



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 23rd January 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 23rd January 2014, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

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

Questions by the Public

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

Members of the Public are welcome and have a right to attend this Meeting. Please note that there is a maximum capacity of 30 in the public gallery.



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

Please use the form below to state in which Agenda Items you have an interest.

If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)

As required by the Localism Act 2011, **I HEREBY Declare**, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: Date **23rd** January 2014
Name of Councillor

Nature of interest (please tick/state as appropriate)		Type of interest (disclosable pecuniary or Other) and reason
I am a Waverley Borough Councillor/Surrey County Councillor*	Other	

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 23rd January 2014

Place

The Council Chamber, South Street, Farnham

Prayers

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

Questions by the Public

The 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 Disclosure of Interests

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: 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.*
- (iv) *Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.*

3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 12th December 2013.

Appendix A and Exempt A1

4 Statements by the Public

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.

Part 1 – Items for Decision

- 6 Working Group Notes**
To receive the notes and any recommendations of the following Working Groups:
- i) Strategy and Finance held on 14th January 2014 **Appendix B**
 - ii) Community Enhancement held on 15th January 2014 **Appendix C**
 - iii) Tourism and Events held on 20th January 2014 **Appendix D**
- 7 Planning & Licensing Applications**
To receive the minutes of the Planning & Licensing Consultative Group: **Appendix E, F and G**
12th December 2013, 9th January 2014 and 23rd January 2014
- 8 Budget and Precept 2014/15** **Appendix H**
1) To approve the proposed budget for 2014/15 at Annex I.
2) To agree the precept for 2014/15
- 9 Waverley Housing Options** **Appendix I, J**
To consider the request by Waverley Borough Council for the Town Council's suggested sites for Housing allocations and the Town Council's provisional response at Appendix J.

Part 2 – Items to Note

- 10 Actions taken under Scheme of Delegation**
- 11 Reports from other Councils**
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council
- 12 Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 13 Date of next Meetings**
To note the date of the next meeting of Full Council on 13th March 2013
- 14 Exclusion of the Press and Public**
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda in view of the confidential items under discussion

Part 3 – Confidential Items

- 15 Services to Farnham Awards** **Exempt Appendix 1**
- 16 Cemetery update**
- 17 Notes from the HR Panel 9th January 2014** **Exempt Appendix 2**

Membership:

Councillors Patrick Blagden CBE (Mayor), Jeremy Ricketts (Deputy Mayor), David Attfield, David Beaman, Carole Cockburn, Pat Frost, Carlo Genziani, Jill Hargreaves, 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 December 2013

Place

The Council Chamber, South Street, Farnham

Councillors

- * Patrick Blagden CBE (Mayor of Farnham)
- A Jeremy Ricketts (Deputy Mayor)
- * David Attfield
- * David Beaman
- * Carole Cockburn
- A Pat Frost
- * Carlo Genziani
- A Jill Hargreaves
- A Stephen Hill
- A Jennifer O'Grady
- * Stephen O'Grady
- * Sam Hollins-Owen
- * Graham Parlett
- A Dr Jessica Parry
- * 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)
Alan Corcoran (Contracts and Facilities Officer)

8 members of the public were in attendance

Presentation by Phyllis Tuckwell Hospice

Prior to the meeting Sarah Brocklebank, Chief Executive of the Phyllis Tuckwell Hospice provided the Council with an overview of the work of the Hospice. The hospice is not a hopeless place, but strives to let patients live life to the full. There are 18 in-patient beds serving a catchment of 550,000 people. Through the Hospice Care at home over 140 people are supported every day by physiotherapists, occupational therapists complementary therapists as well as counsellors and social workers.

Just 15% of the costs are funded by the NHS so the hospice is dependent on community support and its great team of 800 volunteers who support the staff in all activities across all departments. In the past year the 15 hospice shops provided a quarter of the hospice's income, and £1.3million was raised through fundraising.

The hospice aimed to support the whole family and not just the patient, and would continue to work closely with local authorities and the community in delivering its work.

In response to a question from Cllr Ward, Sarah said that the number of beds was about right for the population served as most people wanted to stay in their own homes for as long as they could, hence the focus on developing community services.

Cllr Hollins-Owen said the work done at the hospice was fantastic and the Council should do what it could to support.

The Mayor thanked Sarah Brocklebank for her excellent presentation and congratulated the hospice on its work on behalf of the whole Council.

Questions by the Public

There were no questions from the public.

C114/13 Apologies for Absence

Apologies were received from Councillors Frost, Hargreaves, Hill, J O'Grady, S O'Grady, Parry, Ricketts and Steel

C115/13 Minutes

The Minutes of the Farnham Town Council Meeting held on Thursday 31st October were agreed with the correction that Cllr Attfield had apologised and had not been present.

C116/13 Cllr Beaman advised Council that he not been elected onto the National Association of Local Councils Larger Councils Committee.

C117/13 Declarations of interests

There were no declarations of pecuniary interest.

C118/13 Statements by the Public

Mr Westcott noted that in the Counsel's advice Richard Drabble QC stated that there was a 'powerful argument' that Farnham Town Council had breached the code of Practice on Local Authority Publicity. He hoped there would now be an apology from the Council.

Cllr Ward responded by saying that whilst Counsel had said “there was an argument”, he did not say that the Council had breached the code. The matter had been reviewed by four separate legal opinions, and the Council’s auditor. None had said that a breach did occur or that the Council had acted unlawfully so no apology was necessary.

The Town Clerk read a statement clarifying further the issues covered by Counsel and concerns over lack of balance in the way the matter had been discussed. The statement is attached as Annex I to these minutes.

C119/13

Town Mayor’s Announcements.

- i) Cllr Blagden announced that the inaugural Civic Concert with the Farnham Youth Choir would be taking place on 18th December
- ii) Cllr Blagden invited all councillors and public present to join him afterwards for a Christmas refreshments.

Part I – Items for Decision

C120/13

Tourism and Events Working Group

Cllr Attfield, in the absence of Cllr Ricketts who deputising for the Mayor, introduced the notes of the Community Enhancement Working Group, held on 27th November 2013, at Appendix B to the agenda. He advised Council that the Farnham In Bloom (FIB) bedding outside the old Police Station had featured in the national Girls’ Brigade Calendar for 2014.

The Working Group had discussed some improvements for the Farnham in Bloom Awards evening to ensure the special guest sponsors who attend are hosted by individual councillors. This proposals would also be adopted for other council events.

The Working Group had noted that in some areas roadside verge grass was only cut once per year, and this led to sightlines being difficult and more litter. Cllr Attfield was taking this up with Surrey County Council.

Cllr Attfield advised members of the difficulties encountered, as a result of the new Surrey County Council contract with Skanska, in installing Christmas lights. This had been resolved for 2013 thanks to the intervention of Councillor Frost, but a longer term solution needed to be found.

Council noted that options to improve or extend the toilets in Gostrey Meadow were under consideration and that discussions for the transfer of the redundant toilets on Borelli Walk from Waverley Borough Council were underway, with the aim of using them as a public info point/café being investigated.

Cllr Beaman reminded members that the FIB Winter Celebration with carols around the Christmas tree would take place in Gostrey Meadow on 16th December.

C121/13

Cemeteries and Appeals Working Group

Cllr Cockburn introduced the notes of the meeting held on 28th November, at Appendix C.

Cllr Cockburn advised members that a new solution for the Hale Chapels was being investigated and would be discussed further in the exempt session of the meeting. She confirmed the Council's commitment to holding a further public consultation session on the future of the chapels in the new year.

C122/13 Cllr Cockburn advised that the Working Group had reviewed its fees and was recommending that grave digging fees, in common with other nearby authorities should be booked by the persons arranging the funeral rather than the council. The Council would still review the qualifications and suitability of contractors for grave digging and it was proposed that the Council would establish a new regulation, whereby the Council operates a nominated contractor policy, and that the current contractor be the nominated contractor for grave digging for the time being.

Members noted an inconsistency in not charging an administration fee when Exclusive Rights of Burials plots were repurchased by the Council, and it was recommended that this be applied but that no increases on fees apply for 2014/15.

It was resolved *nem con* that:

- 1) **Grave digging should no longer be included within the Council's fees for interment and that this would be booked and dealt with directly by the person(s) arranging the funeral effective of 1st April 2014.**
- 2) **Subject to review at the Council's discretion, Tony Curtis, the current contractor, be the Council's nominated contractor for grave digging in the four cemeteries.**
- 3) **An administration fee is charged when repurchasing Exclusive Rights of Burial from a customer.**

C123/13 Cllr Cockburn updated Council on a range of current cemetery projects including the health and safety memorial programme and the proposed dog control order.

Strategy and Finance Working Group

C124/13 Cllr Ward introduced the notes of the Strategy and Finance Working Group meeting held on 6th December 2013, at Appendix C to the agenda.

Members had not been able to propose a budget in view of the uncertainty over the Rowledge Governance Review, and this had been deferred to January. However a number of approaches to fees and charges for the Council's services had been agreed which were set out.

