The Town Council has no objection as the lights are directed onto the pitch and switched off at 10.00pm		

Ref	Ward	Proposal	Site Address	Officer Name
TM/2014/0089	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree preservation Order 20/11.	91 BOUNDSTONE ROAD, FARNHAM GU10 4AS	Steve Tester
		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/0943	Farnham Wrecclesham and Rowledge	Application under Section 73 to vary Condition 2 of WA/2013/0566 (plan numbers) to allow new plant equipment to be installed on the roof area (follows invalid application WA/2014/0155).	UNIT 1, GROVEBELL INDUSTRIAL ESTATE, WRECCLESHAM ROAD, WRECCLESHAM GU10 4PL	Rachel Kellas
		The Town Council has no objections		
WA/2014/0944	Farnham Wrecclesham and Rowledge	Display of illuminated and non-illuminated signs.	UNIT 1, GROVEBELL INDUSTRIAL ESTATE, WRECCLESHAM ROAD, WRECCLESHAM GU10 4PL	Rachel Kellas
		The Town Council has no objection		
TM/2014/0097	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 07/09.	LAND AT GONG HILL DRIVE, FARNHAM	Mr A Clout
		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		

Ref	Ward	Proposal	Site Address	Officer Name
TM/2014/0096	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 28/03.	12 ANNANDALE DRIVE, FARNHAM GU10 3JD	Mr A Clout
		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/0976	Farnham Hale and Heath End	Erection of a dwelling with associated parking space; erection of extensions and alterations to existing dwelling with provision of additional parking space; alterations to vehicular accesses.	73 HEATH LANE, FARNHAM GU9 0PX	Tim Bryson
		Farnham Town Council objects to the inappropriate plans for a small plot and the changes do not address previous concerns.		
WA/2014/1003	Farnham Moor Park	Listed Building consent for alteration to elevations and erection of bin storage area.	PACE HOUSE, CAMBRIDGE PLACE, EAST STREET, FARNHAM GU9 7RX	Tim Bryson
		The Town Council has no objection		
WA/2014/1002	Farnham Moor Park	Change of Use of first floor from Class D1 (nursery) to Class C3 (four 2 bedroom flats); alteration to elevations; and provision of bin store.	PACE HOUSE, CAMBRIDGE PLACE, EAST STREET, FARNHAM GU9 7RX	Tim Bryson
		The Town Council has no objection		
WA/2014/1001	Farnham Shortheath and Boundstone	Erection of extensions and alterations including dormer windows following demolition of existing extension.	45 BOUNDSTONE ROAD, WRECCLESHAM GU10 4TW	Kathryn Pearson

Ref	Ward	Proposal	Site Address	Officer Name
		The Town Council is concerned at the size and development of the extensions.		
WA/2014/0983	Farnham Upper Hale	Application under Section 73A to vary Conditions 3 (enlargement of dwelling) and 13 (plan numbers) of WA/2012/0271 to increase size of dwelling.	CROOKSBURY VIEW, 169 UPPER HALE ROAD, FARNHAM GU9 0JE	Tim Bryson
		The Town Council has no objection		
WA/2014/0953	Farnham Weybourne and Badshot Lea	Erection of single-storey extension and alterations following demolition of existing conservatory.	94 COPSE AVENUE, FARNHAM GU9 9DZ	Gemma Page
		Farnham Town Council objects to the proposed extension and alterations and is concerned that they will not remain ancillary to the main dwelling.		
WA/2014/0961	Farnham Wrecclesham and Rowledge	Alterations to garage to provide habitable accommodation.	6 GRANTLY COURT, SHORTEATH CREST, FARNHAM GU9 8RX	Gemma Page
		Farnham Town Council is concerned at the loss of parking where there is very little off road parking available.		
TM/2014/0094	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 03/11.	1 HOLLIS WOOD DRIVE, FARNHAM GU10 4JT	Mr A Clout
		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.⁴⁵		

Notes taken by Ginny Gordon

The meeting closed at 10.10am



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative group

Time and date

9.30 am on Monday 30 June 2014

Place

Council Chamber, South Street, Farnham

Planning Consultative Group Members Present

Cllr P Blagden
Cllr C Cockburn
Cllr C Genziani

Other Councillors in attendance: None

Officers in attendance: 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 for absence

Apologies were received from Cllrs Beaman and Steel.

