



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 13th March 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 13th March 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

Agenda Full Council

Time and date

7.00pm on Thursday 13th March 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 Jane Walker Parish Priest at St Mary the Virgin, Frensham. Councillors and members of the public are welcome to attend.

Presentation

Prior to the Meeting, a presentation will be given by representatives of TAG Farnborough Airport on the Airspace Change Proposal which is out to consultation until 2nd May 2014.

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 23rd January 2014.

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 I – Items for Decision

6 Working Group Notes

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

- i) Community Enhancement held on 11th February 2014 **Appendix B**
- ii) Cemeteries and Appeals held on 27th February 2014 **Appendix C**
- iii) Strategy and Finance held on 4th March 2014 **Appendix D**

7 Planning & Licensing Applications

To receive the minutes of the Planning & Licensing Consultative Group: **Appendix E, F and G**
10th February 2014, 24th February 2014, and 10th March 2014

8 Investment Strategy

Appendix H

To review and adopt the Investment Strategy at Appendix H

Part 2 – Items to Note

9 Actions taken under Scheme of Delegation

10 Reports from other Councils

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

11 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

12 Date of next Meetings

To note the date of the next meeting of Full Council on 17th April 2014

13 Exclusion of the Press and Public (if required)

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

Part 3 – Confidential Items

14 Cemetery update

15 Staffing Matters

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 23rd January 2014

Place

The Council Chamber, South Street, Farnham

Councillors

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

32 members of the public were in attendance

Questions by the Public

There were no questions from the public.

- C147/13 **Apologies for Absence**
Apologies were received from Councillors Frost, Hargreaves, Hill, J O’Grady, S O’Grady, Parry, Ricketts and Steel
- C148/13 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 31st October were agreed with the correction that Cllr Hill had been present and that the heading before Minute 120/13 should read “Community Enhancement Working group”.
- C149/13 **Declarations of interests**
There were no declarations of interest apart from those listed on the Agenda papers.
- C150/13 **Statements by the Public**
Mr Westcott said he was saddened by the tone of the Town Clerk’s letter on page 20 of the agenda and that he did not feel this was something that helps mend fences.
- C151/13 **Town Mayor’s Announcements.**
There were no Town Mayors’ announcements.

Part I – Items for Decision

- C152/13 **Strategy and Finance Working Group**
Cllr Steel introduced the notes of the Strategy and Finance Working Group meeting held on 14th January 2014, at Appendix B to the agenda.
- He reported that members had reviewed the finances and were satisfied with the position at 31st December and had agreed that there would be a report on Reserves to the next meeting. Cllr Steel noted that debtors were on track.
- Cllr Steel reported that the Office Refurbishment was in its final stages , and that the provision of new carpets had been possible thanks to a generous contribution from Sir Ray Tindle.
- Members had considered how the newly refurbished area should be named, and it was agreed that two of the Town’s notable benefactors should be represented. It was recommended that the area should be called the Tindle Suite and that the meeting room should be named the Byworth Room.
- It was RESOLVED *nem con* that:
the contributions to Farnham of John Byworth and Sir Ray Tindle be recognised in the refurbished area.**
- C153/13 Members noted that a contractual dispute had arisen with Whoosh Washroom Services and was being defended.

- C154/13 Council received details of the Website Tender process and prices attached at Exempt Annex I. Council noted the ongoing savings that would be generated once the new website had been implemented. Cllr Frost proposed and Cllr Hargreaves seconded that that two councillors would interview the shortlisted firms with officers and that costs be within the budget set out in Exempt Annex I.
It was RESOLVED *nem con* that:
- 1) **Cllr Beaman and Cllr Hill be appointed to participate in the selection of the new website contractor;**
 - 2) **The Town Clerk, in consultation with Cllrs Beaman and Hill be authorised to appoint the most economically advantageous tenderer for the provision of the new website up to a maximum cost of £30,000 with the costs to be met from virements in the revenue budget or earmarked reserves.**
- C155/13 Cllr Steel reported on the tender for the pathway resurfacing contract and that it had been agreed to proceed with path edging for aesthetic and maintenance reasons.
It was RESOLVED *nem con* that:
contractor B (John Britten) be appointed to undertake the Cemetery Pathway resurfacing contract, with edging, at a cost of £22,651.
- C156/13 Council noted that the funding agreement with SITA had been signed and that work on the Wrecglesham Community Centre Roof was scheduled to start on 17th February. Council also heard that news had just been received of a grant from the Veolia Environmental Trust that would enable the proposed storage extension and refurbishment of the centre also to take place. Members agreed that an extension of the existing contract should be negotiated if best value could be demonstrated in order to minimise disruption and the time that the centre would be closed. It was proposed by Cllr Frost, seconded by Cllr Attfield and
- It was RESOLVED *nem con* that:**
- 1) **Council welcomes the excellent news of the grant of £43,880 from Veolia Environmental Trust to complete the Wrecglesham Community Centre Project;**
 - 2) **Council agrees to the release of the Third Party Contribution of 11% of the grant to the Veolia Environmental Trust;**
 - 3) **In accordance with Financial Regulations 11.1 a (vii), Council waives Standing Orders 23.1e and 23.2, and Financial Regulations 11.2 (d) to let this additional contract; and**
 - 4) **Authorises the Town Clerk to negotiate the most economically advantageous contract for the completion of the storage extension with the successful tenderer of the Phase 1 roof construction project if viable, or through a mini-tender process.**
- C157/13 Cllr Steel reported on the need for improved CCTV at Wrecglesham Community Centre and the Council's Depot. Accordingly,
- It was RESOLVED *nem con* that:**
a new CCTV system be installed at the Wrecglesham Community Centre and at the Council Depot at a maximum combined cost of £11,000.
- C158/13 Cllr Steel advised that Strategy and Finance had recommended to give a three year funding agreement to the three largest grant recipients reviewable in 2015/16 and that a light touch service level agreement be agreed. This would mean that the