It was RESOLVED *nem con* that:

- 1) **the Cemetery fees and charges for 2014/15, as set out at Annex I to the notes of the Strategy and Finance Working Group, be adopted.**
- 2) **the Farmers' Market pitch fee be maintained at £35 for 2014/15 but that the cost for Zapp hire be increased from £5 to £10.**
- 3) **the Town Clerk determine the appropriate fees and charges for sponsorship packages to be included within the Sponsorship brochure, in consultation with the Community Enhancement Working Group.**
- 4) **the income Target for Farnham in Bloom in 2014/15 be set at £12,500 plus additional in-kind sponsorship.**
- 5) **the allotment charge be increased from 29p to 32p per square metre for 2014.**
- 6) **Meeting room charges be maintained at their current levels.**

C125/13 Cllr Ward said that the Working Group had welcomed the further progress in managing risk and health and safety matters, which were subject of a detailed report to Council.

C126/13 Cllr Ward advised that at a meeting of the Waverley Executive on 12th December, it was agreed to recommend to the Waverley Council that there be no further action and there should not be a separate Rowledge parish council created. Cllr Ward said that with a clear 2:1 majority against he felt Waverley had no option. It was clear that Farnham Town Council had acted lawfully in the process and he hoped all parties could now work together for the future.

Cllr Ward also advised that, following a representations made by Mr Westcott, the external Auditor (BDO) had confirmed that the actions of the Town Council in incurring expenditure in relation to the Rowledge Governance Review were not unlawful. However BDO intended to submit an invoice to the Council for their work on dealing with this representation amounting to £585.

C127/13 Cllr Ward advised Council of the progress on the contract to remodel the Council Offices. Members noted that the contingency sums had been used to repair a hidden timber beam, remove asbestos, make good flooring below the raised platform in the former cash office, and make amendments to the new kitchenette. Members also noted the discovery of more extensive damp in the structure which had been treated a specialist from the approved revenue property budget. It was proposed that the Offices Working Group review the required furnishing post contract.

It was RESOLVED *nem con* that:

- 1. the progress on the remodelling of the offices be welcomed; and**
- 2. the Offices Working Group review the project and advise the Town Clerk on recommendations for furnishings and fittings for the new ground floor offices area.**

C128/13 Cllr Ward updated Council on the funding for the project and advised that a new planning application had been submitted to include the new storage area. It was proposed to place an order for the roof trusses ahead of the new application being considered to ensure a start date on 17th February could be achieved.

It was RESOLVED *nem con* that:

The Town Clerk be authorised to proceed with the Wrecclesham Community Centre project.

C129/13 Cllr Ward advised that the Working Group had reviewed bids for the use of the West Street Chapel and agreed to progress discussions with the preferred applicant.

It was RESOLVED *nem con* that:

- 1) The Town Clerk be authorised to progress a lease with the preferred applicant in the first instance;**
- 2) The Town Clerk progress such renovations and establish such services as are considered necessary for the leasing of West Street Chapel in consultation with the Strategy and Finance Working group.**

- C130/13 Cllr Ward advised Council of issues discussed at the Towns and Parishes meeting held on December and in particular of tabled documents requesting that Towns and Parish Councils identify sites for housing development in their area and respond to Waverley by 10th January
It was RESOLVED *nem con* that:
The Town Clerk, in consultation with the Infrastructure Planning Group, send the Council's draft response subject to ratification by Council in January.
- C131/13 Cllr Ward advised of disappointing discussions over two years with the Surrey County Council property team over the Library Gardens and that they had gone back on their earlier verbal agreement to move to a fairer contribution for Farnham Town Council for the maintenance work and opening and closing of the Library Gardens. As a result, the Town Council had reluctantly withdrawn from providing its opening and closing and grounds maintenance service with effect from 1st December.
- Members were concerned about the potential loss of public access to the site but felt the Town Council could not continue subsidising the County Council. Cllr Ward said that he felt this was a strange and one-off difficulty since in other areas the Town Council and Surrey were co-operating well.
- C132/13 Cllr Cockburn updated Council on the progress of the Neighbourhood Plan and of the good attendance at the most recent workshop held in the Maltings in November. The next step was a draft Options Questionnaire, on preferred sites for development emerging from the consultation to date, to seek endorsement and expand on the opinions received so far. It was noted that a postcard would be sent to all households in Farnham from 20th January 2013. Cllr Cockburn informed Council that advice had been taken from Bell Cornwell, who had particular expertise in Habitat Regulations work, particularly in relation to the Thames Basin Heaths Special Protection Areas.
- It was RESOLVED *nem con* that:**
- 1) **All councillors review and comment on the draft Options questionnaire by 19th December;**
 - 2) **A postcard be circulated to all households advising of the Options questionnaire.**
- C133/013 Cllr Ward advised of discussions with HSBC on managing the costs of the banking service. The Working Group had also reviewed the option of automated transfers from the RBS financial system to HSBC net. Members noted that payments would not be processed until the normal authorisation by two councillors. It was proposed to amend the bank mandate to enable this process to take place.
- It was RESOLVED *nem con* that:**
The HSBC account be amended to incorporate a) business internet banking and b) automated data uploads between the RBS financial system and HSBCnet, provided the normal signature authorisation controls remain in place.
- Planning Consultative Group**
- C134/13 Cllr Genziani introduced the minutes of the Planning & Licensing Consultative Group meetings held on 14th and 28th November. These were agreed.

Budget 2014/15

C135/13 This item was deferred to January.

Risk Assessments

C136/13 Cllr Ward introduced the detailed report at Appendix H following the risk management reviews undertaken by the Working Groups and the annual external assessment by the Council's Health and Safety Advisors Ellis Whittam. The report included a review of the management structure for dealing with health and safety; a review of the General Risk Assessment Report commissioned from Ellis Whittam; and issues considered as part of the review by each Working Group of their responsibilities. Council noted that there were no actions arising from the Ellis Whittam Report that required immediate or short term action.

Council noted the assessment of Ellis Whittam that 'Farnham Town Council is committed to ensuring compliance, and there is a robust system in place to manage health and safety. Monitoring and review of arrangements takes place and is well documented. There is good communication and those with responsibility for health and safety are conscientious and diligent in executing their roles. Regular meetings take place in which health and safety is an agenda item and staff willingly contribute to the processes.'

Members noted that the financial risks were reviewed by the Internal Auditor, the detail of which was separately reported to Council, and that his next visit was due from 9th – 12th December. Members noted that on this visit the Cemetery and Burials procedures and financial management would be reviewed alongside the normal financial systems review.

It was RESOLVED *nem con* that:

- 1) the Health and Safety and Risk Management report at Appendix H and progress made in implementing recommendations be welcomed;**
- 2) the Action Plan arising out of the General Risk Assessment contained in Annex 2 be approved;**
- 3) the Health & Safety Policy (Annex 3) and the Fire Safety Management Policy (Annex 4) be adopted;**
- 4) the detailed risk assessments reviewed by the individual Working Groups and circulated to all councillors be noted.**

Part 2 – Items Noted

C137/13 Reports from Other Councils

1) Cllr Cockburn advised that Waverley Borough Council had approved a £30,000 feasibility study on the option of moving the Brightwells Gostrey Centre to the Memorial Hall site. She was concerned that the centre had been blighted by the lack of investment and felt it could not be done at a cut price. The new Centre had to look stunning to entice more people to use the facilities. Cllr Cockburn felt the Town Council should support the Gostrey Centre and fight for it to be the best centre in the Borough for the biggest centre of population in Waverley. Cllr Beaman said he hoped the feasibility study would take account of the fact that the Memorial Hall is 0.6 miles from the centre of town.

C138/13 Cllr Cockburn advised that she and Rachel Aves had attended a Neighbourhood Planning Workshop at the Department for Communities and Local Government.

The DCLG had stressed the duty of the Borough Council to support the Neighbourhood Planning Process.

C139/13 Cllr Beaman advised that Surrey was consulting on Home-to-School Transport. He considered that Surrey CC could save significant sums if school opening times were staggered.

C140/13 **Reports from Outside Bodies**
There were no reports.

C141/13 **Actions taken under the Scheme of Delegation**
The Town Clerk advised that no actions had been taken under the scheme of delegation since the last meeting.

C142/13 **Date of next meeting**
Members noted that the next Council Meeting would take place on Thursday 23rd January 2014.

C143/13 **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

C144/13 Council considered Exempt Annex I to the Strategy and Finance Working Group and agreed the preferred tenant for further discussions for the lease of the West Street Chapel.

C145/13 Council welcomed the new proposal for restoring the Hale Chapels. Members noted the chapels had been decaying for several years and agreed that further discussions should be undertaken prior to holding a public meeting on the latest option.

**It was RESOLVED *nem con* that:
The Town Clerk pursue the option and prepare a further report on the
Hale Chapels**

C146/13 Council received an update on a long-standing cemetery matter.

The Town Mayor closed the meeting at 8.43pm

Annex I to Minutes of 12th December 2013

Rowledge Governance Review

Statement prepared by the Farnham Town Clerk following release of Richard Drabble QC's advice to Waverley Borough Council 12-12-13

Waverley Borough Council Executive has decided to recommend not to take any further action in relation to the Rowledge Governance Review Petition.

It delayed its decision to take further legal advice from a Leading Counsel on allegations made by one of the key stakeholders championing the creation of a new parish council who had put forward an argument that Farnham Town Council had breached the Code of Recommended Practice on local Authority Publicity. In recent months, several such allegations had been made referring to several parts of the code.

It is important to clarify what exactly is an argument and to note that just because an argument has been put forward does not mean that it is correct.

