



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 12<sup>th</sup> April 2012

### Place

The Council Chamber, South Street, Farnham GU9 7RN

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TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 12<sup>th</sup> APRIL 2012, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY**. 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 to Ginny Gordon, the Mayor's Secretary, by 5 pm on Wednesday 11<sup>th</sup> APRIL 2012.**

### 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**

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7.00pm on Thursday 12<sup>th</sup> APRIL 2012.

### Place

The Council Chamber, South Street, Farnham

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### Presentation by the Cobbett Society

Charles Stuart will make a short presentation on the Cobbett Society and the preparations for the 250<sup>th</sup> anniversary of his birth.

### 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

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 15<sup>th</sup> March 2012 – **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) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to [ginny.gordon@farnham.gov.uk](mailto:ginny.gordon@farnham.gov.uk) by 12 noon on the day before the meeting or handed to the Town Clerk at the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless dispensation has been obtained.*

#### 4 Statements by the Public

The Town Mayor to invite members of the public present, to indicate on which item on the agenda if any, they would like to speak.

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.

## **Part 1 – Items for Decision**

**6 Working Group Notes**

To receive the notes of the Strategy and Finance Working Group held on 27<sup>th</sup> March 2012  
**Appendix B**

**7 Planning Applications**

To receive the minutes of the Planning Consultative Group held on 22<sup>nd</sup> March and 5<sup>th</sup> April 2012.  
**Appendix C, D (to follow)**

The actions of the Planning Consultative Group are taken under the scheme of delegation.

**8 Election to Working Groups 2012/13**

**Appendix E  
(to follow)**

To elect Working Groups in accordance with Standing Order 15.

**9 Appointment of Representatives to external bodies for 2012/13**

**Appendix F  
(to follow)**

To appoint representatives to external bodies for 2012/13

**10 Annual Town Meeting of Electors**

To discuss any matters arising from the Annual Town Meeting of Electors and the debate on the East Street development. To consider any action required in light of the issues raised.

**11 Waverley Borough Council Core Strategy**

**Appendix G**

To agree Farnham Town Council's response to Waverley Borough Council's Core Strategy as set out at Appendix G.

**12 Motion**

To discuss the following motion submitted by Councillor Beaman and received in accordance with Standing Order 6 on 26<sup>th</sup> March 2012.

"Given the changing situation in Farnham town centre and the long time-lag since the East Street scheme was first conceived, the Town Clerk is requested to write to Waverley Borough Council to ask Waverley members to engage the local community as represented by Farnham Town Council and other interested stakeholders (e.g. Residents' Associations, Farnham Society) in a full, open and informed debate on the current scheme for the regeneration of East Street.

In particular, this debate should consider the viability of the scheme in the current economic climate, the suitability of the present configuration of proposed residential development and the figures on which the provision of retail space are based."

## **Part 2 – Items to Note**

**13 Reports from other Councils**

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

**14 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies.

**15 Date of next meeting**

To note that the next meeting of Full Council will be the Annual Meeting (Mayor Making) on Thursday 10<sup>th</sup> May at 7pm.

The Town Mayor will close the meeting.

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

Membership:

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

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



# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Thursday 15<sup>th</sup> March 2012

### Place

The Council Chamber, South Street, Farnham

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### Councillors

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

### Officers Present:

Iain Lynch (Town Clerk)  
Russell Reeve (Team Leader – Corporate Governance)

### Presentation by Dr Dempster

Dr Jane Dempster gave a short presentation on the Health and Social Care Bill and the changes in the NHS which were designed to put clinicians in the forefront of decision making whilst taking out tiers of

management to release funds for patient care. The proposals would see Primary Care Trusts and Strategic Health Authorities disappear from April 2013 and Clinical Commissioning Groups responsible for designing care in an area.

The Commissioning Groups would take account of the Joint Needs Assessment to identify how healthcare needs can be met and whether any service changes are needed. Dr Dempster said that the Farnham Commissioning Group was joining up with Surrey Heath and North East Hampshire to create a viable size and ensure that the Farnham Group could have influence for its patients.

Dr Dempster outlined the services that would continue to be available at Farnham Hospital.

#### Questions

- 1 Mrs Celia Sanders asked whether patient choice would be affected under the new Commissioning arrangements. Dr Dempster said there would be no changes as a result of these changes to Patient Choice.
- 2 Alistair Cockburn asked a) how the mental health trusts fitted in to the new proposals and b) who would deliver tertiary referrals (eg heart services). Dr Dempster said that the Surrey Border Mental Health Trust would continue and the Commissioning Group would negotiate with them whilst Tertiary referrals will continue to be made at the national level as at present.
- 3 David Savage referred to a proposal for Frimley and Royal Surrey to merge and asked what the latest situation was. Dr Dempster said this had been considered at Board level but discounted. There would still need to be Accident and Emergency on both sites but there may be opportunities for specialisms (eg orthopaedics)
- 4 Mrs Celia Sanders asked whether budgets would be based on existing levels. Dr Dempster said that budgets were already allocated on a Commissioning Group basis and that there should be benefits locally as management costs were taken out. Any surplus could be reinvested in the following year.
- 6 Cllr Cockburn congratulated Dr Dempster for the clarity of her presentation.
- 7 The Mayor thanked Dr Dempster for condensing a very complex subject into a short sharp presentation and for answering all the questions in such an open way. The Mayor undertook to include the presentation slides on the Council's website.

#### Questions by the Public

There were no questions from the public

#### CI43/011 **Apologies**

Apologies were received from Cllrs Paddy Blagden, Sam Hollins-Owen, Jennifer O'Grady, Stephen O'Grady, Susan Redfern and Roger Steel.

#### CI44/011 **Minutes**

The Minutes of the Farnham Town Council meeting held on Thursday 19<sup>th</sup> January 2012 were agreed

#### CI45/011 **Disclosures of Interests**

- i) Cllr Pat Frost declared a prejudicial interest in relation to Item 6 of Appendix F on the agenda as Chairman of the Farnham Competitive Music Festival;
- ii) Cllr Julia Potts declared a personal interest in relation as an Executive Member of Waverley Borough Council;

- iii) The Town Clerk declared a prejudicial interest in relation to Item 6 of Appendix F on the agenda as a Trustee of the Old Kiln Museum.

CI46/011 **Statements by the Public**

- i) Mrs Celia Sanders said she hoped the public could be told what the response was to the letter sent to Waverley Borough Council about the appropriation of land at East Street.

CI47/011 **Town Mayor's Announcements**

- i) The Mayor reported on the reception to mark the Service to Farnham Awards. She said the Town was grateful to Sir Ray Tindle for sponsoring the awards for people who had gone the extra mile for people and the community of Farnham.
- ii) The Mayor informed Council of a very successful meeting of philanthropic groups in Farnham. Thirteen different organisations had come together to share experience and identify how they could work together better for people in Farnham.
- iii) The Mayor had hosted a meeting with the Farnham Lions and had been very impressed with how much in common there was between the Town Council and organisations like the Lions whose motto is "We serve".
- iv) The Mayor announced that the Raffle in aid of the Mayor's Charity, Farnham Assist was underway and would be drawn at the end of April and she hoped Councillors might assist in selling tickets.

## **WORKING GROUP NOTES**

### **i) Farnham in Bloom**

CI48/011 Cllr Potts introduced the notes of the two meetings held on 25<sup>th</sup> January and 7<sup>th</sup> March attached at Appendix B and Appendix C. She emphasised the work that had taken place at Low Lane and at the Chantry. These were good examples of community involvement. Contact had been made with South West Trains and discussions had taken place on how to improve the area around the Station to create a positive impact at the entrance to the town.

The Community Group representative, Martin Billett, had attended the Working Group and suggested a number of projects and ideas that were feeding into the work of Farnham in Bloom. The Big Pick week had a lot of support and coverage in the Herald and would start on 17<sup>th</sup> March.

Cllr Potts drew attention to the launch of FIB on 21<sup>st</sup> March, and that the sponsorship opportunities were being taken up by local organisations.

Cllr Frost noted that then FIB launch was taking place on the same evening as a Waverley Planning meeting, and it would be helpful if clashes could be avoided when planning events.

Cllr Beaman asked about the impact of the drought restrictions that would be coming in force. The Town Clerk advised that the Council was in discussion with the environment Agency and the water company to clarify the position, but the Outside Workforce Team



would be encouraging people to adopt flower displays near their premises and water them with recycled water.

Cllr Beaman noted the good work done at Low Lane and recognised the major contribution by the Blackwater Valley Countryside Partnership in getting this area into a good condition.

## ii) **Tourism and Events Working Group**

C149/011 Cllr Potts introduced the Tourism and Events report at Appendix D to the agenda. She outlined the plans for the year ahead and explained that the Spring Festival had been cancelled so that efforts could be focussed on the Jubilee event in Gostrey Meadow.