2) Declarations of Interest

There were no Declarations of Interest.

3) Applications Considered by the Planning Consultative Group on Monday 30 June 2014

Ref	Ward	Proposal	Site Address	Officer Name
NMA/2014/0058	Farnham Bourne	Amendment to WA/2013/1151 for alterations to the approved materials of the dormers. Previous comments on 01.08.2013 were as follows: Farnham Town Council objects to this application. The Town Council is concerned about the adverse effect on neighbouring properties and the detrimental effects to the character of the area. The Town Council does not agree with the removal of leaded windows on the properties frontage as this is a character enhancing feature for the area.	44 AVELEY LANE, FARNHAM GU9 8PS	Mrs M Knight
		Farnham Town Council objects to this application. The Town Council is concerned about the adverse effect on neighbouring properties and the detrimental effects to the character of the area. The Town Council does not agree with the removal of leaded windows on the properties frontage as this is a character enhancing feature for the area.		
TM/2014/0098	Farnham Bourne	Application to fell trees subject of Tree Preservation Order 26/00.	THE RIDINGS, 1 CEDARWAYS, FARNHAM GU9 8SW	Mr A Clout

		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
CA/2014/0070	Farnham Castle	FARNHAM CONSERVATION AREA. Works to one Poplar tree.	KINGSDOWN, CASTLE HILL, FARNHAM GU9 0AD	Mr A Clout
		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough, but has no objection subject to the approval of the Conservation Officer.		
WA/2014/1008	Farnham Firgrove	Erection of a conservatory.	7 ARTHUR ROAD, FARNHAM GU9 8PB	Kathryn Pearson
		Farnham Town Council has no objections after consideration on condition that the extension is in line with the Farnham Design Statement.		
WA/2014/1021	Farnham Moor Park	Erection of two-storey extension following demolition of existing extension.	KEEPERS COTTAGE, 42 COMPTON WAY, FARNHAM GU10 1QU	Mark Baker
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing.		

WA/2014/1004	Farnham Shortheath and Boundstone	Erection of single-storey extensions and alterations.	DERWENT LODGE, 9A LONGHOPE DRIVE, FARNHAM GU10 4SN	Tim Bryson
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing.		
WA/2014/1011	Farnham Shortheath and Boundstone	Erection of extensions and alterations.	ROSEBANK, 4 VINE CLOSE, FARNHAM GU10 4TE	Rachel Kellas
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing.		
WA/2014/1007	Farnham Upper Hale	Construction of raised decking to rear and alterations.	19 WINGS ROAD, FARNHAM GU9 0HN	Gemma Page
		Farnham Town Council has no objections after consideration on condition that the alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing.		

WA/2014/1029	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations following demolition of existing garage.	BEECH HAVEN, 21 FULLERS ROAD, ROWLEDGE GU10 4BP	Mark Baker
		Farnham Town Council has no objections after consideration on condition that the extension alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing.		
WA/2014/1074	Farnham Bourne	Erection of extensions and alterations following demolition of existing garage.	65 AVELEY LANE, FARNHAM GU9 8PS	Kathryn Pearson
		Farnham Town Council has no objections after consideration on the condition that the shed is kept for use as a shed and the materials are in keeping with the existing property.		
NMA/2014/0060	Farnham Castle	Amendment to WA/2013/1636 for a revised parking layout and alterations to individual unit sizes. Previous comments on 17.10.2013 were as follows: Approved after consideration	UNIT 12A, COXBRIDGE BUSINESS PARK, ALTON ROAD, FARNHAM GU10 5EH	Mrs M Knight
		Farnham Town Council has no objection.		
WA/2014/1080	Farnham Castle	Erection of two storey rear extension and single storey side extension.	20 TOR ROAD, FARNHAM GU9 7BY	Rachel Kellas
		Farnham Town Council is concerned about the size of the proposed extensions and that this is overdevelopment of the site.		