A dictionary definition of an argument is "a discussion in which reasons are put forward in support of and against a proposition, proposal, or case". The fact that someone has put forward an argument or claimed something is illegal does not make it illegal. That person may simply have misunderstood the legislation.

The fact that there are three sets of legal opinions and two sets of opinions put forward from Counsel, underlines how difficult this matter is to interpret. No legal advice has said that the Town Council has acted unlawfully. The Town Council has no doubt that it has acted properly and in the best interests of all its communities.

Moreover, it is pleasing to note that the advice of Richard Drabble QC, one of the country's leading barristers, is in line with the advice given by Farnham Town Council officers to the Council. In fact, Town Council officers have had to deal with a unique situation faced by Farnham in the absence of any guidance from the Principal authority which was conducting the review.

It is notable that in the first phase consultation, many people requested information on what the review was about, a fact acknowledged by Waverley Borough Council who requested a statement setting out the positions of those for and against the argument that a new parish should be created for the second phase consultation. The arguments put forward by the Town Council in its statement were replicated in a letter from the Mayor and on its website to ensure both sides of the arguments were considered.

Richard Drabble QC in the latest legal opinion has confirmed the Town Council's understanding, and did not support the latest allegations made by Mr Westcott to Waverley Borough Council:

(paragraph 7)

"I agree with advice already given to WBC that this consultation exercise is not within the scope of the statutory provisions containing an absolute prohibition on expenditure in the sensitive period before a vote or referendum under particular statutory provisions that are not engaged in this exercise".

Mr Drabble does not conclusively answer whether a Governance Review is a "question of policy" as covered by the Code of Recommended Practice on Local Authority Publicity. The Town

Council view is that it clearly is not a question of policy and therefore the code does not apply, however strong an argument is put forward to suggest that it might.

None of the legal opinions, nor the advice from either of the consulted Counsel, have said the actions of Farnham Town Council were unlawful, even if others (principally the proposers of the review) have suggested otherwise. Moreover, the barrister's comments on the Code of Recommended practice in paragraph 9 of his advice have been quoted out of context in the debate and recommendations made by Waverley Borough Council.

Mr Drabble QC advised Waverley Borough Council as follows

Extract Paragraph 9

"In the light of these statements, it seems to me that WBC should recognise that there is a powerful argument the FTC was in breach of the Code."

Paragraph 10

"However, there are two caveats to this position. It is not clear beyond argument that there is a breach of the Code or that conflict with the Code rendered expenditure unlawful. The Code is not primarily aimed at this type of situation and there might be sharp arguments about whether different views on governance arrangements were to be treated as a "question of policy" within paragraph 16.

The Code of Practice is a Code not legislation. FTC is obliged to have regard to it but can depart from it for rational reasons provided that it accepts it as the valid starting point. The second is that, in any event, WBC is not charged with determining the legality of the actions of FTC."

Paragraph 11.

"One must also remember that it is legitimate for FTC to form and hold a corporate view on the merits of the review proposals. "

Waverley Borough Council has rightly concluded that the Town Council's publicity - even if it were a breach of the code (and the Town Council believes it were not) - was unlikely to have affected the outcome of the consultation given the scale of the result.

Farnham Town Council hopes that it will now be able to continue to work with all its communities and focus on ensuring Farnham is a place in which everyone who lives, works or visits can feel part of the wider community with efficient and effective services that meet their needs.

Iain Lynch
12 December 2013



FARNHAM TOWN COUNCIL

B

Notes

Strategy and Finance Working Group

Time and date

9.00am Tuesday 14th January 2014

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Beaman, Carole Cockburn, Pat Frost, Jill Hargreaves, Jeremy Ricketts, Roger Steel and John Ward.

Officers present:

Iain Lynch (Town Clerk) Rachel Aves (Team Leader Corporate Governance), Alan Corcoran (part)

1. Apologies

There were no apologies

2. Declarations of Interest:

Members of Waverley Borough Council and Surrey County Council declared personal interests as Councillors of those authorities. Cllr Frost declared a personal interest supporting the 3rd Farnham Scouts; 40 Degreez; the Farnham Sports Council and the Farnham Carnival from her County Councillor allowance. Cllr Steel declared a personal interest as a representative to the Farnham Maltings.

3. Notes of Meeting held on 6th December 2013

POINTS	ACTION
The notes were agreed.	

4. Budget and precept 2014/15

POINTS	ACTION
Members' discussed the proposed budget attached at Appendix F to the agenda. Cllr Ward highlighted the overview and that maintaining the amount paid by Council tax payers as in 2013/14 would generate precept of £915,740 as a result of additional housing growth. Officers had pared back a number of elements in the budget including	

the staffing budget, and had absorbed pay and pensions inflation. The Town Clerk proposed reducing the full staffing budget since the management of staffing and vacancies had created some capacity in the short term. Some areas of expenditure had been increased in light of experience (utility bills) and others had seen contract efficiencies. The Parish Council Tax Support Grant had been reduced by a further 12% by Waverley. It was proposed to create a new Localism Initiatives fund to invest in local projects and build in some essential flexibility for the time when the grant is withdrawn.

Members noted there would be a potential second year of deficit of around £18,000. Cllr Ward outlined a number of options to meet this gap which included a zero increase: agreeing a second year of deficit with targeted savings; and increasing the precept in whole or in part.

Cllr Steel suggested that a further year of deficit was not wise. Members noted there was a risk of capping but that the Government had not yet announced any capping rules and whether they would apply to Towns and Parishes. Members also noted that inflation was running at 2.1%.

Members noted that the proposed precept for 2014/15 would still be less than the precept in 2012/13 which had been at £938,117. The proposed precept was £933,902. This would represent an increase of just under 2p a week for a Band D household.

Cllr Frost said that it was important to go for a budget that was right for the Town Council, and this budget seemed right. After further discussion, it was agreed to recommend to Council that the budget shortfall for 2014/15 be met by the precept.

Recommendation to Council: that the proposed budget be agreed, and that the budget shortfall be met by precept.

5. Finance

POINTS	ACTION
<p>Budget comparison</p> <p>Members received the quarterly finance figures, noting that the expenditure was running at 70% at the nine month point and income, with the second precept tranche received, was at 101%.</p> <p>Members noted the staffing savings being delivered and that the target savings for the year had been achieved. There were still some significant areas of expenditure to come with the possibility of an small percentage underspend. Members noted the progress on the office refurbishment, and advised that an earmarked reserve for the building would need to be kept for the future for unforeseen major expenditure.</p>	<p>Town Clerk</p>

<p>It was agreed that a paper on the earmarked reserves would be brought to the next meeting.</p> <p>The Town Clerk advised that there was discussion nationally about the possibility of a different election date in 2015, which may have a financial impact. It was agreed that the Town Clerk should investigate further and if true write to the local MP about the potential financial impact.</p> <p>Members considered the financing of the allotments and noted that steps were being taken to move towards a break-even position, particularly by addressing the cost of water. Members confirmed the desire to aim for a breakeven on allotments in the 2015/16 financial year.</p> <p>Investments Members noted the current level of investments. It was agreed that an investment strategy report would be brought to a future Strategy & Finance meeting.</p> <p>Debtors Members discussed the latest situation on aged debtors and debt management steps being taken and noted the intention to have a smaller debtors list at the end of the financial year compared to the start. Cllr Frost agreed to chase the outstanding Surrey County Council debt.</p>	<p>Town Clerk to investigate</p> <p>Investment strategy to future meeting</p>
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6. Contracts update

POINTS	ACTION
<p>1) Office Refurbishment Members noted that the works would be completed by 20th January with ad hoc snagging to be concluded. Members were pleased to receive details of the generosity of Sir Ray Tindle who had kindly contributed £2,000 to enable the carpets to be funded in the current financial year. It was agreed to recommend to Council that new rooms in the refurbished area be named after John Byworth and Sir Ray Tindle CBE DL, both of whom were significant benefactors to the Town.</p> <p>2) Claim by Woosh Washroom Services Members received details of a contractual dispute being defended by the Council. It was noted that the Council felt it had a strong case, and it was agreed that there were some important principles involved and Cllr Frost proposed that the matter should be defended. This was agreed.</p> <p>3) Website Tender Members received details of the four tenders received out of the ten</p>	<p>Recommendation to Council: That the contributions of John Byworth and Sir Ray Tindle to Farnham be recognised in the refurbished area.</p> <p>Recommendation to</p>

<p>invited for the implementation of the Council’s new website. It was agreed that references should be taken up and that interviews of two/three of the shortlisted suppliers should be held for them to present their proposals on 31st December. It was agreed the panel should include two or three councillors. Nominations to be agreed at Council.</p> <p>4) Cemetery Pathway resurfacing Members considered the quotations for the current year’s pathway resurfacing contract in the four cemeteries. It was agreed to include edging for aesthetic and maintenance reasons and agreed to recommend the lowest Contractor at a cost of £22,651.</p> <p>5) Wrecclesham Community Centre Members noted that the Funding Agreement with SITA had been signed by the Town Clerk and Mayor and that the agreement had been signed by SITA. Work on the roof would commence on 17th February.</p> <p>Cllr Ward left at this point and Cllr Steel was elected as Chairman of the meeting.</p> <p>6) CCTV protection of Council owned buildings Members agreed the need for improved CCTV coverage at Wrecclesham Community Centre and the Depot. Members noted the initial prices received and that further prices were awaited.</p> <p>Members discussed the responsibility for elements of the Community Centre and the need for a renewed lease after the works were completed. It was noted that this would make explicit who was responsible for the different aspects of the building and that a report would be made to Strategy & Finance at the appropriate time.</p>	<p>Council: Two or three councillors be appointed to participate in the selection of the new website contractor.</p> <p>Recommendation to Council: That contractor B be appointed to undertake the Cemetery Pathway resurfacing contract with edging at a cost of £22,651.</p> <p>Recommendation to Council: That a new CCTV system be installed at the Wrecclesham Community Centre and at the Council Depot at a maximum combined cost of £11,000.</p>
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7. 2014/15 Grants