organisations would not need to apply for grant funding every year saving both officers and the organisations time and giving some certainty of income for the organisations.

It was RESOLVED *nem con* 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.

159/13 Cllr Cockburn reported progress on the work of the Infrastructure Planning Group. She reported in particular on the letter on possible housing options sites, a draft of which had been sent to Waverley Borough Council, which was attached at Appendix J for adoption by Council.

It was RESOLVED *nem con* to:

Endorse the response sent to Waverley Borough Council, attached at Appendix J, on suggested sites in Farnham for housing allocations.

Cllr Cockburn also reported on the Options Consultation, details of which had been sent to every household, and to which there had been a good response. Cllr Frost thought it was an excellent card setting out the issues clearly. Cllr Attfield asked that a copy be sent by email to all councillors.

C160/13 Cllr Steel reported that discussion had taken place with Surrey County Council over the maintenance of some new bus stops in Farnham for which a commuted sum would be payable to Farnham Town Council.

It was RESOLVED *nem con* that:

Farnham Town Council enter into an agreement with Surrey County Council for the maintenance of new bus stops.

Community Enhancement Working Group

C161/13 Cllr Ricketts introduced the notes of the Community enhancement Working Group meeting held on 15th January 2014, at Appendix C. Cllr Ricketts reminded councillors that the Council had agreed a motion to contact Surrey County Council to encourage them to invite people to have a say on matters that affected him. Council noted that Cllr Ricketts had raised the matter with the County Council Farnham Task Group and with the County Council Portfolio holder. It was noted that although the Task Group had needed a detailed business plan if it were to consider any funding, support had been given to the principles outlined.

C162/13 Cllr Ricketts confirmed that Farnham had been accepted to represent the South East in Britain in Bloom and outlined steps that had been agreed by the Working Group to ensure that Farnham did as well as it could in the competition.

C163/13 Cllr Ricketts reported that the Working group had considered best options to replace one of the Outside Services vans which is used to water flowers around the town with an electric or hybrid vehicle to reduce congestion and also reduce the person hours involved by using a different watering system.

It was RESOLVED *nem con* that:

Officers pursue the option to replace the current van with an electric or hybrid vehicle and that the decision on the model be delegated to the

Town Clerk following detailed consideration by the Strategy and Finance Working Group.

C164/13 Council noted the position on allotments and the desire to move to a break-even position financially from 2015. Members also noted that the Council was awaiting further details from Waverley Borough Council on their request that Farnham manage Weybourne allotments.

C165/13 Cllr Ricketts advised Council on the progress on the Surrey Highways Localism project and that the Working group had proposed creating a small fund to respond to local community requests for enhancements around Farnham.

It was RESOLVED *nem con that:*

The Town Clerk to create a small fund from within the Open Spaces budget for community space enhancements

C166/13 Council discussed recent problems of flooding caused by the heavy winter rains, and in particular difficulties experienced by residents from drains and sewers that had not been able to cope. Cllr Parry was congratulated on the work she had done in compiling a record of the problems identified across Farnham. Cllr Parry thanked her fellow councillors on the information they had submitted which would be amplified by the Farnham Rivers Group.

Tourism & Events Working Group

C167/13 Cllr Hargreaves introduced the report of the Tourism and Events Working Group held on 20th January 2014, attached at Appendix D.