The Town Clerk referred to a letter received by the Mayor from the Round Table asking if there could be joint promotion under a "Big Weekend" brand for the Carnival, the Round Table Bike Ride and Picnic in the Park. Members agreed that working together was a good idea.

**RESOLVED that :**

**Farnham Town Council support the concept of the "Big Weekend" to jointly promote events in Farnham on the last weekend in June be agreed.**

C150/011 The Town Clerk outlined the contents of a letter that had been received from Waverley Borough Council relating to a Bandstand Marathon taking place on 9<sup>th</sup> September as part of the Cultural Olympiad. Members felt that participating would be a good idea and it was

**RESOLVED that :**

**The Music in the Meadow concert be extended by one week and that Farnham Town Council take part in the Bandstand Marathon on 9<sup>th</sup> September.**

## iii) **Cemeteries and Appeals Working Group**

C151/011 Cllr Cockburn introduced the notes of the Cemeteries & Appeals Working Group held on 16<sup>th</sup> February at Appendix E. She updated Council on the Cemeteries Chapels project and on the entrance stone for the Garden of Remembrance. She said that the Working Group was keen to commemorate the lives of notable sons and daughters of Farnham including George Sturt and Mike Hawthorn and restore relevant graves.

Cllr Cockburn referred to the policy of lawned cemeteries and that the Working Group was considering whether to designate an area with a concrete strip for headstones as happened in some other cemeteries.

Cllr Cockburn drew attention to the display in the Library to help recruit new Friends of the Cemeteries

## iv) **Corporate Development & Audit Working Group of 10 January**

C152/11 Cllr Ward introduced the notes at Appendix F of the meeting of Corporate Development and Audit that took place on 21<sup>st</sup> February.

Members considered the report of the Internal Auditor and the response of officers in dealing with the issues raised (annex B and Bii to the agenda had been circulated). It was noted that the Internal Auditor's comments in relation to the financial system were being implemented.

**RESOLVED that :**  
the Council accept the Internal Auditor's report and welcome the response made by officers as set out in the report.

C153/11 Cllr Ward outlined the Timetable for the end of year accounting process for 2011/12 and Council  
**RESOLVED to:**  
**agree the timetable for the completion of the accounts for 2011/12**

Cllr Frost and the Town Clerk left the Chamber for the next item.

C154/11 Cllr Ward outlined the grants evaluations for 2012/13. It was noted that applications totalling over £98,000 had been received for the £53,000 of funding as set out at Annex I to the notes of the meeting. Council  
**RESOLVED to:**  
**Agree that the grant allocations for 2012/13 be as set out in Annex I to the notes of the Corporate Development and Audit Working Group of 21<sup>st</sup> February.**

C155/11 Cllr Ward introduced the revised Standing Orders and Terms of Reference for the Working Groups. Members deferred discussion on the Standing Orders until item 8 on the agenda but agreed to the recommendations relating to Working groups Terms of Reference. Cllr Cockburn proposed, and it was agreed that the Farnham in Bloom Working Group be renamed the Community Enhancement Working Group Community.

Cllr Frost made a general observation re Working Groups and felt the Council was not as open as it could be as the public could not attend working group meetings.

Cllr Cockburn said that there was no intention to be secretive, but the Working Group format improved efficiency as councillors could do detailed work and bring recommendations to Full Council for approval.

Cllr Ward agreed and said this was the reason why detailed notes of Working Groups came to Full Council and were discussed fully.

Cllr Beaman proposed that an experiment should be undertaken for a year with one of the Working Groups open to the public. This was seconded by Cllr Attfield. This proposal was agreed by 6 votes to 4. It was agreed that the Strategy and Finance Working Group should discuss which Working Group should be subject to the experiment.

**RESOLVED that:**

- i) **The terms of reference for working groups as set out at pages 97-103 of the agenda be adopted**
- ii) **The Corporate Development and Audit Working Group be renamed the Strategy and Finance Working Group;**
- iii) **The Farnham in Bloom Working Group be renamed the Community Enhancement Working Group.**
- iv) **One Working Group should be open to the public in the coming Council year on an experimental basis**

C155/11 Cllr Ward outlined the remaining items discussed at the meeting. In relation to the Jubilee, a letter had been received from Rowledge Residents Association asking whether the Council could support Jubilee Street parties in the same way as they had for the Golden Jubilee by helping with the costs of insurance for the events. Members felt this was a good idea. Cllr Frost also offered to match fund contributions from her County Councillor allowance.

**RESOLVED that:**

- i) **The Town Council support Community groups holding street parties with a contribution towards the insurance costs;**

- ii) **The Town Clerk investigate suitable policies as part of the Council's insurance renewal;**
- iii) **A sum of £1,500 be earmarked from reserves to fund any such requests.**

**C156/11 Planning Consultative Group**

Cllr Genziani introduced the notes of the Planning Consultative Group meetings held on 26<sup>th</sup> January, 9<sup>th</sup> February, 23<sup>rd</sup> February and 8<sup>th</sup> March attached at Appendices G, H, I and J and these were agreed. He outlined a number of trends that appeared to be taking place and the desire to convert office and some former employment sites to residential. Cllr Genzian felt this was preferable to using green space.

**C157/11 Revised Standing Orders**

Cllr Ward introduced the proposed new Standing Orders attached at Appendix K which were based on the new Model Standing Orders published by the National Association of Local Councils. Farnham's 106 previous Standing Orders had now been reduced to 25 and they were much easier to follow. The document incorporated comments made by councillors over recent months and had been with councillors for comment for four weeks. Cllr Ward proposed and Cllr Hill seconded that the revised Standing Orders be adopted.

Cllr Beaman asked whether councillors could vote by Secret Ballot. The Town Clerk advised that there was no provision in law to do so as this would negate a Member's right to ask for a recorded ballot.

Cllr Frost proposed that Standing Order 13.1 be amended to say that members shall "vote by show of hands, electronic means or on paper". This was seconded by Cllr Attfield and agreed.

Cllr Frost noted that Standing Orders 2.7 and 11.9 needed to be linked, and the Town Clerk undertook to do this.

Cllr Ricketts proposed that Standing Order 3.3.1 be amended so that prayers may take place before the meeting. This was seconded by Cllr Frost and agreed by 5 votes to 1 with 5 abstentions. The Town Clerk advised that he would need to investigate how this will be implemented in the light of the recent court case and it was agreed that the Standing Order should come into effect at the start of the new municipal year.

**RESOLVED that:**

**The Revised Standing Orders be adopted as amended.**

**C158/11 Update on Consultations**

Cllr Cockburn noted the number and scope of consultations that were being received and was concerned that they could take up too much officer time if the responses were not prioritised. Cllr Frost agreed that the Council needed to be selective.

The Town Clerk suggested that there could be a process introduced which would allow councillors to identify which Consultations should come before Council. It was agreed that this needed further consideration by the Strategy and Finance Working Group.

In relation to the East Hants Core Strategy response it was:

**RESOLVED that:**

**The Town Clerk submit a response on 16<sup>th</sup> March subject to any final comments coming from Members.**

C159/11 **Reports from Other Councils**

Cllr Ricketts said he was delighted by the joint work with Waverley Borough Council on Air Quality and thanked the Waverley Portfolio Holder Cllr Morgan for progress made.

Cllr Frost said she was pleased this new item was on the agenda and gave an update on the next Local Committee Meeting at which Loading and unloading restrictions in Farnham were due to be made permanent.

C160/11 **Reports from Outside Bodies**

Cllr Parry reported on the Farnham Riverwatch Committee and was pleased to see that work was to begin on developing a Flood Plan in Farnham. She complimented the Bourne Conservation Group on the work they had been doing in clearing Himalayan Balsam and rubbish and she advised Council that the River Wey Catchment project had been resurrected with an application to DEFRA.

Cllr Attfield referred to the Farnborough Consultative Committee that would be taking place on 7<sup>th</sup> July and advised Council of the preparations at the airfield for the Airshow and the Olympics.

C161/11 **Exclusion of the Press and the Public**

**RESOLVED that:**

**The press and public be excluded from Part 3 of the agenda in view of the confidential item under discussion**

C162/11 **Contracts**

Members considered the report at Exempt Appendix L in relation to contract for the Council's Insurance provision, IT support and Financial Management Software.