POINTS	ACTION
<p>1) Councillors considered the report at Appendix I and the proposal to allocate specific grants to those organisations receiving in excess of the Community Grants Criteria under a three year agreement, reviewable in 2015/16. It was agreed that the funding be by way of a light touch service level agreement for 40 Degreez, the Citizens’ Advice Bureau and the Farnham Maltings. It was also agreed to recommend to Council that the funding be fixed at the 2013/14 level for the three year period.</p> <p>2) Councillors agreed to consider the detailed applications for other funding to the next meeting.</p>	<p>Recommendation to Council that: Grants for 40 Degreez, the Citizens Advice Bureau and the Farnham Maltings be fixed for a three year period at the 2013/14 funding level, reviewable in 2015/16 under a light touch service level agreement.</p>

8. Infrastructure Planning Group

POINTS	ACTION
<p>1) Members noted that the Housing Sites proposals had been submitted to Waverley subject to consideration by Council.</p> <p>2) Cllr Cockburn advised that the latest consultation being sent to every household from the week commencing 20th January seeking comments on the site options</p>	Council to endorse response.

9. Banners Policy

POINTS	ACTION
This item was deferred to enable officers to review new information and requirements from Surrey County Council.	

10. Town Clerk Update

POINTS	ACTION
<p>1) The Town Clerk had written to Waverley Borough Council following the Borough Council's decisions on the Rowledge Governance Review. A copy of the letter is attached as Annex I to these notes. Members noted that a response was awaited.</p> <p>2) The Town Clerk advised that Sir Ray Tindle had offered to purchase a new chain for the Mayoress' Badge of office and a local jeweller would be invited to obtain one.</p> <p>3) The Town Clerk advised that Surrey County Council had asked if the Town Council would take responsibility for the maintenance of some new bus stops for a period of ten years for an upfront commuted sum. Members felt this was an appropriate arrangement and welcomed the closer working with Surrey County Council. It was agreed that the shelters should remain in the ownership of the County Council.</p>	Recommendation to Council: That Farnham Town Council enter into an agreement with Surrey County Council for the maintenance of new bus stops.

11. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 4th March 2014 at 9.30am.	

Meeting ended at 12.05pm

Notes written by Iain Lynch

Iain Lynch

Telephone: 01252 712667

(Calls may be monitored or recorded for training purposes)

E-mail: town.clerk@farnham.gov.uk

2nd January 2014

Paul Wenham
Executive Director
Waverley Borough Council
The Burys
Godalming
GU7 1HR

Dear Paul

Rowledge Governance Review

Thank you for your email of 12th December following the Executive meeting on that date confirming that the advice of Richard Drabble QC was available on the website.

The way the advice was quoted at the Executive meeting has caused Farnham Town Council some concern, and I have been asked to review whether a complaint should be made to the Local Government Ombudsman. ***One of the principle matters that the Executive was debating was the ‘even-handedness’ of the Town Council’s actions and as such one would expect the Waverley Executive to be extra careful to give the matter even-handed consideration.***

The primary issue of concern is the way the advice was used, taking one phrase (from point 9) out of the three page opinion and quoting it repeatedly without the balancing caveats clearly set out by the QC in points 10 and 11. This approach seems designed to undermine the Town Council, and seems to fall short of the standards of balance expected of public bodies. Secondly, although the QC has advised that Waverley is not charged with determining the legality of Farnham’s actions, it has clearly done so in a way that is detrimental to the Town Council’s reputation despite there being three legal opinions which have confirmed that the Town Council has not acted unlawfully.

The second decision of the Executive subsequently circulated in the Press release for recommendation to Council in particular remains unbalanced as the Executive “Noted the legal advice provided by Leading Counsel that there is a powerful argument that Farnham Town Council had breached the Code of Recommended Practice of Local Government Publicity and/or was unlawful.”

What the QC went on to say, as you know, is:

Paragraph 10. “However, there are two caveats to this position. It is not clear beyond argument that there is a breach of the Code or that conflict with the Code rendered expenditure unlawful. The Code is not primarily aimed at this type of situation and there

might be sharp arguments about whether different views on governance arrangements were to be treated as a “question of policy” within paragraph 16.

The Code of Practice is a Code not legislation. FTC is obliged to have regard to it but can depart from it for rational reasons provided that it accepts it as the valid starting point. The second is that, in any event, WBC is not charged with determining the legality of the actions of FTC.”

Paragraph 11. “One must also remember that it is legitimate for FTC to form and hold a corporate view on the merits of the review proposals. “

It is disappointing when there are major public sector pressures and when we are trying to work together at a service level in the best interests of the residents and taxpayers of Farnham that there appears to be ongoing tension. There is the danger that there could be further negative and potentially unbalanced statements made when this matter is further discussed at Waverley’s full Council in February.

I would welcome the opportunity of discussing whether this matter can be resolved and how we can build on our working relationship as we move forward.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Lynch', written in a cursive style.

Iain Lynch
Town Clerk



FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

9.00am Wednesday 15th January 2014

Place

Council Chamber, South Street, Farnham

Attendees:

Members: Councillors David Attfield, Carole Cockburn, Susan Redfern and Jeremy Ricketts.

Officers present: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader), Amy Dawson (Community Enhancement Assistant) and John Ely (Chairman of Farnham in Bloom Community Group)

1. Apologies

Apologies were received from Councillor John Ward.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 27th November 2013.

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom Community Group Report

POINTS	ACTION
<p>The Chairman of the Farnham in Bloom Community Group thanked members and Farnham Town Council for all the work they were doing and said that the Community Group really appreciated it.</p> <p>Members noted that the Farnham in Bloom Community Group had been meeting twice a week with the Post 19 Group and working very hard at the greenhouses.</p> <p>Members noted that a future task of the Community Group was to reach areas that Farnham Town Council and Waverley Borough Council found it difficult to reach. For example, outside Lidl and Long</p>	

<p>Garden Walk. Members noted that preparation for the Farnham in Bloom float for the Farnham Carnival was starting and that the Community Group was going to work with the Post 19 Group to help construct the float. The Carnival theme for 2014 was noted as Safari.</p> <p>Members thanked the Community group for all their help and support.</p> <p>Town Clerk suggested that a press release be written about the work of the Community Group and could also be used to attract new members.</p>	<p>Community Enhancement Assistant and Chair of Community Group.</p>
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John Ely left the meeting at this point (09.20am).

5. Britain in Bloom 2014

POINTS	ACTION
<p>Members were informed that Farnham had been accepted to compete in Britain in Bloom 2014 (embargoed until 30th January) and that Councillor Ricketts and the Outside Services Team Leader would be attending a seminar for all the finalists on the 30th January 2014.</p> <p>Members agreed that one of the main objectives of Farnham in Bloom 2014 was to get as many people as possible involved.</p> <p>Members were informed that seeking of sponsorship had already started and that South East Water had agreed to sponsor Farnham in Bloom for £600.</p> <p>Outside Services Team Leader advised that he had received a press release from the RHS stating who Farnham would be up against in the Large Town Category. Councillors noted that FTC would be competing against 10 other large towns.</p> <p>Cllr Cockburn suggested that FTC do more to encourage people that live in the town centre to do more for Farnham in Bloom. For example, have window boxes or plant their front gardens with themed flowers.</p> <p>Members considered the best theme for 2014 and agreed that the theme for Farnham in Bloom 2014 would be the 50th anniversary of Britain in Bloom as it may get more people involved.</p> <p>It was also suggested that the a World War I theme should be considered for 2014, in 2016/ 2018 as it would then be 100 years since the first two minute silence in Farnham (2016) and end of the war in 2018 and therefore be a bigger celebration.</p> <p>Members considered whether Farnham Town Council could prepare and plant window boxes to sell to encourage community involvement. Cllr Redfern suggested that Squire's or other Garden Centres get involved so the public could go along and pick out a box and flowers</p>	