Cllr Hargreaves commented on the success of the Christmas Lights Switch-on event which attracted an estimated 8,000 people and had included an earlier switch-on time which had worked very well.

Cllr Hargreaves reported on the extension of the Christmas Lights to the villages which had been appreciated and had been implemented in association with community partners who would provide electricity to the lights over the next five years. Cllr Hargreaves reported that a Task Group would be reviewing the lights overall as the previous contract was now at an end.

C168/13 Cllr Hargreaves advised Council of the success of the inaugural Civic Community Carol Service at St Andrew's with the Farnham Youth Choir. The event which had been organised in association with the Farnham Herald had been very well received by the community and invited guests and would be repeated in 2014.

C169/13 Cllr Hargreaves outlined the programme of events proposed for 2014. She advised that an approach had been received from the Farnham Lions to jointly investigate the possibility of arranging an Ice Rink for 2014 Christmas celebrations. Members felt this was an excellent idea but there was need to investigate a wide range of issues prior to agreeing the proposal.

It was RESOLVED *nem con that:*

Cllr Frost and Cllr Hargreaves join a small Task Group with the Lions to investigate the possibility of a Farnham Christmas Ice Rink.

C170/13 Cllr Hargreaves outlined the new project of holding a Community Christmas Market in Castle Street. This idea was welcomed by Council.

**It was RESOLVED *nem con* that:
The programme of events for 2014 be approved.**

C171/13 Cllr Hargreaves advised Council on progress on the Residents' and Visitors' Guides and invited all councillors to submit details of events and activities that should be included.

C172/13 Cllr Hargreaves reported on the success and learning points of the initial Craft Town events held in October and of the proposals to consolidate the activities in 2014. The contributions of all the partners, and particularly the Farnham Maltings, in getting the inaugural activity off the ground was welcomed.

**It was RESOLVED *nem con* that:
Farnham Town Council should continue to assist in developing the
Farnham Craft Town initiative.**

Planning Consultative Group

C173/13 The minutes of the Planning & Licensing Consultative Group meetings held on 12th December, 9th and 23rd January were agreed.

Budget and Precept 2014/15

C174/13 Cllr Steel introduced the report at Appendix H setting out the background and proposals for the 2014/15 budget and precept. He advised that Strategy and Finance had prepared a detailed budget 'bottom up' which was set out at Annex I to the agenda. This took into account pressures on the community, spend required, the recessionary and inflationary impacts and the need to make efficiency savings wherever possible.

Cllr Steel highlighted the very small proportion of the Council Tax bill that came to Farnham and that Farnham did not receive any of the Freeze Grant offered by Government to Waverley and Surrey. Of the one specific grant that had been made available to town and parish councils, over half had been kept by Waverley Borough Council.

Cllr Steel said that in drawing up the budget the Strategy and Finance Working Group had wanted to maintain funding for community organisations, provide additional spending for items such as community clean-up project, new localism initiatives, and further extending the Christmas lights to villages and communities as well as improving communication with residents. Overall the gross expenditure for 2014/15 was proposed to be £1,119,707. With increased discretionary income from services of £187,394 the proposed precept was £932,313 which was still less than the 2012/13 level.

Cllr Steel advised that Strategy and Finance had considered freezing the amount paid by the typical Band D household, by reducing expenditure further, setting an additional in-year savings target again, or using reserves, but Councillors were concerned about storing up problems for the future. Strategy and Finance were recommending to council that a modest increase in the precept of 1.84 pence per week should be made. This would result in Farnham's proportion of the council tax for a Band D household being £56.87 per annum.

Cllr Frost said that she supported the recommendation and drew attention to the Localism project with Surrey County Council that was helping create economies of scale and efficiencies for both organisations.

Cllr Beaman said he supported the increase but was concerned that Waverley Borough Council had not passed on the specific grant for parishes awarded by Government. Had it done so, no increase would have been required.

Cllr Cockburn proposed and Cllr Beaman seconded the recommendations and **It was RESOLVED *nem con* that:**

- 1) **The 2014/15 budget as set out at Annex I to Appendix H be approved;**
- 2) **The precept for 2014/15 be set at £932,313.**

Part 2 – Items Noted

- C175/13 **Actions taken under Scheme of Delegation**
The Town Clerk advised that no actions had been taken under the scheme of delegation since the last meeting.
- C176/13 **Reports from Other Councils**
Cllr Frost reported on the steps being taken by Surrey County Council in addressing its financial challenges.
- C177/13 **Reports from Outside Bodies**
 1. Cllr Cockburn reported on the recent Farnham Conservation Area Management Committee (FCAMP) meeting.
 2. Cllr Attfield reported that TAG Farnborough Airport was beginning consultation on controlled airspace.
 3. Cllr Parry reported on the upcoming meeting of the Farnham Rivers Group which would be considering recent concerns over sewage in the Nadder Stream and other flooding problems. Cllr Attfield agreed to attend the meeting.
- C178/13 **Date of next meeting**
Members noted that the next Council Meeting would take place on Thursday 13th March 2014.
- C179/13 **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

- C180/13 Council endorsed the proposed recipients for the Services to Farnham Awards, which would be presented at a special ceremony on 24th February.
- C181/13 Council received an update on a proposal to help preserve Hale Chapels and agreed further information required prior to public consultation.