**RESOLVED that:**

- 1) The Town Clerk be authorised to agree a contract for insurance, after completing the evaluation process, with the Insurer that provides the best value and most economically advantageous tender.**
- 2) Farnham Town Council enters a contract with ISS Ltd for the provision of Information Technology Support on a rolling three month contract**
- 3) Farnham Town Council changes its accounting Software to RBS with an initial three year contract for support, and that provision is made for appropriate training and data entry as set out in the report;**
- 4) Farnham Town Council renews the contracts for Finance, Cemeteries and Allotments for 2012/13 with Edge Designs subject to further review.**

The Town Mayor closed the meeting at 9.40 pm

Date

Chairman



# FARNHAM TOWN COUNCIL

# B

## Notes

### Strategy and Finance (formerly Corporate Development and Audit) Working Group

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**Time and date**

9.00am Tuesday 27<sup>th</sup> March 2012

**Place**

Town Clerk's Office, South Street, Farnham

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**Attendees:**

Appointed Members: Councillors John Ward (Lead Member), David Beaman, Carole Cockburn, Stephen Hill.

Other Councillors: Cllr Jill Hargreaves (Mayor), Cllr Paddy Blagden. Cllr Jeremy Ricketts

Officers present: Iain Lynch (Town Clerk), Russell Reeve (Team Leader Corporate Governance) - part, Jacqui Walker (Team Leader Community Development) part

**1. Apologies**

Apologies were received from Cllrs Stephen O'Grady, Jessica Parry, Julia Potts, Roger Steel.

**2. Declarations of Interest:**

There were no declarations of interest.

**3. Notes of Meeting held on 21<sup>st</sup> February 2012**

POINTS	ACTION
The notes were agreed.	

**4. Finance Report**

POINTS	ACTION
I. The Town Clerk introduced Appendix B to the agenda and Members discussed four aged debtors (two relating to 2008/9 financial years and two relating to the 2010/11 financial years which were uneconomic to pursue because the businesses were no longer	<b>Recommendation to Council</b>

<p>trading or because the amounts were too small. The total value of the write offs (net) amounted to £570.10. Members also noted that a contra entry for £2222 was required in relation to a debtor raised in 2009 in relation to office cleaning which was subsequently superseded by an invoice for £2237.50 paid in 2009.</p> <p>2. Members noted that the targeted savings for 2011/12 had been delivered and it was anticipated that the outturn for 2011/12 should be at or just below the breakeven target. It was noted that there had been a recent increase in income for the cemeteries service which had generated much more income than expected.</p>	<p><b>to confirm the write offs and contra as agreed by Strategy and Finance.</b></p>
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## 5. Information Publication Scheme

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. Members noted the obligation under the Freedom of Information Act to have a scheme setting out how information can be accessed and how long records are kept.</li> <li>2. The proposed Publication Scheme attached at Annex 1 to these minutes, and the Records Retention Scheme at Annex 2 was agreed for adoption by Council.</li> <li>3. Members discussed whether the attendance records of councillors at Working Groups or meetings of external bodies should be published formally and noted that they were available for inspection if required.</li> <li>4. Members suggested that substitutes might be considered when representatives of external bodies were appointed to help with continuity if the Council's representatives were unable to attend. It was agreed that external organisations should be asked if this were acceptable.</li> </ol>	<p><b>Council to agree the Information Publication and Records Retention Schemes as set out at Annex 1 and 2 to these minutes</b></p> <p><b>Town Clerk</b></p>

## 6. Farnham Museum

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. The report at Appendix D and the letter from Waverley Borough Council dated 24<sup>th</sup> February asking whether Farnham Town Council were interested in discussing the transfer of the Museum to Farnham Town Council was considered. Members felt that Waverley was merely going through the motions and that this was a tick-box exercise given the press publicity around the transfer to the Maltings and the report to the Waverley Overview and Scrutiny Committee on 12<sup>th</sup> March which said that Waverley Borough "Council and Farnham Maltings have negotiated a service specification of the museum service for a period of three years".</li> <li>2. Members noted that the Maltings is an effective cultural organisation, seemingly with the skills to manage the museum. If they were not in the running it may have been essential that the Town Council considered providing the service to avoid the Museum closing. Members felt the Town Council should support the transition to the Maltings and help the Maltings management in bringing new life to the museum.</li> <li>3. Concern was expressed over the limited contract life – of three years- as this did not give the Maltings much time for the</li> </ol>	<p><b>It is recommended that</b></p> <p><b>1) the Town Clerk write to Waverley a) expressing disappointment at the unacceptably late notice inviting an interest in running the Museum; b) suggesting that the Maltings be offered a three year rolling contract to ensure the service specification has every chance of success; and c) suggesting that Waverley consider adjusting the contract value upwards in the light of the Maltings' experience in running</b></p>

<p>investment needed to be able to demonstrate the museum can be redesigned as an effective cultural resource for the town. It was recommended that this should be as a minimum a three year rolling contract. Similarly Waverley was proposing to pay the Maltings significantly less than the running costs it had experienced in managing the museum, and it was felt some flexibility on the part of Waverley should be given in the light of experience.</p> <p>4. Members noted that the Museum and Willmer House was a significant community asset and that the Town Council should begin to prepare a list of Community Assets as suggested in the Localism Act.</p>	<p>the museum.  <b>2) that officers prepare a list of community assets in conjunction with the Infrastructure Planning Task Group as set out in the Localism Act;</b></p>
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## 7. Reception Service as an agent of Waverley Borough Council

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. Members noted the proposal from Waverly Borough Council for Farnham Town Council to run the Locality Office Service as an agent of Waverley Borough Council. Discussions had taken place between the Spokesperson for the Council and the Portfolio Holder for Communities at Waverley Borough Council and between the Town Clerk and the Office and Customer Services Manager at Waverley.</li> <li>2. It was noted that the proposal would result in the transfer of one member of Staff under TUPE but that the fee for managing the service would fully fund the costs of employment.</li> <li>3. Members recommended to Council that Farnham take on the role and that the Town Clerk be authorised to finalise terms with Waverley Borough Council.</li> <li>4. It was suggested that the arrangement should be on a rolling basis and that there should be a minimum contract period of five years.</li> </ol>	<p><b>Recommendations to Council:</b></p> <ol style="list-style-type: none"> <li>i) <b>The Town Clerk, in conjunction with the Spokesperson for the Council, be authorised to finalise the agreement with Waverley Borough Council to manage the Locality Office Service on an agency basis.</b></li> </ol>

## 8. Council Chamber Furniture

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. Councillor Ward reported that he and Councillor Attfield had reviewed table options with the Town Clerk on a visit to a local supplier.</li> <li>2. Layout options and types of tables were discussed, and it was agreed that further options should be pursued including considering whether there might be a local manufacturer who could build bespoke furniture that would meet the requirements of gravitas, ease of use in dismantling whilst providing layout flexibility.</li> </ol>	<p>Town Clerk to investigate further options.</p>

## 9. Review of Members' Allowances

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. The Town Clerk advised that the desired option of providing dependant carers' allowances was unfortunately not open to Town and Parish Councils, although it was open to other tiers of local government.</li> <li>2. It was noted that the previous scheme review for Members allowances could be adopted but councillors would then need to opt in or opt out and this was not felt to be a satisfactory solution.</li> <li>3. Members were concerned that councillors should not be put into a situation where they had to miss meetings because they had dependants to look after but could not afford to pay for someone to look after them whilst they attended Council.</li> <li>4. Members agreed to recommend to Council that it would be appropriate to award a Members' Expense allowance for exceptional Out-of-Pocket expenses.</li> </ol>	<p><b>Recommendation:</b>  <b>It is recommended that a Members' Expense Allowance Scheme be introduced for exceptional Out of Pocket expenses subject to the Town Clerk confirming that such a scheme is permissible for Parish Councils.</b></p>

## 10. Infrastructure Planning Group Update

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. Members discussed the latest draft of the proposed response to Waverley Borough Council in relation to the Core Strategy Consultation. Agreed that further comments should be submitted prior to discussion at Full Council on 12<sup>th</sup> April.</li> <li>2. The latest progress on the Neighbourhood Plan and consultation events was noted.</li> <li>3. Cllr Ricketts introduced the report at Appendix H. He welcomed the references in the Core Strategy to Air Quality. He felt that the Town Council should help raise awareness of the problem and that AEA consultancy who were undertaking the research for Waverley Borough Council may be best placed to scope what could be done.</li> <li>4. Members felt that a presentation to Council first to bring everyone up to speed on the issues would be a good starting point, and it was agreed to invite Dr Beth Conlan to do a presentation to the June meeting.</li> <li>5. It was also agreed that a joint approach with health, Surrey County and Waverley Borough Councils would be the best way forward.</li> </ol>	<p>Final draft response to Council on 12<sup>th</sup> April.</p> <p>Town Clerk to invite Dr Beth Conlan to present to the June Meeting of Council.</p>

## 11. Annual Town Meeting of Electors

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. The arrangements for the Annual Town Meeting and the plans for an alternate venue and video into an overflow room in light of the large number of people who had indicated they would be attending were discussed and agreed.</li> <li>2.</li> </ol>	<p>Town Clerk to progress</p>



## 12. Jubilee Projects

POINTS	ACTION
1. The design for the refurbishment of the Falkner Fountain was discussed. It was noted that the indicative costs for the full project were beyond the budget provision and would need external or grant funding. It was noted that Phase I could be undertaken. Noted that it would not be possible to undertake the whole project by June if external funding were required.	<b>Town Clerk to progress</b>

## 13. Town Centre Banners

POINTS	ACTION
1. Noted that one set of fixings in the Borough had shown that new fixings were required. Approaches had been made to building owners to carry out the required work and responses were awaited. Noted that some bookings may be cancelled in the interim.	