<p>and plant them themselves.</p> <p>Members were informed that the RHS Britain in Bloom colour theme for 2014 was gold. Cllr Cockburn suggested that the Council should do a sunflower competition or a gold scarecrow competition because of the gold colour scheme.</p> <p>Cllr Redfern asked if Forest Lodge could get more involved. It was agreed that officers would seek to get in touch with Forest Lodge to be involved in their specific catchment areas, like Rowledge and Wrecclesham.</p> <p>Cllr Cockburn suggested that Farnham Town Council should look at the Britain in Bloom competitors' websites to see what they are doing.</p> <p>Cllr Cockburn informed members that residents associations were always looking for projects to get involved with so they, and other community groups, would be good groups to target.</p> <p>Cllr Attfield suggested that FTC encourage Surrey County Council to clear up Badshot Lea and the Shepherd and Flock roundabout , one of the main entrances to the town.</p> <p>Town Clerk proposed a minimum contribution to be listed on the sponsor board as there are too many to fit in. It was agreed that anybody who sponsors more than £50 would be listed.</p> <p>Members were shown two designs for Farnham in Bloom badges that will promote the project and agreed a more abstract design would be preferable.</p> <p>Members noted that in 2012 and 2013 bunting was put up throughout the town and the public liked it Members agreed that some yellow/gold bunting to fit in with the Britain in Bloom theme should be used in 2014</p> <p>Members discussed the option of replacing the current Citroen van which with an electric vehicle with a water tank to use to water the plants around town. Benefits from this would be that the electric vehicle is quieter than the current truck so could be used earlier in the morning without disturbing residents. It would also change watering to a one man job instead of two. Members noted the environmental benefits and some financial advantages.</p> <p>Cllr Attfield suggested that one with a detachable tank would be beneficial as it could be used for other tasks around the town as well.</p> <p>Members agreed in principle to the idea subject to further details on battery life and flexibility of the vehicle.</p>	<p>Outside Services Team Leader to get in contact with Forest Lodge and get them more involved.</p> <p>Community Enhancement Assistant</p> <p>Outside Services Team Leader</p> <p>Team Leader Outside Services</p> <p>Community Enhancement Assistant to progress.</p> <p>Community Enhancement Assistant</p> <p>Recommendation to Council: Officers pursue the option to replace the current van with an electric vehicle and that the decision on the model be delegated to the Town Clerk following detailed consideration by the Strategy and Finance Working Group.</p>
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6. Allotments

POINTS	ACTION
<p>Cllr Ricketts noted the discussion at Strategy and Finance that the Allotments should aim for break-even from 2015 and advised that the Community enhancement Working group was already looking at how to reduce the Water Costs and pass them on to allotment users.</p> <p>Cllr Cockburn thought the idea was to educate and explain to allotment holders how much water costs and inform them that prices will start to go up.</p> <p>Members agreed that people be informed of the water cost, perhaps at the annual town meeting of electors as well as allotment meetings.</p> <p>Members noted the report in relation to allotments and the progress on transferring the Weybourne site from Waverley Borough Council to Farnham Town Council.</p> <p>Members noted the position on allotment renewals</p>	<p>Team Leader Outside Services</p>

7. Surrey County Council highways Localism Project

POINTS	ACTION
<p>Members noted that the Outside Services Team had been continuing to work really hard to clean all the signs in the town centre beginning to clean signs in the surrounding villages.</p> <p>Cllr Cockburn informed members that the Bourne had had a meeting regarding areas in the village that need some enhancement.</p> <p>Members considered whether to allocate a budget for small enhancement projects and invite communities to suggest areas for improvement, following the model adopted for the Christmas Lights in 2013. Cllr Ricketts suggested this would fit well as part of the In Bloom project where small enhancements could be done.</p> <p>It was noted that a new mapping system may help with identifying pieces of un-owned land once it had been embedded.</p> <p>Cllr Attfield raised the issue of surface water flooding and members suggested that the issue be brought up at Full Council and then taken forward to Surrey County Council.</p> <p>Members discussed the problems with leaves not being cleared away and blocking drains and causing more surface water flooding.</p>	<p>Recommendation to Council: Town Clerk to create a small fund from within the Open Spaces budget for community space enhancements</p> <p>Cllr Attfield</p>

8. Street Furniture Update

POINTS	ACTION
<p>Members noted progress being made on replacing the damaged bus shelter on Hale Road.</p>	

<p>Cllr Cockburn informed members that the Gostrey wall had collapsed again for the 4th time and that the matter had been reported to Waverley Borough Council</p> <p>Cllr Cockburn requested that the old concrete bin outside the café in the Bourne be removed and new bins put in, one by the bus stop and one just round the corner from the café</p> <p>Cllr Ricketts asked if there was a limit on the number of bins that could be installed that Waverley Borough Council would collect from. It was noted that discussions took place with Waverley prior to the installations of new bins</p>	<p>Community Enhancement Assistant to progress.</p>
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9. Cigarette Bin Spring Campaign

POINTS	ACTION
<p>Members noted that Waverley Borough Council would be supporting the Cigarette Butt Spring Campaign and that they have already purchased a special vacuum that would clear cigarette butts from in-between cobbles in the town.</p> <p>Members are informed that Waverley Borough Council would also be providing some literature for the campaign.</p>	

10. Items for Future Meetings

POINTS	ACTION
<p>Members agreed that in the next meeting, details from the Britain in Bloom seminar should be discussed.</p>	

11. Date of Next Meeting

POINTS	ACTION
<p>It was agreed that the date of the next meeting be brought forward to Tuesday 11th February at 9:30am.</p>	

Meeting ended at 11:10am

Minutes taken by Amy Dawson



FARNHAM TOWN COUNCIL

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Notes

Tourism and Events Working Group

Time and date

2.30pm on Monday 20th January 2014

Place

Council Chamber, South Street, Farnham

TO FOLLOW



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.15 am on Thursday 12 December 2013

Place

Council Chamber, South Street, Farnham

Planning Consultative Group Members Present

Cllr D Beaman
Cllr C Cockburn
Cllr J Ricketts

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

Apologies received from Councillors C Genziani and R Steel

2. Declarations of Interest

There were no declarations of interest.

3. Applications Considered by the Planning Consultative Group on Thursday 12 December 2013

NMA/2013/0144	Farnham Bourne	Amendment to WA/2013/0988 to provide an additional window in the North East elevation of utility room. Previous comments on 04.07.2013 were as follows: Approved. The Town Council has no objection.	FAIRBOURNE, 9 GREAT AUSTINS, FARNHAM GU9 8JG	Mrs M Knight
		Farnham Town Council has no objection		
WA/2013/1935	Farnham Castle	Installation of roof lights to provide loft conversion and alterations to garage roof (revision of WA/2013/1383). Previous comments on 12.09.2013 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.	32 LONG GARDEN WALK EAST, FARNHAM GU9 7HX	Rachel Kellas
		Approved after consideration and on the condition that the extensions and alterations to the garage are in line with the particulars of the Farnham Design Statement.		
CA/2013/0124	Farnham Castle	FARNHAM CONSERVATION AREA. Works to one Silver birch.	4 UNION ROAD, FARNHAM GU9 7PT	Mr A Clout

		No objection subject to the approval of the Arboriculture Officer		
NMA/2013/0145	Farnham Castle	Amendment to WA/2011/0509 for replacement windows. Previous comments on 13.04.2013 were as follows: No objections	46A, WEST STREET, FARNHAM GU9 7DX	Mrs M Knight
		The Town Council has no objections		
CA/2013/0128	Farnham Castle	FARNHAM CONSERVATION AREA. Works to trees.	GUILDFORD HOUSE, CASTLE HILL, FARNHAM GU9 7JG	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1900	Farnham Shortheath and Boundstone	Erection of single storey side extension (revision of WA/2013/1113). Previous comments on 01.08.2013 were as follows: Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.	49 SHORTHEATH ROAD, FARNHAM GU9 8SH	Kathryn Pearson
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		
TM/2013/0169	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Order 6/99.	25 LONGHOPE DRIVE, FARNHAM GU10 4SN	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		

CA/2013/0138	Farnham Bourne	OLD CHURCH LANE, FARNHAM CONSERVATION AREA. Works to and removal of trees.	31 LODGE HILL ROAD, FARNHAM GU10 3QW	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
CA/2013/0137	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	15 GREAT AUSTINS, FARNHAM GU9 8JQ	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1980	Farnham Bourne	Erection of extensions and alterations to roof space to provide habitable accommodation	71 AVELEY LANE, FARNHAM GU9 8PS	Tim Bryson
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement		
WA/2013/1953	Farnham Bourne	Erection of a detached garage/store building.	LITTLE CRAIG-Y-BARNS, 37 FRENHAM VALE, FARNHAM GU10 3HS	Mark Baker
		Approved after consideration and providing the proposed application is in line with the particulars of the Farnham Design Statement		

WA/2013/1978	Farnham Castle	Application under Section 73A to vary Condition 17 of WA/2012/1559 (approved plan numbers) to allow alterations to proposed rear garden terrace. Previous comments were as follows: Approved subject to the approval of the Conservation Officer	LAND AT 40 WEST STREET, FARNHAM GU9 7DX	Tim Bryson
		Approved subject to the approval of the Conservation Officer		
CA/2013/0134	Farnham Castle	FARNHAM CONSERVATION AREA. Reduction of a Fig tree.	LAND AT ST GEORGES YARD, FARNHAM GU9 7LW	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1966	Farnham Castle	Erection of single storey extension.	30 CRONDALL LANE, FARNHAM GU9 7BQ	Rachel Kellas
		Approved after consideration and on the condition that the extensions are in line with the particulars of the Farnham Design Statement and in keeping with the original materials		
WA/2013/1979	Farnham Castle	Erection of extensions following demolition of existing garage.	13 RED LION LANE, FARNHAM GU9 7QN	Rachel Fletcher
		Concerned about the adverse effect on the neighbouring properties residential amenities and the loss of car parking with demolition of garage.		