WA/2014/1087	Farnham Firgrove	Erection of single storey rear extension following demolition of existing conservatory.	48 FIRGROVE HILL, FARNHAM GU9 8LQ	Tim Bryson
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing.		
WA/2014/1088	Farnham Shortheath and Boundstone	Erection of extensions following demolition of existing garage and conservatory.	13 JUBILEE LANE, FARNHAM GU10 4SZ	Kathryn Pearson
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing.		
WA/2014/1083	Farnham Weybourne and Badshot Lea	Erection of a conservatory	BLOSSOM COTTAGE, WOODSIDE ROAD, FARNHAM GU9 9DS	Kathryn Pearson
		Farnham Town Council has no objections on condition that the materials are in keeping with the existing building.		
WA/2014/1020	Farnham Bourne	Erection of detached dwelling with access from Longdown Road.	15 PINE RIDGE DRIVE, FARNHAM GU10 3JR	Kathryn Pearson
		Farnham Town Council strongly objects to this application. This would		

		<p>be overdevelopment of the site in an area protected by LP policy BE3. This development would lead to erosion of the area's semi-rural character of this area and should not be allowed. The proposal would fail to reflect and thereby harm the general spaciousness and loose pattern of housing in the area which contributes to its semi-rural character and appearance. Consequently, it would not accord with Policies BE3, D1 and D4 of the adopted Waverley Borough Local Plan (2012), the aims of the Farnham Design Statement 2010 or the National Planning Policy Framework which combine to require high standards of design which, amongst other things, avoids harm and responds to the character and appearance of an area.</p>		
WA/2014/I010	Farnham Bourne	Erection of dwelling following demolition of existing dwelling.	I STREAM VALLEY ROAD, FARNHAM GU10 3LT	Rachel Kellas
		Farnham Town Council does not object to this proposal.		
WA/2014/I027	Farnham Castle	Display of illuminated and non-illuminated signs.	LEIGHTONS OPTICIANS, 46 DOWNING STREET, FARNHAM GU9 7PH	Mark Baker
		Strongly object. This is the conservation area. Signage should not be		

		internally illuminated.		
WA/2014/1028	Farnham Castle	Listed Building consent for display of illuminated and non-illuminated signs.	LEIGHTONS OPTICIANS, 46 DOWNING STREET, FARNHAM GU9 7PH	Mark Baker
		Strongly object. This is the conservation area. Signage should not be internally illuminated.		
WA/2014/1055	Farnham Castle	Erection of two storey rear extension and installation of roof lights to front elevation with demolition of an unlisted building in a Conservation Area for partial demolition of existing garage and single storey rear extension.	36 RED LION LANE, FARNHAM GU9 7QN	Rachel Kellas
		No objections. The materials used should be in keeping with the design of the conservation area.		
CR/2014/0023	Farnham Castle	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	25 LONG GARDEN WALK, FARNHAM GU9 7HX	Tim Bryson
		No objections.		
WA/2014/1013	Farnham Hale and Heath End	Erection of extensions and alterations following demolition of existing garage and summerhouse.	4 BROOKLANDS CLOSE, FARNHAM GU9 9BT	Kathryn Pearson
		Object. Farnham Town Council is concerned about that adverse effects on the amenity of the neighbour at the rear of the dwelling due to the close proximity to the boundary.		
WA/2014/1026	Farnham Moor Park	Erection of single-storey rear extension and side porch following demolition of existing extension.	PIPERS CROFT, 40 ABBOTS RIDE, FARNHAM GU9 8HZ	Mark Baker