The Town Mayor closed the meeting at 8.50pm



FARNHAM TOWN COUNCIL

B

Notes

Community Enhancement Working Group

Time and date

9.30am Tuesday 11th February 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) and Amy Dawson (Community Enhancement Assistant).

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 15th January 2014.

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom Community Group Report

POINTS	ACTION
Members noted that the Farnham in Bloom Community Group had been doing work in Saxon Way and that the Outside Services Team Leader would be meeting with them to discuss upcoming events and projects, including the Big Pick Week.	
Cllr Cockburn informed members that the railings at Green Lane Cemetery entrance still needed some maintenance.	Team Leader Outside Services

5. Britain in Bloom 2014

POINTS	ACTION
<p>Members were given a written report by Cllr Ricketts which included his ideas for Farnham's entry into Britain in Bloom following his attendance at the launch event.</p> <p>Cllr Ricketts informed members that Britain in Bloom judges needed to see energy and enthusiasm in the town and that everyone needed to show pride in what they were doing.</p> <p>Cllr Ricketts proposed a different approach to the usual projects and presentations and suggested that Farnham needs a new way to tackle community problems.</p> <p>Members noted that as part of Britain in Bloom, Farnham would be taking part in the Royal Horticultural Society's (RHS) <i>It's Your Neighbourhood</i> campaign. This campaign provides an opportunity to smaller community groups to get involved in their area and be involved in the wider Britain in Bloom initiative.</p> <p>Cllr Ricketts suggested as part of the <i>It's Your Neighbourhood</i> campaign, Farnham Town Council should get in touch with all the wards and get them energised and excited to help solve problems in their area.</p> <p>Cllr Ricketts suggested that a key feature of Farnham's involvement in Britain in Bloom could be "Help Our Pollinators." The public need to know that there is a decrease in essential insects that help pollinate fruits and flowers. Cllr Ricketts suggested that the community get involved and come up with ideas to help progress the issue.</p> <p>Cllr Ricketts informed members that Britain in Bloom is for everyone and everyone should be involved, from babies to the elderly.</p> <p>Members considered an idea to distribute pot plants to new homeowners but felt a packet of seeds in a welcome pack with 'Farnham in Bloom' branding was more appropriate.</p> <p>Members also agreed that that groups such as Scouts and Guides should be invited to get involved by making things like bug houses or bee hives with Certificates presented for the best ones.</p> <p>The Town Clerk said that there the good ideas for Britain in Bloom but that they needed prioritisation to ensure new activities did not take away from the core activity.</p> <p>It was noted that a new Farnham in Bloom DVD would be made.</p> <p>Cllr Ricketts proposed using hops in displays around the town.</p> <p>Cllr Cockburn suggested that it would be hard to get schools involved unless Farnham in Bloom projects linked to the curriculum. Farnham Town Council could talk to the schools about Farnham in Bloom and see if they had any ideas on how they could be involved</p> <p>Cllr Attfield advised that he would get the 1st Farnham Girls Brigade involved. He noted that they, as with other groups, sometimes</p>	<p>Team Leader Outside Services to progress</p> <p>Team Leader Outside Services to progress</p> <p>Team Leader Outside Services to progress</p> <p>Team Leader Outside Services to progress</p>

that Farnham Town Council could contact Paul Redmond and get the areas cleaned.	
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10. Environmental Policy Statement

POINTS	ACTION
<p>Members were shown the Environmental Policy Statement and were asked to give suggestions for any changes to be made.</p> <p>Members agreed that there were no changes to make to the Environmental Policy Statement attached at Annex I and that it should be recommended to Council for adoption</p>	<p>Recommendation to Council: That the Environmental Policy Statement should be adopted</p>

11. Items for Future Meetings

POINTS	ACTION
<p>Members agreed that in the next meeting, a report showing the options for the public conveniences upgrade in Gostrey Meadow should be given.</p>	<p>Team Leader Outside Services</p>

12. Date of Next Meeting

POINTS	ACTION
<p>It was agreed that the date of the next meeting will be Thursday 20th March 2014 at 09.30am.</p>	

Meeting ended at 11:10am

Minutes taken by Amy Dawson

ENVIRONMENTAL POLICY STATEMENT

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

In order to discharge its responsibilities the Council will:

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

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

Signed: **Iain Lynch**

Dated: **13 March 2014**

Position: **Town Clerk**



FARNHAM TOWN COUNCIL



Notes

Cemeteries and Appeals Working Group

Time and date

10.00am on Thursday 27 February 2014

Place

Council Chamber, South Street, Farnham

Attendees: Cllrs Carole Cockburn, Carlo Genziani, Stephen Hill and John Ward.