WA/2013/1963	Farnham Firgrove	Erection of extensions and alterations (revision of WA/2013/1588). Previous comments on 17.10.2013 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.	11 SHORTHEATH ROAD, FARNHAM GU9 8SR	Rachel Kellas
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1940	Farnham Moor Park	Erection of extensions and alterations.	41 WAVERLEY LANE, FARNHAM GU9 8BH	Tim Bryson
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
TM/2013/0172	Farnham Shortheath and Boundstone	Application to fell a tree subject of Tree Preservation Order WA266.	10 BURNT HILL ROAD, FARNHAM GU10 4RZ	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
TM/2013/0173	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Order 6/99.	23 LONGHOPE DRIVE, FARNHAM GU10 4SN	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		

TM/2013/0170	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Order 6/99.	33 LONGHOPE DRIVE, FARNHAM GU10 4SN	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1961	Farnham Weybourne and Badshot Lea	Erection of extensions and alterations.	115 LOWER WEYBOURNE LANE, FARNHAM GU9 9LQ	Rachel Kellas
		Concerned at the loss of parking.		
TM/2013/0178	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 47/99.	21 MAYFIELD, FARNHAM GU10 4DZ	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
TM/2013/0174	Farnham Wrecclesham and Rowledge	Application to fell a tree subject of Tree Preservation Order 03/11.	54 ECHO BARN LANE, FARNHAM GU10 4NF	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
CA/2013/0135	Farnham Wrecclesham and Rowledge	WRECCLESHAM FARNHAM CONSERVATION AREA. Works to and removal of trees.	ARFIELD, 28 POTTERY LANE, FARNHAM GU10 4QJ	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		

NMA/2013/0146	Farnham Castle	Amendment to WA/2013/0962 for repositioning of roof light and reduction in its size. Previous comments on 04.07.2013 were as follows: Strongly object. The Town Council sees the proposed plans as detrimental to the character and integrity of the conservation area and listed buildings within it. This matter should be referred to Sarah Wells (FCAMP) and considered carefully by the Listed Buildings Officer at Waverley Borough Council.	62 CASTLE STREET, FARNHAM GU9 7LN	Mrs M Knight
		Farnham Town Council has no comment to make as this has already been allowed.		
WA/2013/1906	Farnham Castle	Change of use from children's party venue (Class D2) to 3 flats (Class C3) together with alterations to fenestration.	NORTH BARN, LION AND LAMB WAY, FARNHAM GU9 7PY	Tim Bryson
		Farnham Town Council is concerned that this is overdevelopment and 2 flats would be better than 3, but welcomes the change of use in this difficult location and subject to the approval of the Conservation Officer.		
WA/2013/1902	Farnham Firgrove	Erection of a dwelling following demolition of existing dwelling.	22 TREBOR AVENUE, FARNHAM GU9 8JH	Kathryn Pearson

		Approved after consideration and on the condition that the proposed dwelling is in line with the particulars of the Farnham Design Statement.		
WA/2013/1910	Farnham Firgrove	Erection of detached dwelling. Previous comments on 04.07.2013 and 03.10.2013 were as follows: Although typically the Town Council is opposed to development in gardens in Farnham. In this instance, the nature of this site is such that it may be considered advantageous to utilise this site for housing in this way. The Town Council see the proposed property as fitting, in line with the existing street scene and therefore would approve this application.	LAND ADJACENT TO 64, FIRGROVE HILL, FARNHAM GU9 8LL	Mark Baker
		Although typically the Town Council is opposed to development in gardens in Farnham. In this instance, the nature of this site is such that it may be considered advantageous to utilise this site for housing in this way. The Town Council see the proposed property as fitting, in line with the existing street scene and therefore would approve this application.		

WA/2013/1909	Farnham Moor Park	Erection of a dwelling.	LAND AT 26, CROOKSBURY ROAD, FARNHAM GU10 1QE	Tim Bryson
		Farnham Town Council is concerned at the size of the proposed application in this sensitive area covered by BE3, which is designed to maintain the semi-rural nature of the area.		
WA/2013/1913	Farnham Weybourne and Badshot Lea	Certificate of Lawfulness under Section 192 for erection of a single storey rear extension.	93 LOWER WEYBOURNE LANE, FARNHAM GU9 9HW	Rachel Kellas
		No objections		
WA/2013/1903	Farnham Wrecclesham and Rowledge	Erection of a detached dwelling and car port; formation of new vehicular access.	LAND AT ROSEBARTON, CHERRY TREE WALK, FARNHAM GU10 4AD	Tim Bryson
		Farnham Town Councillors have no comment to make on this proposal as it is an application for a Farnham town Councillor		
AG/2013/0012	Farnham Bourne	G.P.D.O. Part 7: formation of new access road.	LAND ADJACENT TO BRAMWELL HOUSE, MONKS WALK, FARNHAM GU9 8HT	Kathryn Pearson
		Farnham Town council has no comment to make with no paperwork to look at.		
WA/2013/1964	Farnham Hale and Heath End	Erection of dwelling following demolition of existing garage.	LAND AT THE FOUR SEASONS, ROWHILLS, FARNHAM GU9 9AU	Kathryn Pearson
		Strongly object to this application		

		which is garden grabbing and would destroy the distinctive character of the area and have an adverse effect on the residential amenities of the neighbours.		
WA/2013/1957	Farnham Shortheath and Boundstone	Certificate of Lawfulness under Section 192 for the erection of single storey extension and alterations.	10 LAVENDER LANE, ROWLEDGE GUI0 4AX	Rachel Fletcher
		Farnham Town Council has no comment to make.		
WA/2013/1983	Farnham Weybourne and Badshot Lea	Widening of driveway, new wall, brick built gateposts and gates following part demolition of wall.	RUNFOLD HOUSE, RUNFOLD ST GEORGE, BADSHOT LEA GUI0 IPL	Mark Baker
		Farnham Town Council is concerned the effect of this proposal on the Listed Building aspect and would refer to the Listed Buildings Officer.		
WA/2013/1984	Farnham Weybourne and Badshot Lea	Listed Building Consent for wall, brick built gateposts and gates following part demolition of wall.	RUNFOLD HOUSE, RUNFOLD ST GEORGE, BADSHOT LEA GUI0 IPL	Mark Baker
		Farnham Town Council is concerned the effect of this proposal on the Listed Building aspect and would refer to the Listed Buildings Officer.		

Notes taken by Ginny Gordon

The meeting closed at 10.20 am



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.15 am on Thursday 9 January 2014

Place

Council Chamber, South Street, Farnham

Planning Consultative Group Members Present

Cllr D Beaman
Cllr C Cockburn
Cllr J Ricketts
Cllr R Steel

Other Councillors in attendance: Cllr P Blagden

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

Apologies received from Councillors C Genziani

2. Declarations of Interest

There were no declarations of interest.

3. Applications Considered by the Planning Consultative Group on Thursday 9 January 2014

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1987	Farnham Castle	Erection of extensions and alterations following demolition of existing extension; erection of detached garage/carport; alterations to entrance driveway.	OLD TILES, RUNWICK LANE, RUNWICK GUI0 5EE	Kathryn Pearson
		Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement		
WA/2013/2003	Farnham Hale and Heath End	Erection of single storey side extension.	3 HEATH CLOSE, FARNHAM GU9 0PS	Kathryn Pearson
		Farnham Town Council approves after consideration on condition that the extensions are in line with the Farnham Design Statement		
WA/2013/2020	Farnham Hale and Heath End	Erection of extensions and alterations.	36 EAST AVENUE, FARNHAM GU9 0RA	Rachel Kellas
		Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement		
TM/2013/0181	Farnham Wrecclesham and Rowledge	Application to fell a tree subject of Tree Preservation Order WA224.	6 THE AVENUE, FARNHAM GUI0 4AL	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		

WA/2013/2004	Farnham Wrecclesham and Rowledge	Consultation under Regulation 3 for details of low level bollard lighting along the proposed access road pursuant to condition 7 on planning approval WA/2013/0829 1) demolition of single storey structure and construction of single and two storey extensions; elevational changes to existing buildings; reorganisation of playing field and construction of 2 synthetic turf pitches, 6 tennis courts and associated ground works, retaining walls and perimeter fencing; construction of new access from Greenfield Road with associated parking and landscaping; (full permission). 2) Removal of other structures and erection of 5266m ² floor space of new educational. Buildings and laying out of 25 parking spaces with layout, scale, appearance and landscaping reserved (outline). Previous comments: Approved after consideration on 20.06.2013	WEYDON COUNTY SECONDARY SCHOOL, WEYDON LANE, FARNHAM GU9 8UG	Kathryn Pearson
		Farnham Town Council approves after consideration		
WA/2013/2030	Farnham Bourne	Erection of extensions and alterations to bungalow to form chalet bungalow.	I STREAM VALLEY ROAD, FARNHAM GUI0 3LT	Rachel Kellas
		Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement		
WA/2013/2054	Farnham Castle	Alterations to garage building including dormer windows.	THE GABLES, 29 THREE STILES ROAD, FARNHAM GU9 7DE	Kathryn Pearson