		No objections.		
WA/2014/1009	Farnham Moor Park	Change of use of ground floor from Class B1 (offices) to Class D1 (health clinic).	25 EAST STREET, FARNHAM GU9 7SD	Gemma Page
		No objections.		
WA/2014/1060	Farnham Moor Park	Erection of dwelling and garage together with associated works.	LAND AT 11 MONKSHANGER, FARNHAM GU9 8BU	Kathryn Pearson
		No objections. The effects of this proposed dwelling on the character of the area in relation to plot size and density would not be detrimental.		
WA/2014/1040	Farnham Shortheath and Boundstone	Erection of extensions and alterations following partial demolition of existing dwelling; erection of detached annex outbuilding (revision of WA/2014/0302). Previous comments on 10.03.2014 were as follows: Object. Farnham Town Council is concerned about the size of the proposed dwelling, the adverse effect on the street scene and effect on the neighbours' amenities. The proposal is against the Farnham Design statement and out of proportion.	90 SHORTHEATH ROAD, FARNHAM GU9 8SQ	Kathryn Pearson
		Previously objection still stands in relation to the revisions made. Object. Farnham Town Council is concerned about the size of the proposed dwelling, the adverse effect on the street scene and effect on the neighbours' amenities. The proposal is against		

		the Farnham Design statement and out of proportion.		
WA/2014/1041	Farnham Shortheath and Boundstone	Certificate of Lawfulness under Section 192 for erection of single storey rear extension.	1 THE OLD ORCHARD, FARNHAM GU9 8UR	Tim Bryson
		No objections.		
WA/2014/1094	Farnham Bourne	Erection of a shed.	15 BLACK POND LANE, FARNHAM GU10 3NW	Tim Bryson
		No objections as the proposed shed does not affect the street scene or neighbours amenity.		
DW/2014/0039	Farnham Castle	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.963m, for which the height would be 3.95m, and for which the height of the eaves would be 3m.	13, OLD PARK LANE, FARNHAM GU9 0AJ	Kathryn Pearson
		No objections.		
CR/2014/0025	Farnham Firgrove	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	THE OLD MISSION HALL, HOOKSTILE LANE, FARNHAM GU9 8LG	Rachel Kellas
		No objections.		
WA/2014/1084	Farnham Firgrove	Erection of single storey rear extension and alterations.	60 RIDGWAY ROAD, FARNHAM GU9 8NS	Mark Baker
		Farnham Town Council is concerned about the adverse effect on the neighbour,s amenity.		
WA/2014/1075	Farnham Hale and Heath End	Erection of extensions and alterations to create a chalet-style dwelling.	55A HEATH LANE, FARNHAM GU9 0PR	Mark Baker
		No objections.		

WA/2014/1069	Farnham Moor Park	<p>Consultation on a County Matter; Non-material amendment to planning permission ref: WA/2012/1652 dated 17th December 2012, to amend the post settlement restoration contours.</p> <p>Previous comments on 08.11.2012 were as follows: Concerned about the continual extension and pulling back of dates</p>	RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM GU10 1PB	Gemma Page
		<p>Farnham Town Council regrets the way the restoration of this site has been managed but generally accepts the amendments, as outlined, to the restoration contours.</p>		
WA/2014/1068	Farnham Moor Park	<p>Consultation on a County Matter; Non-material amendment to planning permission ref: WA/2011/0779 dated 27th February 2012, to amend the post settlement restoration contours.</p> <p>Previous comments on 16.06.2011 were as follows: Disappointed that the current economic downturn has reduced the demand for the sand that is extracted, resulting in the destruction and disruption of the local road network by the heavy goods vehicles. Perhaps SCC would address the conditions of the consent that relate to the cleanliness of vehicles leaving the site. Concerned about the noise, traffic and extended time extension when we had been assured this would be finished by now.</p>	RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM GU10 1PB	Gemma Page
		<p>Farnham Town Council is disappointed that the current economic</p>		