## 14. Standing Orders: Meeting Open to the Public

POINTS	ACTION
1. Members discussed the Council's resolution to experiment in the coming year with one Working Group meeting open to the public and considered a number of options. 2. It was agreed to recommend to Council that the Tourism and Events Working Group be used in the Experiment.	<b>Recommendation: It is recommended that the Tourism and Events Working Group be open to the public for the next Council year.</b>

## 12. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on 24 <sup>th</sup> April 2011 at 9.00am	Town Clerk to circulate agenda

Meeting ended at 12.43

Notes written by Iain Lynch



# FARNHAM TOWN COUNCIL



## Minutes

### Planning Consultative Group

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#### Time and date

6.30pm on Thursday 22 March 2012

#### Place

Council Offices, South Street, Farnham

#### Members Present

- 0 Cllr C G Genziani
- \* Cllr D Beaman
- 0 Cllr P Blagden
- \* Cllr S Hill
- 0 Cllr S Hollins-Owen
- \* Cllr J Ricketts
- \* Cllr S O'Grady

0 Apologies for absence.

**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 for absence were received from Councillors Genziani, Blagden and Hollins-Owen

#### 2. Disclosure of Interests

Name of Councillor	Planning Application Number	Subject	Type of Interest	Reason
S O'Grady	WA 12/0304	28 Castle Street, Farnham	Personal	Knows family of resident

#### 3. Applications Considered By The Planning Consultative Group On Thursday 22 March 2012

TM/2012/0033	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 07/09.	8 GONG HILL DRIVE FARNHAM GU10 3HG
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		<b>No objection subject to the approval of the Arboricultural Officer</b>	
WA/2012/0309	Farnham Bourne	Erection of single storey extension.	8 SWINGATE ROAD FARNHAM GU9 8JJ
		<b>Approved after consideration on 22.03.2012</b>	
CA/2012/0031	Farnham Castle	FARNHAM CONSERVATION AREA. Removal of 8 trees.	13 RED LION LANE FARNHAM GU9 7QN
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
WA/2012/0304	Farnham Castle	Listed Building Consent for alterations.	28 CASTLE STREET FARNHAM GU9 7JB
		<b>We consider this to be an inappropriate use of property at this location. Concerned about the impact on the amenities of neighbouring properties. Propose application be referred to the Listed Buildings officer.</b>	
WA/2012/0301	Farnham Castle	Erection of a conservatory.	MULBERRY LODGE WEST STREET FARNHAM GU9 7EH
		<b>Approved after consideration on 22.03.2012</b>	
NMA/2012/0026	Farnham Firgrove	Amendment to WA/2010/1696 to provide addition of finials to roof ridges and fleur-de-lys roof tiles.	5 LONGLEY ROAD FARNHAM GU9 8LZ
		<b>Approved after consideration on 22.03.2012</b>	
TM/2012/0032	Farnham Shortheath and Boundstone	Application for works to a tree subject of Tree Preservation Order 45/99.	2 GLYNSWOOD FARNHAM GU10 4TN
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
WA/2012/0317	Farnham Upper Hale	Erection of single storey extension following demolition of existing conservatory.	7 LAWDAY PLACE FARNHAM GU9 0AA
		<b>Approved after consideration</b>	

		<b>on 22.03.2012</b>	
TM/2012/0037	Farnham Weybourne and Badshot Lea	Application for works to trees protected by Tree Preservation Order Far36.	LAND AT HALE PLACE FARNHAM
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
WA/2012/0366	Farnham Bourne	Certificate of Lawfulness under Section 192 for the erection of an extension following the demolition of existing conservatory.	6A GREENHILL ROAD FARNHAM GU9 8JN
		<b>No comment</b>	
WA/2012/0340	Farnham Bourne	Erection of a conservatory.	7 DEEPDENE FARNHAM GU10 3QP
		<b>Approved after consideration on 22.03.2012</b>	
WA/2012/0353	Farnham Bourne	Application for a new planning permission to replace extant permission WA/2009/0804 (erection of a dwelling following demolition of existing dwelling) to extend time for implementation.	108 LODGE HILL ROAD FARNHAM GU10 3RB
		<b>No comment</b>	
TM/2012/0039	Farnham Bourne	Application for works to tree subject of Tree Preservation Order 28/03.Beech (T23) & Cedar (T24) whose canopy spreads marginally coalesce (beech eastern canopy and cedars western canopy), to be judiciously tip pruned in accordance with previous visible	10ANNANDALE DRIVE FARNHAM GU10 3JD
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
WA/2012/0335	Farnham Castle	Alterations to elevations and replacement windows.	5 RED LION LANE FARNHAM GU9 7QN
		<b>Approved after consideration on 22.03.2012</b>	

PC/2012/0010	Farnham Castle	Consultation from a neighbouring authority for change of use from agricultural to photovoltaic solar farm, siting of 21,000 panels, 3 inverter units, 1 transformer substation, 2.4 m boundary security fence and redirection of public footpath.	LAND NORTH EAST OF GULLY COPSE CHEEKS FARM LANE BENTLEY GU10 5EF
		<b>We hope concerns of local residents will be taken into account in considering this application. We support the principal of local production of solar energy, but not at this site, close to the St Swithuns Way, which is not appropriate for this type of development.</b>	
TM/2012/0043	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Order 26/00.	THE CEDARS SHORTHEATH ROAD FARNHAM GU9 8SN
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
NMA/2012/0025	Farnham Moor Park	Amendment to WA/2008/0279 for changes to Building D20 comprising provision of an additional basement area and ventilation louvres, rearrangement of bin store and recycling stores, alterations to cafe entrance and provision of new entrance door to south west of building, installation of roller shutter and door to unit 01. Amendment to the area outside of the building comprising of an external seating area to cafe with resulting alterations to footpath, erection of a trolley bay and provision of a "collect by car" parking space.	LAND AT EAST STREET FARNHAM
		<b>A non material application, no comment.</b>	
WA/2012/0333	Farnham Castle	Application under Section 73 to vary Condition 5 of WA/2010/1213 to alter the number of bedrooms to the 4 dwellings (follows invalid application WA/2011/2226)	50 WEST STREET FARNHAM GU9 7DX
		<b>No comment following consideration on 22 March 2012.</b>	

WA/2012/0354	Farnham Firgrove	Erection of temporary modular building.	CHAPMAN HOUSE FARNHAM BUSINESS PARK WEYDON LANE FARNHAM GU9 8QL
		<b>No comment following consideration on 22 March 2012.</b>	
WA/2012/0336	Farnham Firgrove	Construction of dormer windows and alterations to gables to provide loft conversion	15 SEARLE ROAD FARNHAM GU9 8LJ
		<b>No comment following consideration on 22 March 2012.</b>	
WA/2012/0359	Farnham Hale and Heath End	Erection of extensions and alterations.	5 POPLAR WALK FARNHAM GU9 0QL
		<b>No comment following consideration on 22 March 2012.</b>	
WA/2012/0363	Farnham Hale and Heath End	Change of use of first floor to 2 no. two bedroom flats	47 FARNBOROUGH ROAD FARNHAM GU9 9AJ
		<b>Concerned about impact of additional car parking at this location.</b>	
WA/2012/0341	Farnham Moor Park	Erection of a detached dwelling and associated works.	53 WAVERLEY LANE FARNHAM GU9 8BW
		<b>Strongly object on the basis of this being garden grabbing and not in line with the Farnham Design Statement.</b>	
WA/2012/0362	Farnham Shortheath and Boundstone	Erection of 3 dwellings with associated parking following demolition of existing dwelling; provision of additional access.	LAND AT 12 JUBILEE LANE FARNHAM GU10 4SZ
		<b>Object as over development of this site and concerned about impact of additional car parking. Also, out of keeping with Farnham Design Statement in terms of pattern of development of this area.</b>	