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

1. Apologies for Absence

Apologies were received from Cllrs Redfern and Parlett.

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting

POINTS	ACTION
The notes of the meeting held on 28 November 2013 were agreed.	

4. West Street Cemetery Chapel

POINTS	ACTION
<p>Ted and Oliver Kannemeyer of Drake and Kannemeyer advised members on the progress of the West Street Cemetery Chapel renovation project.</p> <p>It was noted that a preliminary estimate was being prepared and that this would be reported on further at the next meeting.</p> <p>Members were advised that the Waverley Borough Council Conservation Officer, and an engineer, would be visiting the site the following week and that the results of this meeting would be reported back in due course.</p> <p>It was noted that investigation was required in to access to drainage facilities and that this investigation was ongoing at the time of the</p>	

<p>meeting.</p> <p>Members considered the requirements of the building when being leased to the selected tenant and agreed that some work might be deferred for the future, as long as the building was restored to a sound and secure condition, with the desired facilities in place, such as a WC.</p> <p>It was anticipated that a report on the full costs of renovating the West Street Chapel should be made to full council in April 2014.</p>	
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5. Hale Cemetery Chapels

POINTS	ACTION
<p>Members considered a confidential paper on the possible funding options for the potential conversion of Hale Cemetery Chapels. It was agreed that public consultation on the proposal should now be undertaken with Hale residents. It was suggested that information could be presented at a Hale Coffee Morning at the Hale Institute, which over 100 residents are expected to attend monthly.</p> <p>Cllr Genziani pointed out that the Council should be mindful of the potential impact on the amenity of Hale Cemetery for its original purpose. Members noted this point and it was agreed that it was important to ensure that the working life of the cemetery was not adversely affected by any restoration of the chapels.</p> <p>Members considered the financing options as attached at exempt annex 1 to these minutes and agreed that officers should progress investigation in to the viability and implications of option C in particular, which was raised by the internal auditor at his visit in February.</p> <p>It was agreed that the matter should be referred to the Strategy and Finance Working Group and that following this, consultation with Hale residents should be arranged,</p>	<p>Officers, in liaison with the Lead Member for cemeteries, and ward members arrange a consultation event with Hale residents on the options for the Hale Cemetery Chapels.</p>

6. Fees and Charges

POINTS	ACTION
<p>Members noted the report at Appendix C and agreed with the principle of the apportionment of the interment fee and the Exclusive Right of burial fee due to the fact that pre-purchase had recently become available and that grave digging would not be included within the interment fee with effect from 1st April 2014.</p> <p>Members felt that the layout of the fees and charges was confusing and that in order to be clear to the public the schedule should be set out differently. It was agreed that the detail of the fees and charges and how the reapportionment is presented could be agreed by the Lead Member and the Town Clerk.</p>	<p>Recommendation to Strategy & Finance: That the burial fee be broken down in to two parts: i) exclusive right of burial and ii) the interment fee as per annex 2 to the minutes.</p>

7. Dog Control Order

POINTS	ACTION
<p>Members welcomed the feedback received from the public in relation to the proposed Dog Control Order for the Town Council's cemeteries.</p> <p>The detail of the feedback, as attached at annex 3 to the minutes, was reviewed and members agreed that the Dog Control order was largely supported and therefore could progress to the next stages.</p> <p>It was noted that further work would be undertaken by officers, including further liaison with Waverley Environmental Health and Licencing.</p>	<p>Officers progress the implementation of the Dog Control Order.</p>

8. Biodiversity and Farnham in Bloom

POINTS	ACTION
<p>Cllr Cockburn felt that the cemeteries service should support the Farnham in Bloom campaign and continue its work on improving and enhancing biodiversity.</p> <p>It was noted that work had previously been undertaken in association with the Surrey Wildlife Trust and that this had been successful. Cllr Cockburn felt that engaging with the Surrey Wildlife Trust again would be beneficial and it was agreed that she would contact them directly and arrange for a meeting to take place.</p> <p>Members also noted that officers were proposing seeding the wildflower area with poppies for the centenary of WWI.</p>	<p>Cllr Cockburn invite Surrey Wildlife Trust to support the council on continuing to improve biodiversity in the cemeteries.</p>