		downturn has reduced the demand for the sand that is extracted, resulting in the destruction and disruption of the local road network by the heavy goods vehicles. Perhaps SCC could address the conditions of the consent that relate to the cleanliness of vehicles leaving the site as the council is concerned about the noise, traffic and extended time extension when there have been assurance made that this would be finished by now.		
WA/2014/1072	Farnham Shortheath and Boundstone	Erection of detached outbuilding.	HILLSIDE COTTAGE, 19 BURNT HILL ROAD, FARNHAM GU10 4RU	Gemma Page
		No objections, subject to the outbuilding being conditioned only as ancillary to the residence.		
WA/2014/1085	Farnham Upper Hale	Erection of dwelling and detached garage and associated works following demolition of existing dwelling and garage.	TANGLEWOOD , 17 UPPER OLD PARK LANE, FARNHAM GU9 0AR	Mark Baker
		No objections.		
WA/2014/1083	Farnham Weybourne and Badshot Lea	Erection of a conservatory	BLOSSOM COTTAGE, WOODSIDE ROAD, FARNHAM GU9 9DS	Kathryn Pearson
		No objections.		
WA/2014/1081	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations, following demolition of existing extensions.	20 BROADWELL ROAD, WRECCLESHAM GU10 4QH	Kathryn Pearson
		No objections subject to the materials being		

		used being in keeping with the existing buildings in order to protect the street scene.		
WA/2014/1086	Farnham Wrecclesham and Rowledge	Alterations to roof and construction of dormer windows to provide habitable accommodation.	1 CHURCH LANE, WRECCLESHAM GU10 4PX	Rachel Kellas
		Farnham Town Council objects to this application as the alterations would damage the integrity of the existing building and adversely affect the street scene.		

Notes taken by Rachel Aves

The meeting closed at 10.15am



FARNHAM TOWN COUNCIL

G

Notes

Planning & Licensing Consultative group

Time and date

9.30 am on Monday 14 July 2014

Place

Council Chamber, South Street, Farnham

Planning Consultative Group Members Present

Cllr D Beaman
Cllr P Blagden
Cllr C Genziani

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

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.

4) Apologies for absence

Apologies received from Cllrs C Cockburn and R Steel

5) Declarations of Interest

There were no Declarations of Interest.

6) Applications Considered by the Planning Consultative Group on Monday 14 July 2014

Ref	Ward	Proposal	Site Address	Officer Name
WA/2014/1105	Farnham Bourne	Erection of two storey extensions and alterations.	HAMBLEDON HOUSE, 3 LONGDOWN ROAD, FARNHAM GU10 3JS	Mark Baker
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing.		
CA/2014/0071	Farnham Bourne	GREAT AUSTINS CONSERVATION AREA. Works to trees.	14 GREAT AUSTINS, FARNHAM GU9 8JG	Mr A Clout
		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/1128	Farnham Firgrove	Variation of Condition 1 of WA/2014/0109 and WA/2014/0252 (change of use of 4 flats to form 2 dwellings and Listed Building Consent for alterations) to provide entrance porch, alterations to roof, pedestrian gate and associated works to The Coach House. Previous comments on 24/02/2014 were as follows: No objection subject to the approval of the Listed Buildings Officer.	1-4 WAVERLEY CLOSE, WAVERLEY LANE, FARNHAM GU9 8BE	Kathryn Pearson
		Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer		

WA/2014/1126	Farnham Moor Park	Erection of extensions and alterations to existing bungalow to create two storey dwelling.	35 CROOKSBURY ROAD, FARNHAM GU10 1QD	Tim Bryson
		Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement, but the Town Council regrets the loss of another bungalow in the area.		
WA/2014/1108	Farnham Moor Park	Erection of extensions and alterations.	PARK HOUSE, 1 COMPTON WAY, FARNHAM GU10 1RD	Tim Bryson
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing.		
NMA/2014/0062	Farnham Upper Hale	Amendment to WA/2012/0281 for enlargement of proposed dormer window. Previous comments on 08/03/2012 were as follows: Concerned about whether the proposed design is in keeping with neighbouring properties.	6 HOGHATCH LANE, FARNHAM GU9 0BY	Mrs M Knight
		Farnham Town Council remains concerned about whether the proposed design and enlargement of the dormer windows is in keeping with neighbouring properties		
NMA/2014/0067	Farnham Castle	Amendment to WA/2014/0631 for the addition of a window. Previous comments on 28/04/2014 were as follows: Farnham Town has no objections.	THE OAST HOUSE, PARK ROW, FARNHAM GU9 7JH	Mrs M Knight
		Farnham Town has no objections.		