		Farnham Town Council approves after consideration on condition that the alterations are in line with the Farnham Design Statement and that the garage be conditioned for non-residential use only		
CA/2013/0139	Farnham Castle	FARNHAM CONSERVATION AREA. Reduction of a Fig tree.	LAND AT ST GEORGES YARD, FARNHAM GU9 7LW	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/2056	Farnham Castle	Erection of extensions and alterations to roof to provide additional floor of habitable accommodation.	39 LARKFIELD ROAD, FARNHAM GU9 7DB	Rachel Kellas
		Farnham Town Council approves after consideration on condition that the alterations and extensions are in line with the Farnham Design Statement.		
TM/2013/0182	Farnham Castle	Application for works to trees subject of Tree Preservation Order WA282.	LAND AT THREE STILES ROAD, FARNHAM GU9 7DE	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/2035	Farnham Firgrove	Erection of two storey side extension and alterations following demolition of existing garage.	7 ST JOHNS ROAD, FARNHAM GU9 8NT	Kathryn Pearson
		Concerned about the possible adverse effect on the residential amenities of the neighbours		

WA/2013/2051	Farnham Firgrove	Erection of extensions and alterations to form two storey dwelling (revision of WA/2013/0218). Previous comments were as follows: Approved - on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.	9A TREBOR AVENUE, FARNHAM GU9 8JH	Tim Bryson
		Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement		
WA/2013/2048	Farnham Moor Park	Application under Section 73 to vary Condition 8 of WA/2013/0006 (plan numbers) to allow alterations to elevations. Previous comments were as follows: Approved after consideration on 24.01.2013	24 CROOKSBURY ROAD, FARNHAM GU10 1QE	Rachel Fletcher
		The proposed extensions and alterations make this proposal unacceptable in this back garden development.		
WA/2013/2065	Farnham Shortheath and Boundstone	Erection of timber framed double garage and store in conjunction with site landscaping.	10 JUBILEE LANE, FARNHAM GU10 4SZ	Tim Bryson
		Farnham Town Council approves after consideration on condition that the alterations are in line with the Farnham Design Statement and that the garage be conditioned for non-residential use only		

NMA/2013/0157	Farnham Shortheath and Boundstone	Non material amendment to WA/2012/1660 to provide a door canopy to rear flat, addition of solar panels, and alterations to windows and walls. Previous comments were as follows: Approved after consideration on 08/11/2012	BELMONT HOUSE, GREEN LANE, FARNHAM GU9 8AU	Mrs M Knight
		Farnham Town Council approves after consideration on condition that the alterations are in line with the Farnham Design Statement		
NMA/2013/0156	Farnham Shortheath and Boundstone	Non material amendment to WA/2013/0171 to alter the size of the bike shed and boundary line to the rear of the site. Previous comments were as follows: Approved - on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.	33 SHORTHEATH ROAD, FARNHAM GU9 8SH	Mrs M Knight
		Farnham Town Council approves on the condition that the alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/2059	Farnham Weybourne and Badshot Lea	Erection of extensions.	36 COPSE AVENUE, FARNHAM GU9 9EB	Mark Baker
		Farnham Town Council approves on the condition that the extensions are in line with the particulars of the Farnham Design Statement.		
WA/2013/2062	Farnham Weybourne and Badshot Lea	Erection of single storey side extension.	19 BADSHOT PARK, BADSHOT LEA GU9 9JU	Tim Bryson

		Farnham Town Council approves on the condition that the extensions are in line with the particulars of the Farnham Design Statement.		
WA/2013/2027	Farnham Bourne	Erection of a dwelling incorporating existing garage.	LAND AT 22 LONGDOWN ROAD, FARNHAM GU10 3JU	Kathryn Pearson
		Strongly object, the proposal is at odds with BE3 and is garden grabbing and to the Farnham Design Statement and emerging Neighbourhood Plan.		
NMA/2013/0151	Farnham Castle	Amendment to WA/2011/0298 for internal changes, along with change to porch roof, changes to conservatory windows and doors, addition of roof lights to bedrooms and conservatory. Previous comments on 17.03.2011 were as follows: Concerned about destruction of garden and garden grabbing.	17 LARKFIELD ROAD, FARNHAM GU9 7DB	Mrs M Knight
		This amendment has already been allowed.		
WA/2013/2024	Farnham Castle	Certificate of Lawfulness under Section 192 for the erection of a single storey extension together with alterations following demolition of existing additions.	2 TIMBER CLOSE, THE HART, FARNHAM GU9 7HE	Kathryn Pearson
		Farnham Town Council has no comment to make but objects to the increasing number of 192 applications		
WA/2013/1989	Farnham Firgrove	Erection of rear extension following demolition of existing conservatory.	4 YORK ROAD, FARNHAM GU9 8JX	Mark Baker
		Concerned about the possible adverse effects on the neighbours' amenities.		

WA/2013/2017	Farnham Moor Park	Erection of extensions and alterations to roof to provide habitable accommodation.	39 HALE ROAD, FARNHAM GU9 9QR	Rachel Kellas
		Strongly object about the adverse effect on the street scene. The proposed alterations and extensions are out of character with the area and Farnham Design Statement. Farnham Town council is concerned about insufficient parking on a busy road.		
WA/2013/1999	Farnham Wrecclesham and Rowledge	Erection of store and replacement of flat roof with pitched roof.	WRECCLESHAM COMMUNITY CENTRE, GREENFIELD ROAD, FARNHAM GU9 8TJ	Mark Baker
		Farnham Town Council has no comment due to the council's interest in Wrecclesham Community Centre		
WA/2013/1992	Farnham Wrecclesham and Rowledge	Listed Building Consent for alterations.	FARNHAM POTTERY, POTTERY LANE, WRECCLESHAM GU10 4QJ	Rachel Kellas
		No objections subject to the approval of the Listed Buildings Officer.		
DW/2013/0029	Farnham Wrecclesham and Rowledge	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 7.7 m, for which the height would be 4 m, and for which the height of the eaves would be 2.9 m.	6A ROSEMARY LANE, ROWLEDGE GU10 4DB	Rachel Kellas
		Farnham Town Council is concerned about the access to the site during construction.		
WA/2013/2043	Farnham Castle	Installation of new shop front.	21 THE BOROUGH, FARNHAM GU9 7NQ	Mark Baker
		Farnham Town Council is determined to raise the		

		standard of shop fronts in the Conservation Area and keep them in line with this historic Georgian town. It welcomes the inclusion of stall risers and Corinthian columns.		
WA/2013/2058	Farnham Castle	Listed Building Consent for internal alterations.	49 DOWNING STREET, FARNHAM GU9 7PH	Tim Bryson
		No objections subject to the approval of the Listed Buildings Officer.		
WA/2013/2068	Farnham Hale and Heath End	Certificate of Lawfulness under Section 192 for construction of a dormer window, installation of roof light and use of roof space as habitable accommodation.	6 BETHEL CLOSE, FARNHAM GU9 0PZ	Rachel Kellas
		Farnham Town Council has no comment to make but objects to the increasing number of 192 applications		
WA/2013/2074	Farnham Upper Hale	Erection of dwelling and garage following demolition of existing dwelling; formation of new vehicular access, driveway and erection of entrance gates.	169 UPPER HALE ROAD, FARNHAM GU9 0JE	Tim Bryson
		The Town Council is very concerned about the size of the building, which is out of character with the area and also concerned about where the construction lorries will park during construction on this very busy road that has a school.		
TM/2013/0187	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 2/00.	7 BOURNE FIRS, FARNHAM GU10 3QD	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer. Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled		

		without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough and the Town council does not want the character of the area destroyed.		
TM/2013/0192	Farnham Bourne	Application for works to fell a tree subject of Tree Preservation Order 1/00.	7 MANOR GARDENS, FARNHAM GU10 3QB	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer. Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough and the Town council does not want the character of the area destroyed.		
CA/2013/0143	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to one Oak tree.	3A GREENHILL ROAD, FARNHAM GU9 8JN	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer. Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough and the Town council does not want the character of the area destroyed.		
CA/2013/0141	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	84 TILFORD ROAD, FARNHAM GU9 8DS	Mr A Clout

		No objection subject to the approval of the Arboriculture Officer. Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough and the Town council does not want the character of the area destroyed.		
WA/2013/2102	Farnham Castle	Erection of part single storey and part two storey rear extension and front porch.	22 MARSTON ROAD, FARNHAM GU9 7BN	Rachel Kellas
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/2099	Farnham Castle	Alterations to garage to provide habitable accommodation.	POTTERS COTTAGE, 69B WEST STREET, FARNHAM GU9 7EH	Mark Baker
		Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/2079	Farnham Castle	Erection of double garage building.	11 OLD PARK LANE, FARNHAM GU9 0AJ	Kathryn Pearson
		Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement and that the garage be conditioned for non-habitable use only.		