WA/2012/0364	Farnham Upper Hale	Erection of extension to existing garage to create a new dwelling; erection of car port.	HOGHATCH FARM 6 HOGHATCH LANE FARNHAM GU9 0BY
		<b>In general, against 'garden grabbing', but no objection in this instance following consideration on 22 March 2012.</b>	

The meeting closed at 7.25pm



# FARNHAM TOWN COUNCIL

# E

## Minutes

### Planning Consultative Group

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#### Time and date

6.30pm on Thursday 5 April 2012

#### Place

Council Offices, South Street, Farnham

#### Members Present

0 Cllr C G Genziani  
0 Cllr D Beaman  
\* Cllr P Blagden  
\* Cllr S Hill  
1 Cllr S Hollins-Owen  
\* Cllr J Ricketts  
\* Cllr S O'Grady

0 Apologies for absence.

**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 for absence were received from Councillors Beaman, Genziani and Hollins-Owen

#### 5. Disclosure of Interests

There were no disclosures of interest

#### 6. Applications Considered By The Planning Consultative Group On Thursday 5 April 2012

WA/2012/0389	Farnham Bourne	Erection of single storey extension and porch.	5 WINSTON WALK LOWER BOURNE GU10 3LX
		<b>Approved after consideration on 05.04.2012</b>	



WA/2012/0371	Farnham Castle	Erection of conservatory.	10 MEAD LANE FARNHAM GU9 7DY
		<b>Approved after consideration on 05.04.2012</b>	
NMA/2012/0035	Farnham Firgrove	Amendment to WA/2005/0366 for reduction of size of extensions and alteration to window.	3 AVON ROAD FARNHAM GU9 8PF
		<b>Approved after Consideration on 05.04.2012</b>	
WA/2012/0395	Farnham Hale and Heath End	Erection of extensions and alterations.	PINEHURST 7 PARKSIDE FARNHAM GU9 0JP
		<b>Approved after consideration on 05.04.2012</b>	
TM/2012/0045	Farnham Moor Park	Application for works to a tree subject of Tree Preservation Order 34/06.	1 HOLLAND CLOSE FARNHAM GU9 8DT
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
WA/2012/0397	Farnham Upper Hale	Erection of single storey side extension.	14 HOPE LANE FARNHAM GU9 0HZ
		<b>Approved after consideration on 05.04.2012</b>	
TM/2012/0047	Farnham Upper Hale	Application for works to trees subject of Tree Preservation Order WA118.	5 WELLESLEY GARDEN FARNHAM GU9 0JS
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
TM/2012/0054	Farnham Castle	Application for works to trees subject of Tree Preservation Order Far58.	LAND AT FIRGROVE COURT FARNHAM
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
WA/2012/0434	Farnham Castle	Installation of fanlight and alterations to coach house and forecourt.	10 CASTLE STREET FARNHAM GU9 7HR

		<b>Approved subject to the approval of the Listed Buildings Officer</b>	
CA/2012/0037	Farnham Castle	FARNHAM CONSERVATION AREA. Works to trees.	FARNHAM LIBRARY 28 WEST STREET FARNHAM GU9 7DR
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
CA/2012/0041	Farnham Castle	FARNHAM CONSERVATION AREA. 1x Prunus - fell (dead/dying) 1x Yew - reduce/reshape by 12-18"	7A CASTLE STREET FARNHAM GU9 7HR
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
WA/2012/0435	Farnham Castle	Listed Building Consent for installation of fanlight and alterations to coach house and forecourt.	10 CASTLE STREET FARNHAM GU9 7HR
		<b>Approved subject to the approval of the Listed Buildings Officer</b>	
WA/2012/0408	Farnham Firgrove	Erection of two storey extension following demolition of existing conservatory.	46 TILFORD ROAD FARNHAM GU9 8DL
		<b>Approved after consideration on 05.04.2012</b>	
TM/2012/0049	Farnham Hale and Heath End	Application for works to a tree subject of Tree Preservation Order 33/99.	HALE COURT FAIRVIEW GARDENS FARNHAM GU9 0NQ
		<b>No objection subject to the approval of the Arboricultural Officer</b>	
WA/2012/0411	Farnham Moor Park	Erection of extension to garage (revision of WA/2011/1779) - <b>Previous comments on 27.10.2011 were: Request that condition be applied to prevent garage being used as a dwelling.</b>	HINDWOOD HOUSE 23 CROOKSBURY ROAD FARNHAM GU10 1QD

		<b>Same comments on 27.10.2011 still stand</b>	
NMA/2012/0037	Farnham Moor Park	Amendment to WA/2011/0688 for a 500mm increase in the roof height of the single storey rear extension.	3 BROOKLEY CLOSE FARNHAM GU10 1QF
		<b>No comment</b>	
NMA/2012/0036	Farnham Moor Park	Amendment to WA/2011/2113 to alter window and door openings in front elevation. <b>Previous comments on 05.01.2012 were: No comment</b>	THE SEVEN STARS EAST STREET FARNHAM GU9 7TP
		<b>Previous comment on 05.01.2011 still stands.</b>	
WA/2012/0400	Farnham Moor Park	Erection of two storey rear extension and single storey side extensions.	51 WAVERLEY LANE FARNHAM GU9 8BW
		<b>Approved after consideration on 05.04.2012</b>	
NMA/2012/0038	Farnham Shortheath and Boundstone	Amendment to WA/2011/1565 to provide a pedestrian access gate and new access steps with associated landscaping changes. <b>Previous comments on 06.10.2011 were: No objections.</b>	31A OWLPINES BURNT HILL WAY FARNHAM GU10 4RP
		<b>Approved after consideration on 05.04.2012</b>	
WA/2012/0410	Farnham Shortheath and Boundstone	Erection of single storey side extension.	PINE VIEW COTTAGE WHITEPOST LANE WRECCLESHAM GU10 4TS
		<b>Approved after consideration on 05.04.2012</b>	
WA/2012/0432	Farnham Weybourne and Badshot Lea	Erection of single storey rear extension and side porch.	33 WOODSIDE ROADFARNHAM GU9 9DT
		<b>Approved after consideration on 05.04.2012</b>	

WA/2012/0401	Farnham Weybourne and Badshot Lea	Erection of garden store.	2 THE GREEN BADSHOT LEA GU9 9LB
		<b>Approved after consideration on 05.04.2012</b>	
WA/2012/0381	Farnham Castle	Details of a school travel plan submitted pursuant to Condition 3 of planning permission WA/2011/0595 for installation of a temporary demountable classroom unit.	LAND AT POTTERS GATE PRIMARY SCHOOL POTTERS GATE FARNHAM GU9 7BB
		<b>Noted</b>	
WA/2012/0382	Farnham Weybourne and Badshot Lea	Erection of 3 dwellings following demolition of existing dwelling.	28 POTTERY LANE WRECCLESHAM GU10 4QJ
		<b>Property is actually in Wrecclesham. Concerned about intensive development of site – needs to be referred to conservation officer.</b>	
WA/2012/0383	Farnham Wrecclesham and Rowledge	Conservation Area Consent for demolition of a dwelling.	28 POTTERY LANE WRECCLESHAM GU10 4QJ
		<b>Concerned about intensive development of site – needs to be referred to conservation officer.</b>	
WA/2012/0406	Farnham Bourne	Erection of a dwelling and garage following demolition of bungalow and outbuilding.	BRAMLEY COTTAGE 79 MIDDLE BOURNE LANE FARNHAM GU10 3NJ
		<b>Approved after consideration on 05.04.2012</b>	
AG/2012/0001	Farnham Castle	G. P. D. O. Parts 6 & 7; erection of an agricultural barn.	THE OLD GRANARY DIPPENHALL ROAD FARNHAM GU10 5EB
		<b>Approved after consideration on 05.04.2012</b>	

WA/2012/0415	Farnham Castle	Change of use from office (BI) to form residential unit.	SUITE E2, 2ND FLOOR LION AND LAMB YARD FARNHAM GU9 7LL
		<b>Approved after consideration on 05.04.2012</b>	
WA/2012/0439	Farnham Moor Park	Erection of dwelling following demolition of existing dwelling.	7 STONEYFIELDS FARNHAM GU9 8DX
		<b>Approved after consideration on 05.04.2012</b>	
WA/2012/0402	Farnham Moor Park	Erection of a conservatory.	6C PARK ROAD FARNHAM GU9 9QN
		<b>Approved after consideration on 05.04.2012</b>	
WA/2012/0440	Farnham Shortheath and Boundstone	Erection of extensions and alterations.	33 BURNT HILL WAY WRECCLESHAM GU10 4RP
		<b>Approved after consideration on 05.04.2012</b>	
WA/2012/0403	Farnham Wrecclesham and Rowledge	Erection of Performing Arts Teaching Centre together with associated works following demolition of medical centre, photography building and sheds.	FRENSHAM HEIGHTS SCHOOL FRENSHAM HEIGHTS ROAD ROWLEDGE GU10 4DU
		<b>Approved after consideration on 05.04.2012</b>	
WA/2012/0404	Farnham Wrecclesham and Rowledge	Erection of single storey extension to Music Centre.	FRENSHAM HEIGHTS SCHOOL FRENSHAM HEIGHTS ROAD ROWLEDGE GU10 4DU
		<b>Approved after consideration on 05.04.2012</b>	