CA/2014/0075	Farnham Castle	FARNHAM CONSERVATION AREA. Removal of trees.	THE OLD MALTHOUSE, 2 FIRGROVE HILL, FARNHAM GU9 7QS	Mr A Clout
		Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.		
WA/2014/1151	Farnham Castle	Erection of extensions and alterations together with alterations to existing garage.	18 LARKFIELD ROAD, FARNHAM GU9 7DB	Gemma Page
		Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing.		
WA/2014/1148	Farnham Castle	Listed Building consent for erection of garage following demolition of existing kitchen and garage/car port and alterations.	40 WEST STREET, FARNHAM GU9 7DX	Tim Bryson
		Farnham Town Council has no objections on condition that the alterations are in line with the Farnham Design Statement; materials are in keeping with the existing and the approval of the Listed Buildings Officer.		
WA/2014/1147	Farnham Castle	Erection of garage following demolition of existing kitchen and garage/car port and alterations.	40 WEST STREET, FARNHAM GU9 7DX	Tim Bryson
		Farnham Town Council has no objections on condition that the alterations are in line with the Farnham Design Statement; materials are in keeping with the existing and the approval of the Listed Buildings Officer.		

WA/2014/1150	Farnham Hale and Heath End	Erection of single storey extension and alterations.	67 OAST HOUSE CRESCENT, FARNHAM GU9 0NP	Kathryn Pearson
		Farnham Town Council has no objections on condition that the alterations are in line with the Farnham Design Statement and the materials are in keeping with the existing		
NMA/2014/0066	Farnham Moor Park	Amendment to WA/2010/1447 to create a glazed link way and door between main dwelling and office/store. Previous comments on 22/09/2010 were as follows: Strongly object. This dwelling could be incorporated into existing buildings on the site. Farnham Town Council suggests that this application is referred to the Listed Building Officer. If consent is granted there must be a condition imposed which restricts the use of this building for use as an estate workers dwelling only	LAND AT MOOR PARK HOUSE, MOOR PARK LANE, FARNHAM GU10 1QP	Mrs M Knight
		Farnham Town Council would suggest this be referred to the Listed Buildings Officer.		
WA/2014/1122	Farnham Bourne	Erection of single storey detached garage, pitched roof and alteration to existing garage to provide additional habitable accommodation and internal and external alterations following demolition of sunroom.	5 LEIGH LANE, FARNHAM GU9 8HP	Tim Bryson
		Farnham Town Council has no objections after consideration and on condition that the extension is in line with the Farnham Design Statement.		
WA/2014/1111	Farnham Castle	Erection of a link extension.	BRIDGE HOUSE, 1 BRIDGE SQUARE, FARNHAM GU9 7QP	Tim Bryson

		The Town Council has no objections subject to the approval of the Listed Buildings Officer.		
WA/2014/1114	Farnham Castle	Listed Building consent for the erection of a link extension.	BRIDGE HOUSE, 1 BRIDGE SQUARE, FARNHAM GU9 7QP	Tim Bryson
		The Town Council has no objections subject to the approval of the Listed Buildings Officer.		
WA/2014/1109	Farnham Firgrove	Erection of single-storey extension following demolition of existing conservatory and store.	28, RYLE ROAD, FARNHAM GU9 8RW	Rachel Kellas
		Farnham Town Council has no objections after consideration and on condition that the extension is in line with the Farnham Design Statement.		
WA/2014/1113	Farnham Hale and Heath End	Installation of extraction flue; continued use as an A5 takeaway and extension of trading hours (follows invalid application WA/2013/1707). Previous comments on 31/10/2013 were as follows: No objection to the change of use, but concerned about the extraction flue and the adverse effect on the neighbours.	45 FARNBOROUGH ROAD, FARNHAM GU9 9AQ	Kathryn Pearson
		Farnham Town Council has no objections to the change of use, but continues to be concerned about the extraction flue and the adverse effect on the neighbours.		
WA/2014/1104	Farnham Moor Park	Certificate of Lawfulness under Section 191 for the use of land as garden land, extension of driveway and the erection of a detached garage building.	REDWOOD LODGE, OLD COMPTON LANE, FARNHAM GU9 8EH	Rachel Kellas
		No objections		