9. Services and Projects Update

POINTS	ACTION
<p>i. <u>Replacement noticeboards</u> Members received a paper on a review of noticeboards in the cemeteries. It was noted that the current noticeboards were inconsistent in branding and did not as professional or clear as the Council would like. It was agreed that new noticeboards should be purchased from within the existing budget, subject to the discussion of noticeboard branding at Strategy and Finance Working Group in March.</p> <p>i. <u>Health and Safety Memorial Programme</u> Members noted that testing was due to commence in Hale cemetery and that following these tests West Street Cemetery would be tested in stages as appropriate.</p> <p>ii. <u>Effects of poor weather in the cemeteries</u> Members were advised that the poor weather in the weeks before the meeting had caused damage to some trees, but that no graves or memorials were affected. It was noted that the affected tress had been dealt with and potential dangers removed where necessary.</p>	<p>Recommendation to Council: that new noticeboards be purchased for the four cemeteries with the costs being met from within the existing budget.</p>

<p>iii. <u>Farnham Park Cemetery, Hale</u> Members noted that officers continued to receive calls from members of the public about the new private cemetery in Hale, Farnham Park Cemetery. It was noted that the cemetery was being offered an as investment opportunity to the public and that the literature being provided seemed to indicate incorrectly that Farnham was running out of burial space. It was noted that at the last review in 2012, approximately 80 years of burial space remained. It was agreed that another review should be undertaken and that officers should liaise with the managers of the new private cemetery in relation to the time consuming calls being taken because of the misinformation.</p> <p>iv. <u>A new insurance claim</u> Members noted that the office had received an insurance claim for an injury that occurred in West Street Cemetery and that further information from the insurers was pending. It was agreed that the matter should be reported back to members as appropriate.</p> <p>v. <u>Any ongoing appeals or complaints</u> The Town Clerk updated members in relation an ongoing appeal.</p>	<p>Officers seek to liaise with the managers of the new private cemetery in Hale.</p>
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10. Date of next meeting

POINTS	ACTION
It was agreed the next meeting would take place on Thursday 22 May.	

The meeting closed at 11.15am.

Notes by Rachel Aves

Exempt Annex I - Minutes of Cemeteries and Appeals Working Group 28.2.14

Financial options in relation to Hale Cemetery Chapels

Distributed separately

Annex 2 - Minutes of Cemeteries and Appeals Working Group 28.2.14

Cemetery burial fee breakdown



Farnham Town Council

FEES AND CHARGES FOR CEMETERIES 2013/14

Please note: Non-residents are those not residing inside the Farnham Town Council boundary.

For graves purchased after 1st March 2008, the EROB includes the right to erect first memorial

Grave Spaces

Grave spaces can be pre-purchased (i.e. purchased prior to an interment).

SERVICE	Residents Fees (£)	Non-residents Fees (£)	VAT Group
BURIALS AND INTERMENTS – All Cemeteries Breakdown of Fees			
Purchase of a Double Depth Grave <i>Exclusive Rights of Burial ONLY</i>	1,605	3,210	E
Purchase of a Single Depth Grave <i>Exclusive Rights of Burial ONLY</i>	1,550	3,100	E
Interment Fee <i>Payable at the time of interment</i>	550	1,100	E
How to calculate burial fees			
Double Depth Grave <i>EROB and Interment</i>	2,155	4,310	E
Single Depth Grave <i>EROB and Interment</i>	2,100	4,200	E



FARNHAM TOWN COUNCIL

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Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 4th March 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), Catherine Knight (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 pecuniary interest as Chairman of the Farnham Competitive Music Festival and took no part in the discussion on that item. Cllr Steel declared a personal interest as a supporter of the Phyllis Tuckwell Hospice.

3. Notes of Meeting held on 24th January 2014

POINTS	ACTION
The notes were agreed.	