WA/2012/0405	Farnham Wrecclesham and Rowledge	Erection of Medical Centre and associated landscaping following demolition of existing garage building.	FRENSHAM HEIGHTS SCHOOL FRENSHAM HEIGHTS ROAD ROWLEDGE GU10 4DU
		<b>Approved after consideration on 05.04.2012</b>	

The meeting closed at 7.20 pm



# FARNHAM TOWN COUNCIL

# E

Report  
Full Council

12<sup>th</sup> April 2012

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**Election of Working groups 2012/13**

**TO FOLLOW**



# FARNHAM TOWN COUNCIL

# F

Report  
Full Council

12<sup>th</sup> April 2012

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## Appointment of Representatives of external bodies 2012/13

**TO FOLLOW**





# FARNHAM TOWN COUNCIL



Report  
Full Council

12<sup>th</sup> April 2012

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## Response to the consultation on the proposed Waverley BC Core Strategy

### Background

- 1 The draft Waverley Borough Council (WBC) Core Strategy sets out plans in outline for development within the Borough up to the year 2028.
- 2 WBC is consulting on matters such as:
  - How many homes should be built and where should they go?
  - How can town centres and businesses be supported?
  - What do we want Waverley to be like in 20 years?
  - What infrastructure is needed to support new development?
- 3 The Government wants the supply of new houses to increase and WBC has responded to this by setting a new housing target of 230 per year, whilst also saying it remains concerned that new development must be matched by improvements in infrastructure.
- 4 Key changes included in the revised WBC Core Strategy are:
  - An increase in the number of houses planned for Waverley to 230 per year, with proposal for new sites for housing needing to be found on the edge of Farnham, Godalming and Cranleigh to meet the housing target
  - A revised policy to increase the supply of affordable housing in the villages
  - A new policy to manage the risk of flooding
  - A new policy supporting employment growth at Dunsfold Park
  - A revised policy to make sure developments are more efficient in using energy and water.
- 5 Proposed FTC responses are set out at Annex I. As requested by WBC, these have been linked to the paragraph or table in the WBC draft Core Strategy to which they relate.
- 6 **Recommendation:**  
**It is recommended that Council approves the responses at Annex I for submission to Waverley BC.**

Reference	type	Reason for FTC comment	What FTC would suggest
2.08	c	Farnham's population is 39,167 (2010 mid-year estimate, ONS)	Numbers need to be updated. They will be further increased by the 2011 census.
2.08	c	There is no Accident & Emergency (A&E) facility in Waverley Borough, despite a large and growing population being served an ageing population.	WBC should press for a local A&E facility
2.09	o	There are not just "capacity issues" in schools. There is a current crisis in educational provision, with very few plans in the pipeline to address this. Many parents are educating their children at home, opting for private education on a temporary basis or driving miles to local villages, to access a school place. If sustainability means the need for fewer car journeys, this lack of provision must be addressed.	Significant investment is needed in schools alongside additional housing.
2.16	c	Farnham's green areas need to be more strongly emphasised. The entrances into the town from the south have retained their green aspect, despite the pressure for development. This has been partly due to local policies, which have protected certain developed areas (BE3) and the desire to give some protection to countryside beyond the Green Belt. The character of the villages on the outskirts of the town needs to be maintained. The Waverley Draft Settlement Hierarchy talks of the wooded hills to the north and south of the town and states that, "open spaces such as the Water Meadows and other more formal green spaces give the town a spacious setting. To the south of the town are several low-density residential areas, which have been protected since 1974. The preservation of the character of these areas has proved successful for over 25 years and, in consequence, this residential part of the town has retained an unusually semi-rural appearance, despite ongoing pressure for development".	Waverley must rigorously apply the recommendations of the Farnham Design Statement.
2.17	c	Considering the importance of educational facilities, the Core Strategy says little about them, apart from saying that many of the schools are close to capacity. In Farnham, the situation is possibly the worst in the Borough, with primary schools having to increase the numbers in classrooms, and have waiting lists of over 200% of the available school places in some instances.  Whilst schools are the responsibility of Surrey County Council, Waverley needs to be more proactive in putting pressure on Surrey to provide adequate schooling. Parents have to drive pupils to areas well away from Farnham, which increases local traffic, which	Waverley must address the problems with school capacity. If Farnham is to remain a vibrant and attractive town, it needs investment. WBC has duty to work with SCC – refer NPPF. Needs investment in more schools.

		is already congested at peak times.	
2.17	c	Farnham has four Air Quality Management areas, mostly round the Borough and West Street. Another AQMA is to examine the station crossing gates and Hickley's Corner traffic lights. Pollution will increase when the population increases. Air pollution in central Farnham exceeds safe limits and is a growing health problem. The cost of not addressing existing pollution is already a health concern, and may impact in the form of EU fines.	Air pollution must be considered when choosing sites for development.
2.19	o	As a result of the closure of the level crossing in Farnham for 15 minutes in every hour and the traffic lights on the A31, traffic tails back into the town (A287) and along the by-pass (A31). This contributes to the poor air quality, which parts of the town, including Station Hill and the Borough, suffer. There is currently a DEFRA funded analysis in progress, with action needed to address the problems which already exist.	There is no capacity for additional trains to be run because of the impact on traffic caused by the level crossing. New housing developments which will increase the traffic delays and air pollution must be avoided.
2.20	o	It is untrue to say that bus services are relatively frequent in the main urban areas. It gives completely the wrong impression. There are no buses in the south of Farnham, which can be used by commuters or families accessing school places. Most of Farnham has a very basic service. Car journeys are essential and the town's roads are already gridlocked at certain times of the day. Any development on the outskirts of the town would have to rely on the car to access services unless investment in buses made.	Any development on the outskirts of Farnham would require an investment in improved bus services .
2.28	o	This still underplays the development around Farnham. Between now and 2027/28 Rushmoor is to build 6,350 new dwellings, Hart is to build 4,840, East Hants is to build 8,702 and there are further developments in Ash and Guildford. At a conservative estimate, there will be 20,000 new homes built within a 10 mile radius of Farnham Town Centre. These developments are closer to Farnham than the other Waverley settlements. There will have to be serious investment in transport infrastructure, if the whole area is not to collapse. This point was highlighted in FTC's most recent document 'Farnham: Developing Our Community'.	There needs to be a traffic flow study, to identify changes that must be made, and action taken to address transport infrastructure deficiencies. WBC has a duty under NPPF to work with neighbouring authorities.

2.31	o	There is a drastic shortage of sports pitches in Farnham at all levels of sport, which is worse than elsewhere in the Borough.	Plan for new play areas and sports pitches
4.1	c	The aim to protect green recreational spaces and promote wild life is at variance with house-building on green field sites, some of which are play areas.	House building should be kept off green field sites
5.9	c	It seems unlikely that a tariff-based approach will provide the funding for the necessary infrastructure improvements	
5.10	c	It will be impossible to prevent increase in car usage if there is no alternative transport means, but Developers may propose building on green field sites further away than brown field sites, because the green field areas are more profitable	Car usage should be taken into account in deciding sites.
5.24	c	The ratio of market to affordable housing, and the siting of affordable houses, requires exploration. Developers have queried appropriateness of affordable housing in all developments.	Have a more appropriate approach to delivery of affordable housing in developments.
CSI policy	o	Core strategy – there is conflict between competing objectives. There is a need to consider and address the impact of cross-border provision and ensure that there is adequate provision for social, physical and green infrastructure. The infrastructure in Farnham is already inadequate. How is WBC going to ensure that 20,000 homes in neighbouring boroughs and the large number proposed for Farnham will not result in a much less healthy environment for residents?	Consider and address the impact of cross-border provision and ensure that there is adequate provision for social, physical and green infrastructure.
CSI policy	o	Please refer to 'FTC document: Farnham – Developing our Community'. FTC challenges the assertion that the outskirts of Farnham is the most sustainable location for 454 new homes, without an improvement in infrastructure. There is no public transport system, a chronic shortage of school places and a road network that barely copes. Parking at the station is severely inadequate. These homes could be better placed at a location, such as Dunsfold Park. The A281 is no more congested than the local roads around Farnham and children in Farnham already drive many miles to access a school place.	New homes would be better placed at a location such as Dunsfold Park which is WBC's largest area of employment.
CSI policy	c	Policy CSI: The strategy states that there will be a potential impact on Farnham from the new Eco-town in Bordon, the developments in Aldershot and new housing in Church Crookham. It also suggests that some of Waverley's housing needs could be addressed by our neighbours due to their abundance of brown field sites. Residents of Farnham would not understand why building had to take place on green field sites in Waverley, when brown field sites were available 5 miles away.	This needs to be tackled as soon as possible, to avoid green field building. WBC must actively work with nearby Councils on sustainable plans, as required in NPPF