DW/2014/0036	Farnham Shortheath and Boundstone	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 7.2m, for which the height would be 3.8m, and for which the height of the eaves would be 2.6m.	42, SANDROCK HILL ROAD, WRECCLESHAM GU10 4RJ	Gemma Page
		The Town Council has no comment to make.		
WA/2014/1118	Farnham Weybourne and Badshot Lea	Consultation under Regulation 3 for construction of single storey classroom block comprising two classrooms, music room and ancillary facilities following removal of existing temporary classroom unit.	LAND AT WILLIAM COBBETT JUNIOR SCHOOL, WEYBOURNE ROAD, FARNHAM GU9 9ER	Kathryn Pearson
		Farnham Town Council does not object to the additional classroom block, but is concerned about the access arrangements for vehicles to the school, especially at peak times when there are congestion issues. The Town Council would like SCC as the Highways authority to review the access arrangements with perhaps a system put in place during peak times about the school start and end times where traffic should go to the Six Bells roundabout and then return to gain access.		
WA/2014/1116	Farnham Wrecclesham and Rowledge	Erection of single storey front extension.	92 RIVERDALE, WRECCLESHAM GU10 4PF	Tim Bryson
		No objections		
WA/2014/1124	Farnham Wrecclesham and Rowledge	Erection of a detached dwelling and parking areas following part demolition of existing building and garage and widening of existing vehicular access.	LAND AT GREEN END COTTAGE, MANLEY BRIDGE ROAD, FARNHAM GU10 4BU	Tim Bryson
		Farnham Town Council strongly objects to this application which is garden grabbing and against the Farnham Design statement.		

NMA/2014/0068	Farnham Castle	Amendment to WA/2013/1213 for the addition of single storey rear garden rooms to plots 17 and 18 together with change of roof pitch on all garages and plots 17 and 18. Previous comments on 22/08/2013 were as follows: FTC welcomes the imaginative use of a brown fill site	SITE OF TRAVIS PERKINS, WEST STREET, FARNHAM GU9 7AF	Mrs M Knight
		No objections		
WA/2014/1140	Farnham Hale and Heath End	Erection of extensions and alterations following demolition of existing conservatory.	TALL TREES, ROWHILLS, FARNHAM GU9 9AU	Kathryn Pearson
		Farnham Town Council has no objections after consideration and on condition that the extensions and alterations are in line with the Farnham Design Statement.		
WA/2014/1144	Farnham Moor Park	Erection of two-storey extension and alterations including alterations to the roof to provide additional habitable accommodation following demolition of existing extension and conservatory.	21 PARK ROAD, FARNHAM GU9 9QN	Kathryn Pearson
		The Town Council is concerned about the overall size of the proposed extension and adverse effect on the street scene and on neighbours' amenities.		

NMA/2014/0066	Farnham Moor Park	Amendment to WA/2010/1447 to create a glazed link way and door between main dwelling and office/store. Previous comments on 22/09/2010 were as follows: Strongly object. This dwelling could be incorporated into existing buildings on the site. Farnham Town Council suggests this application is referred to the Listed Building Officer. If consent is granted there must be a condition imposed which restricts the use of this building for use as an estate workers dwelling only.	LAND AT MOOR PARK HOUSE, MOOR PARK LANE, FARNHAM GU10 1QP	Mrs M Knight
		Previous objection still stands in relation to the revisions made. This dwelling could be incorporated into existing buildings on the site. Farnham Town Council suggests that this application is referred to the Listed Building Officer. If consent is granted there must be a condition imposed which restricts the use of this building for use as an estate workers dwelling only.		
WA/2014/1159	Farnham Moor Park	Change of use of an industrial/warehouse unit to a Leisure use (Class D2).	UNIT 3, ROMANS INDUSTRIAL PARK, EAST STREET, FARNHAM GU9 7SY	Rachel Kellas
		The Town Council has no objections		

Notes taken by Ginny Gordon

The meeting closed at 10.00am