WA/2013/2085	Farnham Hale and Heath End	Erection of single-storey extension.	5 BISHOP SUMNER DRIVE, FARNHAM GU9 0HQ	Kathryn Pearson
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/2082	Farnham Moor Park	Erection of two storey side and rear extension and alterations following demolition of existing workshop.	34 HALE ROAD, FARNHAM GU9 9QH	Tim Bryson
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
TM/2013/0193	Farnham Shortheath and Boundstone	Application for works to a tree subject of Tree Preservation Order 26/00.	29 SHORTHEATH ROAD, FARNHAM GU9 8SN	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer. Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough and the Town council does not want the character of the area destroyed.		
WA/2013/2081	Farnham Shortheath and Boundstone	Erection of rear extensions and alterations; raised decking area.	39 SANDROCK HILL ROAD, WRECCLESHAM GU10 4SU	Mark Baker

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/2076	Farnham Shortheath and Boundstone	Erection of 2 dwellings with parking following demolition of existing bungalow (revision of WA/2013/1513). Previous comments on 03.10.2013 were as follows: This is overdevelopment of the site and concerned at the adverse effect on the street scene	9 CHESTNUT AVENUE, FARNHAM GU9 8UL	Mark Baker
		Farnham Town Council is concerned that this is overdevelopment of the site and concerned about the adverse effect on the street scene		
TM/2013/0188	Farnham Weybourne and Badshot Lea	Application for works to trees subject of Tree Preservation Order 11/00.	3 FAIRACRES, FARNHAM GU10 4AQ	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer. Farnham Town Council is very concerned about the inconsistency in allowing certain trees to be felled without replacing them and a loss of trees, and the general feeling that there is not sufficient management of trees in the borough and the Town council does not want the character of the area destroyed.		
WA/2013/2086	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations.	18A FULLERS ROAD, ROWLEDGE GU10 4BP	Tim Bryson

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/2096	Farnham Wrecclesham and Rowledge	Erection of attached double garage.	38 ECHO BARN LANE, WRECCLESHAM GU10 4NH	Tim Bryson
		Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement and that the garage be conditioned for non-habitable use only.		
WA/2013/2089	Farnham Firgrove	Erection of extensions and alterations.	11 TREBOR AVENUE, FARNHAM GU9 8JH	Tim Bryson
		Farnham Town Council has no objections.		
CR/2013/0034	Farnham Firgrove	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	FIRLEX HOUSE, 18 FIRGROVE HILL, FARNHAM GU9 8LQ	Kathryn Pearson
		Farnham Town Council will wait to see the plans so an informed comment can be made.		
WA/2013/2093	Farnham Weybourne and Badshot Lea	Erection of extensions and alterations.	THE COACH HOUSE, RUNFOLD ST GEORGE, BADSHOT LEA GU10 1PL	Kathryn Pearson
		Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer		

WA/2013/2094	Farnham Weybourne and Badshot Lea	Listed Building Consent for erection of extensions and alterations.	THE COACH HOUSE, RUNFOLD ST GEORGE, BADSHOT LEA GUI0 IPL	Kathryn Pearson
		Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer		

Notes taken by Ginny Gordon

The meeting closed at 10.05am



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative group

Time and date

9.15 am on Thursday 23 January 2014

Place

Council Chamber, South Street, Farnham

TO FOLLOW



FARNHAM TOWN COUNCIL



Report Council

23rd January 2014

PROPOSED BUDGET AND PRECEPT FOR THE 2014/15 YEAR

- 1 The 2014/15 proposed budget determines the way in which the Council's resources will be applied over the coming year. The proposals reflect priorities previously agreed for the Council and at the Strategy and Finance Working Group.
- 2 The proposals recognise that there is a balance to be achieved between continuing to provide quality services for which demand exists, addressing cost pressures and also in ensuring sound finances are maintained for future years. Recognition has also to be given to the significant pressures being faced by the whole community with price rises in most areas of household expenditure, and continuing inflationary pressures.
- 3 The proposals take into account cost and price increases which have occurred, many of which are unavoidable (eg utilities) and efficiency savings which continue to be made. The draft budget also reflects ongoing reduced levels of investment income for the Council with the low interest rates being maintained.
- 4 The pressures on budgets have been offset by further action taken during the year to increase fees and charges and continue targeted savings which the Council has again delivered in contracts and by managing staff vacancies. These elements will continue to be a focus in the coming year.
- 5 **Precept 2013/14**
In 2013/14, Farnham Town Council reduced its precept from £938,117 to £907,859 as a result of pruning the budget in a number of areas, with contract and efficiency savings despite inflationary pressures in many areas. The total gross budget agreed was £1,096,522 with discretionary income of £141,600 and a government grant of £31,063 and targeted savings of £20,500 (an additional £4,500 had to be added after the budget was agreed as a result of an unexpected increase in the charge for the use of Central Car Park for the Farmers' Market).

Farnham's proportion out of the total Council tax bill for a Band 'D' property in Farnham in 2013/14 of **£1,597.84** was just £55.86. £1172.52 went to Surrey County Council, £207.55 to Waverley and £161.91 to Surrey Police.

6 **Inflation**

Currently inflation rates are running at 2.1% (Consumer Prices Index) and 2.6% (Retail Prices Index) November 2013 remaining above the Government target of 2% (as it has been since November 2009).

7 **Local Parish Council Tax Support Funding**

Waverley Borough Council was required, as a result of Government changes and the abolition of the Council Tax Benefit Scheme, to introduce a new Local Council Tax Scheme in 2013/14. The Government also introduced Local Parish Council Tax Support Funding for an initial two year period to offset the impact of the changes.

The Government made the grant funding attributable to Town and Parish Councils available via the billing authority (Waverley Borough Council). Many billing authorities across the country protected their parishes from the impact of the changes by passing on the full amount. However Waverley retained £72,449 (47.2%) of the £153,449 earmarked for its parishes. From Government data, this was the seventh highest amount retained by a billing authority out of 240 local authorities nationally.

In the provisional Local Government Finance Settlement announced on 18th December 2013, Local Government Minister Brandon Lewis said

“Parish councils and local Council Tax support

We have also set out previously that there is some £3.3 billion in the settlement this year for Council Tax support schemes. There is an element within this national pot that is there specifically to reflect reductions in the parish tax base. We have not separately identified the money because it is not ring-fenced and as caseloads change and schemes evolve, the amount that different parishes need will change. It would be wrong to try to manage that centrally. But we have been clear that we expect billing authorities to carry on passing on support to town councils and parishes to help mitigate any reduction in their taxbase due to the local Council Tax support scheme.”

Although Farnham has seen its tax base income reduce by some £60,000 since the new Waverley Council Tax Scheme was introduced Waverley has further reduced the grant for Farnham the forthcoming year by another 12% (£3,718) to £27,335 retaining some £31,665 or £1.93 per Band D property. Waverley said this element of Farnham’s grant was to be used for a “Hardship Fund” and “unforeseen costs” but it is not known how much has been used for this purpose nor how many Farnham residents have benefitted. If the full grant were passed on to Farnham for 2014/15, there could be a reduction in precept, based on the proposed budget, of 92p per annum to £54.94 per band D property rather than the proposed increase.

8 **Tax Base**

As a result of the new Council Tax scheme Farnham’s Band D tax base reduced from 17,357.18 at October 2013 to 16,253.11. As a result of housing growth and adjustments Waverley has advised that the Band D tax base properties for 2014/15 is slightly higher at 16,393.5.

9 **Freeze Grant**

Unlike County, District and Unitary authorities, Town and Parish Councils have not received (and are not offered) Council Tax freeze Grant. Waverley continues to receive a grant agreed in previous years and the Government has announced Waverley will receive an additional £89,180 if they freeze council tax again this year. Unfortunately, Farnham will not receive any such grant.

10 **Capping**

The Secretary of State has the power to cap local authorities who exceed a Government set increase in council tax (eg 2%). However this provision has not yet been brought in for Town and Parish Councils, and it has been suggested by officials from DCLG that any cap might be set at a level which equated to the smallest district council Band D level of around £70. The Secretary of State's intentions for capping in 2014/15 have not yet been announced. The consequence of setting a precept higher than the capping level (if it were to apply to Farnham) would be the requirement to prepare another budget that wasn't deemed 'excessive' before the local electorate would then choose, by way of a referendum, which budget they preferred. The cost of the referendum would be in the region of £35,000 or the equivalent of around 3.5% to 4% of the Council's precept.

11 **Proposed Budget 2014/15**

Key features of the proposed budget for the 2014/15 year are a small overall increase as a result of:

- Maintaining grant expenditure for community organisations
- Further 12% reduced grant income from the Parish Council Tax Support Funding pot
- The programmed impact of the triennial actuarial review
- An expectation of low interest rates now continuing into next year.
- Some additional spending being provided for items such as community clean-up project, new localism initiatives, and further extending the Christmas lights initiative to villages and communities; improved communication with residents.

12 The increase is partly offset by reductions being achieved including:

- Continued targeting of additional income from activities and services, such as from events' sponsorship, Farnham in Bloom contributions, cemeteries fees and allotment rents
- Further savings from re-negotiated service contracts and energy efficiency measures
- Service efficiencies including reduced staffing costs.

13 The proposed expenditure is £1,119,707 with discretionary income of £187,394 leaving a balance to be funded of £932,313 - a sum which is still lower than the 2012/13 precept of £937,118. Based on the Band D Tax base of 16,393.5, a zero increase in the Band D tax level of £55.86 would realise £915,740, a shortfall of £16,572.

14 At the Strategy and Finance Working Group members considered how best to deal with the shortfall. Options considered included the following as single or combined options:

- 1) Use of reserves;
- 2) Targeted net savings again for specific services;
- 3) further increased income or reduced expenditure;
- 4) A global targeted savings target for officers to deliver across all services;
- 5) An increase in the precept.

15 The Strategy and Finance Working Group did not feel that running a deficit budget again was wise. Members noted that Farnham's services cost (for a Band D household) in 2013/14, £1.07 a week or £55.86 per annum. To fund the shortfall from the precept, the cost for a Band D household in 2014/15 would rise by a below inflation sum of 1.9p per week (or £1.01 per annum) to £56.87 per annum.

Recommendation

Councillors are recommended:

- 1) to approve the 2014/15 budget proposals as set out in Annex I and
- 2) to agree that the precept for 2014/15 should be £932,313.