6.24	o	There is no real explanation of the revised housing target, derived from a defunct plan. The CS states that both Rushmoor and East Hants are building more than originally planned and both of these developments will have an impact on Farnham's roads and other infrastructure. What is the sound argument for adding to the problems in Farnham? Where is the evidence of cross-border strategic planning?	A better explanation of revised target and evidence of cross border considerations needed.
6.34	o	Waverley is not taking enough account of the impact of the Wealden Heaths SPA, with developments in Hindhead and South Farnham.	The Council must to take account of the EU Directive
6.42	c	All the Farnham sites suggested in the SHLAA are within the Thames Basin Heaths SPA. An Appropriate Assessment is required for that amount of development within 5 miles of the Thames Basins Heath Special Protection Area. The availability of SANGS for developments is not sufficient to satisfy the Natural Habitats Objective. The European Directive clearly states that the 'cumulative effect' must be taken into account of developments within 5km. With the number of houses being proposed for Farnham this is a vital factor - irrespective of the SANGS provided.	The Core Strategy needs to more clearly address the requirements of the EU Directive and ensure the cumulative effect of developments within 5km is being considered - irrespective of SANGS provided.
6.52	o	Dunsfold Park – why is this site still being ignored? It is suitable for development and would prevent damage to our main settlements. This is a large employment site, which employees have to access by car.	Dunsfold Park is a large brown field site, suitable for development and would prevent damage to WBCs main settlements. Need housing near WBC main centre of employment
6.53	o	An urban extension on the edge of Farnham would not be a viable option unless suitable shops, schools and other services were included in the build.	Avoid an urban extension on the edge of Farnham without infrastructure investment.
6.54	o	With around 20,000 homes being built around Farnham, as well as houses in the town arising from the WBC draft Core Strategy 230 per year target, there will be significant infrastructure problems – which cannot easily be resolved. There is a duty under the NPPF to work with nearby Councils to ensure infrastructure in place – refer paragraphs 178-181.	WBC should work with nearby Councils to produce a joint infrastructure plan and avoid any urban extension on the edge of Farnham..
6.55	o	WBC should work with nearby Councils to produce a joint infrastructure plan and lower its overall housing target to reflect housing being built by other authorities around Farnham..	WBC should lower its overall housing target to reflect housing being built by other authorities around Farnham.

CS2 policy	o	Farnham's target is too high. The town's infrastructure is already struggling and there will come a point, when it will break down completely. There are already air quality issues in the town, due both to the road system, including the constraints of the level crossing and the amount of traffic using it. Give the main settlements a smaller target and build on part of Dunsfold, a rural brown field site.	Reduce the number of houses allocated to Farnham until infrastructure provided.
CS2 policy	o	Policy CS2 The figure of 5060 new houses shown in Table 6.1 needs justification. Based on available land, the annual figure arrived at after public consultation was 150-200. The reasons for reviewing this figure need clarification. No new land has been created to account for a 27% increase in the annual housing demand.	WBC must provide evidence to explain the "need" figures.
CS2 policy	o	Policy CS2 The 2008 South East Plan was the origin of the 5060 figure, and is now virtually out of date. No other supporting documentation has been quoted. Earlier estimates from the Surrey Housing Potential Study selected a figure of 220, but this was before the EU decreed that areas in the buffer zone around the SPA should have further development restraint. Since the majority of Farnham is covered by the SPA buffer Zone, the figure of 200 should be reduced.	WBC must provide evidence to explain the "need" figures.
CS2 policy	c	Policy CS2 The Household Needs and Market Assessment Survey identified only 790 households who had to live in Waverley. If the current stock of 579 is removed, the total need is 212 units. The Housing Needs Register produces a figure of 3,500 needing housing, but there could be many people on more than one council list, which could lead to double counting.	WBC must provide evidence to explain the "need" figures. WBC must check the "need" figures.
CS2 Policy	c	The Core Strategy contradicts itself on the use of green field sites for building land. CS1 states at page 40 that "outside settlements, in the countryside beyond the green belt, the countryside will be protected for its own sake". Policy CS2 states that "additional homes WILL be delivered by selected release of green field land that is not within the Green Belt." In addition page 79 states that the Council is working with public sector partners to release public land for affordable housing.	More information should be provided on what is happening.
CS2 Policy	c	This assumes that Developers are better at finding SANGs than the Council, or will confine themselves to sites of less than 10 dwellings. The effectiveness of SANGs used is questioned	SANGs need further consideration
7.12	o	Narrow roads are a problem in Farnham. Walking is not a suitable alternative for the elderly or those with young families living well away from the schools and shops. Cycling in central Farnham is dangerous at most times of the working day.	Infrastructure investments in Farnham required.
7.14	o	It is irresponsible to build houses first, then plan infrastructure to sustain them – this ignores the significant lead time for construction of roads, schools and other facilities.	Infrastructure investments in Farnham required.

7.21	o	Any house on the green field sites outskirts of Farnham adds to the problems in the town, as the owners will need to use cars to access schools, medical facilities etc. Refer “Farnham: developing our community”.	Infrastructure investments in Farnham required.
7.3	c	Bus services in Surrey have been reduced, and may be reduced again in 2012/13, unless outside funding is found.	Investment needed in bus services.
7.6	o	To state that the growth in residential development up to 2026 will have no significant impact on the already overcrowded road network is wrong. The National Transport Model 2009 predicts that there will be at least a 25% increase in traffic during this period – will be worse for Farnham.	Refer para 31 of the NPPF, WBC must develop strategies with neighbouring authorities to provide viable infrastructure to support sustainable development.
7.7	o	The air quality in parts of Farnham is already unacceptable. It is stated that the Hindhead air quality will improve, as a result of the tunnel, but the route for traffic in the event of a tunnel closure is through Wrecclesham, causing pollution on that section of the A325. This will be exacerbated when Whitehill/Bordon is developed. The subject of air quality needs to be addressed in the Strategy Paper.	The Core Strategy must address the Farnham pollution problems
7.9	o	Great problems are caused by the lack of provision of parking at the Farnham station. Parking on the roads is not a solution. There should be a strategy to alleviate these problems.	WBC must work with others, including work in cooperation with Network Rail to address problems in Farnham.
CS3 policy	o	WBC has a duty to plan strategically across local boundaries. There has to be a firmer strategy for acquiring improvements to the transport infrastructure with effective cross-border co-ordination. This is now a duty in the NPPF – paragraph 178 onwards.	The cross-border implications of traffic flow must be more fully investigated and issues tackled.
CS3 policy	c	Much has been spoken about traffic growth, but little consideration has been given to why the situation has deteriorated to its current level. Years of house-building, combined with neglect of the traffic infrastructure, has left the town with narrow streets, bad surfaces and many choke-points at peak periods. Traffic plans have been written, but no action has resulted. This neglect will continue as long as infrastructure is not to be considered as a matter of policy when deciding on housing development	WBC must act to improve infrastructure.
CS3 policy	o	Rail travel has increased as the cost of car ownership has risen. On the main Farnham line to London, carriages are often overcrowded, even on 12-coach trains. The rail system cannot cope with double-decker carriages. The congestion may get worse when residents of the Bordon Eco Town start their journeys from Farnham station. Already the road is shut for 15 minutes in every hour with the existing level of service.	The level crossing in Farnham is a problem that must be addressed before more housing is built. More trains would lead to unacceptable road traffic delays