4. Finance

POINTS	ACTION
<p>i) Internal Auditor's Interim report</p> <p>a) Members welcomed the progress made on the implementation of previous year's recommendations. The Town Clerk advised that approval had been received from HMRC on the application to Opt to Tax the Wrecclesham Community Centre. Members noted the impact this would have on adding VAT on the rent of the centre and the earlier Council decision to consider the implications as part of the</p>	

<p>new Lease for the Centre after refurbishments.</p> <p>b) Members noted that a review of the VAT partial exemptions had been carried out and that the Council would remain within the de minimis calculation for 2013/14.</p> <p>c) Members noted that a preliminary review of the Cemetery income received since April 2013 had been carried out and that no further matters had arisen. Officers were to conduct further analysis as outlined in the report.</p> <p>ii) Budget comparison Members received the income and expenditure report to 28th February and noted that the Council was on track for a small underspend primarily because of close management of staff vacancies. Members confirmed that some of the refurbishment works would be able to be met from revenue rather than using earmarked reserves.</p> <p>iii) Members agreed that no virements were necessary, and that the changes in expenditure during the year against budget would be reported in the normal way.</p> <p>iv) Members noted that a PI ID dispensation had been obtained from HMRC reducing the potential administration of year-end reporting obligations.</p> <p>v) Reserves</p> <p>a) Members reviewed the Reserves position ahead of the year end and discussed each committed reserve in turn.</p> <p>b) It was agreed that a significant earmarked reserve needed to be kept for the Town Hall, to fund both unforeseen major works, and the replacement Council Chamber furniture.</p> <p>c) Members received an update on the proposals for Gostrey Meadow toilets which had been subject to an initial discussion with Waverley.</p> <p>d) Members discussed the proposed transfer of the Borelli Walk toilets, and agreed that any transfer would need to be subject to survey and an initial financial contribution if the issues experienced in the past over the transfer of public toilets and cemeteries were not to be repeated.</p> <p>e) Members asked that Tourism and Events Working Group to review the proposal for Information points in the town for visitors, and whether it would be appropriate for one to be sited in the Car Park.</p> <p>vi) Members noted the progress made on Sponsorship for 2014 and that figures were ahead of the same position in 2013.</p> <p>vii) The Investment Strategy was agreed for adoption by Council with some minor textual amendments.</p> <p>vi) Farnham Craft Town Members received details of the proposed bid to the Arts Council to enable the Craft Town project to evolve over the following two years. It was agreed to recommend that Farnham Town Council could act as the Accountable Body for the Bid.</p>	<p>Team Leader Corporate Governance to review.</p> <p>Town Clerk to pursue</p> <p>Tourism and Events Working Group to consider</p> <p>Recommendation to Council: That the Investment Strategy be adopted.</p> <p>Recommendation to Council: That Farnham Town Council be the Accountable Body for the Craft Town Bid to the Arts Council.</p>
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5. Contracts update

POINTS	ACTION
<p>1) Office Refurbishment Members noted that the phased works had been completed in accordance with Council decision. Discussions were taking place with the Museum for the loan of some pictures for the new public space. Arrangements for the opening of the Tindle Suite were discussed and agreed for the end of April.</p> <p>2) Wrecclesham Community Centre Members noted the vandalism that had taken place despite the security arrangements and agreed proposals for increased security. Members noted that the poor weather had led to a small delay in the project. Members also noted the queries raised by the Veolia Environmental Trust which had been addressed.</p> <p>3) Website Tender Members considered the detailed outline of the new site and how items were scheduled to look on the new page which had been based on the focus groups of uses and non-users of the site and councillors. Members reaffirmed the importance of a good search feature on the site. Members noted the target launch date at the beginning of May but felt that getting the website right was more important than an artificial deadline.</p> <p>4) Residents' Guide Members noted that the new residents' guide was due for distribution in the week commencing 24th March.</p>	<p>Alan Corcoran to progress</p>

Cllr Beaman left at this point

6. Cemetery Chapels Update

POINTS	ACTION
<p>1) West Street Members received an update on the West Street Chapel refurbishment following a detailed survey by Drake & Kannemeyer which had been reported to the Cemeteries and Appeals Working Group. Some problems had been identified in the roof beams, and other elements were subject to discussion with the Historic Buildings Officer. The initial estimates for budgeting purposes were that the total work necessary was likely to cost in the region of £100,000 to £150,000. Members noted that the initial provision of services such as water and drainage would be contracted in the near future.</p> <p>2) Hale Members reviewed three options that were under consideration and noted that the District Valuer had been commissioned to assist with the valuation of the Chapels in their current condition. It was agreed that the proposed consultation with residents on the future of the chapels now take place and that a display of the proposals be arranged in the Hale Institute.</p>	<p>Further report due after consideration by the Historic Buildings Officer.</p> <p>Officers progress the a consultation with the residents of Hale on the future of the Hale Chapels</p>