CS3 policy	o	POLICY CS3: SUSTAINABLE TRANSPORT Reference is made in the Core Strategy to the current Surrey Bus Review and the likely further reductions and withdrawal of local bus services. Against this background the objectives that are sought to be achieved under this Policy Statement are completely fanciful and totally unattainable. Reference should be made to transport infrastructure improvements funded by Section 106 grants to be associated with all developments near to Farnham	These facts must be incorporated into the Core Strategy
8.5	o	Strategic planning must be cross-boundary, with evidence of this stated and quantified in the Core Strategy.	There must be cross-border working, and problems tackled.
8.6	o	Improvements in the number of school places must be demanded, at primary and secondary level.	WBC to ensure Surrey CC address need for school places
8.9	o	The fact that infrastructure providers can meet the increased demand of 5,000 extra homes is not agreed - see "Farnham: Developing our Community". Some utility suppliers, such as gas and water, claim to have spare capacity, but schools are at full capacity in Farnham, and the sewage system, originally designed for a population of 30,000, now has to cope with 39,000	Investment must happen before significant numbers of houses are built.
8.9	o	The Infrastructure Delivery Plan has not yet been made available to Farnham Town Council. Many infrastructure items have a long lead time to completion, and must be started well before the building of the houses that will be sustained by them	Investment must happen before significant numbers of houses are built.
CS4 policy	o	This policy is unrealistic. Infrastructure must precede development and small contributions from developers will not deliver the change needed. WBC must work with other organisations, to fight for central government funding.	Investment must happen before significant numbers of houses are built.
CS4 policy	o	POLICY CS4: INFRASTRUCTURE AND COMMUNITY FACILITIES Farnham Hospital meets many local needs and avoids a number of outpatients, many of whom are elderly, having to make long journeys to either Frimley Park or Guildford, including for A&E visits. Core Strategy needs to emphasise that it is essential to retain Farnham Hospital and all of the facilities it provides.	Need A&E facility nearer to Farnham.
CS4 policy	c	The consequences of air pollution coming from transport are not mentioned in this Core Strategy. Certain parts of Farnham suffer from NO2 pollution that is well above the EU limit, and almost equivalent to Central London. This subject should not be omitted, because the EU has prosecuted counties such as Holland for ignoring the air pollution limits, and could do the same in the UK. At a recent meeting in WBC, SCC declared that any financial penalties placed upon the UK would be passed down to Borough and Town Councils for payment.	The subject of Air Pollution is barely mentioned in the Strategy Paper. This ignores the health problems caused by pollution, and possible EU action



CS5 policy	o	The aim of this policy is laudable but much more flexibility is required. Certain sites will not be suitable for four large houses and one affordable home. Others will easily take a greater percentage. Sites must be viewed in context. All development must be site specific	Policy H4 should be scrapped.
9.30	c	The expectation that sites for affordable housing will be provided at nil or minimal cost may not be realistic, as it does not provide a fair return for the landowner	
9.34	c	With the current push to get the elderly out of their homes, quality smaller housing/ apartments will be needed	Ensure quality smaller housing/ apartments provided
9.38	c	Residents identified as having particular requirements might be better accommodated in the same area, rather than spread into small numbers alongside market houses. .	
CS8 policy	o	POLICY CS8: GYPSIES, TRAVELLERS AND TRAVELLING SHOWPEOPLE - Farnham has made provision, and does not need further large scale provision. Need to link policy to recent CLG guidance.	Need to link to new Guidance linked to NPPF.
10.3	c	Farnham was never a major industrial town, and most of the old industrial sites have been developed for offices or housing. There are areas within the Town boundary that have been reserved for industry, but have never been taken up. It might make more sense to use such sites for housing, to minimise car use, and to expand existing business parks out of town, or build new ones. NPPF para 22 – land allocation should be regularly re-assessed.	Must look at sub regionally. must review designated housing and employment areas in Farnham. Land allocation should be regularly reassessed.
10.8	c	Part of the problem facing the introduction of new industry to Farnham is its poor infrastructure. Farnborough business centres have better roads, without buildings on both sides, with fewer choke points. Unless efforts are made to improve, more employment will be out of Farnham, needing daily commuting by overcrowded train or by car on choked roads	Must look at sub regionally to ensure complementary housing and employment provision.
10.22	o	The amount of employment available on Dunsfold Park must make it suitable for some housing. By not developing any of the site, WBC is deliberately furthering the use of cars by all employees on the site.	Development of Dunsfold Park must include housing provision.
10.38	c	A balance needs to be struck between employment sites in centre of town and a separate industrial park. Reduction of car use in central Farnham is essential.	Employment development should not increase car use in central Farnham.
CS9 policy	o	While it is advantageous to put the employment development in the main settlements, the position and type of development is critical. In Farnham, existing roads are not suitable for certain uses and these would be better placed on new sites close to main roads. There is no logic in putting employment near existing homes and services in Farnham but not putting homes and services near existing employment in Dunsfold.	WBC should review their attitude to housing at Dunsfold

		WBC must strategically plan for the location of employment and housing, which minimises use of the car, and promote high tech industry in suitable locations – refer NPPF duties in paragraph 21 .	
CS10 policy	c	Although Dunsfold is not the Councils preferred location for housing, it would be illogical to require employees to use their cars to drive into the Dunsfold employment area, when there is also room on the site for both housing and amenities such as shops and schools.	WBC should review their attitude to housing at Dunsfold
11.15	c	These figures are out of date. It is necessary to have an up to date assessment of current needs.	Figures must be provided which are up to date (for Farnham)
CS11 policy	o	POLICY CS1: TOWN CENTRES - need to improve environment in Farnham's historic town centre which is currently blighted by traffic congestion and associated high levels of air pollution. This needs to be achieved by reducing traffic levels, promoting alternative routes for HGVs (so long as this does not increase HGV movements along Upper Hale Road and Farnborough Road), and partial pedestrianisation .Reference is made to redevelopment of East Street and how this will impact on traffic. Considerable concern that problems will be made even worse by nearby development, particularly of Bordon. A By-pass offers the only long term solution to Farnham's air pollution problem.	WBC must work with other councils to reduce traffic in Farnham town centre A Western by-pass is required to address problems caused additional heavy traffic.
12.8	o	There is already a shortage of sports pitches in Farnham. Aspiring sports teams have struggled to make progress, due to the shortage of facilities.	WBC must ensure provision of more sports pitches in Farnham
12.9	o	Reference is made to the beauty of Farnham Park. The alterations to the park as a result of it being designated as SANG have led to the deterioration to the entrances to Farnham Park.	The deterioration of the ancient Farnham Park must be avoided. Car parking and play equipment provision must be appropriate.
CS15 policy	o	POLICY CS15: LANDSCAPE CHARACTER Need to ensure protection of Aldershot / Farnham Strategic Gap especially given proposal in Policy CS2 to release selected green field sites for residential development. The green corridors are essential to wildlife. With recent developments in these spaces we must strengthen this policy to prevent further erosion.	Council must maintain green corridors and strategic gaps.
CS16 policy	s	POLICY CS 16 : TOWNSCAPE AND URBAN DESIGN AND THE HERITAGE Welcome encouragement for preparation of Neighbourhood Plans and look forward to support from WBC for FTC's preparation of a Neighbourhood Plan for Farnham.	

15.31	o	The concept and effectiveness of SANG is queried. Farnham Park must be protected in its own right and any suburbanisation of this ancient park must be challenged. It is not Waverley's duty to provide SANG. It is the duty of the developer.	The deterioration of the ancient Farnham Park must be avoided. Car parking and play equipment provision must be appropriate.
16.35	c	Development has been allowed, often on appeal, too close to areas in danger of flooding (on the outskirts of Wrecclesham, for example). The areas of potential risk near Farnham should be highlighted.	No development in areas of potential flood risk near Farnham.
CS17 policy	o	The policy does not reflect the points in the sections on bio-diversity and green infrastructure (15.13 – 15.16). Development must be directed towards previously developed land. This is reinforced by the NPPF – paragraph 17. Also NPPF paragraph 53 states that Planning Authorities should have policies to resist inappropriate development of residential gardens. Large gardens must be retained as part of the green infrastructure. Consideration must also be given to the effect on the Thames Basin SPA and Wealden Heaths SPA of any large developments.	Development must be directed to brown field sites. Gardens must be removed from the definition of previously developed land. The Policy must be strong against 'garden grabbing'. The SPA sites need to be respected.
CS18 policy	c	Need protection of Farnham Park. This is included in English Nature's register of parks of special historic interest. It has been designated as a national nature reserve of particular importance.	Emphasise need for protection of Farnham Park.
CS18 policy	o	Needs a clearer definition of what protection is needed for Thames Basin SPA and Wealden Heaths SPA in respect of large developments.	Amend policy to ensure respect for SPA requirements.
CS20 policy	o	Farnham is a relatively small town. It is surrounded by green areas, and it stands on the Wey valley. The hills round the valley are mostly wooded, and are an intrinsic part of the landscape. Such areas are not suited to erecting wind farms, nor setting up bio-mass combustion plants.	Farnham should not subject to wind farms, nor bio-mass combustion plants.
CS21 policy	c	Development has been allowed, often on appeal, too close to areas in danger of flooding (outskirts of Wrecclesham, for example). The areas of potential risk near Farnham should be highlighted. Local people are sometimes able to provide valuable evidence when considering building in flood risk areas.	Development areas of potential flood risk near to Farnham to be avoided. Local people should be allowed to provide evidence when considering building in flood risk areas.