7. 2014/15 Grants

POINTS	ACTION
<p>1) Councillors considered the detailed report for the 2014-15 grants. Members noted that one application (Opportunities) needed further information and was earmarked for approval subject to officers reviewing additional information required. Members also noted the difference in application information from the Sandy Hill Community Bungalow and the observations from local Councillors. It was agreed to defer to request an update on other funding achieved.</p> <p>2) Councillors agreed to support a request for £500 towards a Centenary lunch for the 90 oldest residents from the balance of the 2013-14 Grants budget.</p> <p>3) The report was agreed for recommendation to Council with some minor variations.</p> <p>4) The balance agreed, subject to further data, will leave a balance of £2,000 to £3,000 for later allocation.</p>	<p>Recommendations to Council that:</p> <p>i) Grants for 2014-15 as set out in Annex I be approved.</p> <p>ii) A grant of £500 be awarded to the Rowledge Village Hall from the balance of the 2013-14 Small Grants budget</p>

8. Meetings Dates for 2014-15

POINTS	ACTION
<p>1) Members received and approved the list of meeting dates for 2014-15.</p>	<p>Recommendation to Council: That the 2014-15 Calendar be noted.</p>

Cllr Steel and Cllr Hargreaves left at this point

9. Branding and noticeboards

POINTS	ACTION
<p>Members considered a report detailing the type and condition of noticeboards at cemeteries and allotments. The same report had been considered by the Cemeteries and Appeals Working Group. It was agreed that there was a lack of coherence in the type and image of the current boards and agreed to recommend that new noticeboards be purchased with the costs met from the 2013/14 Cemetery budget. It was further agreed that :</p> <ul style="list-style-type: none"> • Unless site specific, information and signage should be rationalised so it is the same at each cemetery or allotment. • The existing three green noticeboards and four wooden noticeboards are relocated from the cemeteries to the largest allotment sites. There would be a cost implication for relocating the boards and for the cosmetic improvement of the wooden noticeboards. At this stage, the cost is not known but would be met from within existing maintenance budgets. • Four new noticeboards are purchased for the cemeteries, at a cost of £1,200 each to provide for communication/display of the following visitor information: <ul style="list-style-type: none"> • Welcome to [the name of the cemetery] • Farnham Town Council's logo and website • A permanent display showing a plan of the cemetery, graves of interest, genealogy information, wildlife information, other FTC cemeteries, emergency contact information and relevant 	<p>Recommendation to Council:</p> <p>i) That four Cemetery noticeboards be replaced at a cost of £1,200 each with the costs met from existing budgets or earmarked reserves.</p> <p>ii) That the existing noticeboards be relocated to the allotments, and new noticeboards are purchased for the remaining allotments at a cost of £1,200 each with the costs met from maintenance budgets or earmarked</p>

<p>cemetery regulations. There should also be space to allow for the secure display of official temporary notices like the grass cutting rota and events such as the butterfly count.</p> <ul style="list-style-type: none"> • The three green noticeboards, which have been relocated from the cemeteries to the allotments are used for a permanent display that shows a plan of the allotment, useful site information, growing tips and environmental messages that complement Farnham Town Council's objectives. • Three new permanent noticeboards are purchased for the remaining allotments at an approximate cost of £3,600 with the costs met from existing maintenance budgets or earmarked reserves. 	<p>reserves.</p>
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10. Banners' Policy

POINTS	ACTION
<p>Members received a report at Appendix J updating Surrey County Council's requirements for booking Banners above the highway which are administered by Farnham Town Council as an agent of the County Council.</p> <p>Members noted that two new potential banner spaces had been created in West Street and East Street as part of new fixtures for Christmas Lights which could assist with the pressure on Downing Street and the Borough which are often used back-to-back.</p> <p>Members agreed that there was sometime confusion over whether the charitable purposes of some organisations such as private schools were those being promoted on banners and agreed that an amendment to the booking form was required to clarify this requirement.</p> <p>Members agreed to recommend that FTC apply to SCC to undertake a suitability survey and approve the proposed sites.</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> 1) The Banners' Policy at Annex 3 be adopted with effect from 1st April 2014 2) Officers apply to Surrey County Council to approve the two new banner sites. 3) Officers update the policy in due course with details of site or price changes as required.

11. Infrastructure Planning Group Update

POINTS	ACTION
<p>Cllr Cockburn advised that consultants (Tony Fullwood Associates) had been appointed to work with the Council in the next stages of the Neighbourhood Plan. An initial meeting had been held which had been very positive and further work was continuing on developing the evidence base.</p> <p>Cllr Cockburn advised that there was a lot of work to be done and it was possible that the final draft would not be ready until early 2015, although every effort would be made to progress as speedily as possible.</p>	

12. Armed Forces Day

POINTS	ACTION
<p>Members discussed how the Council could build on the friendship agreement /covenant signed with the Princess of Wales's Royal Regiment in 2010 and the subsequent Freedom of the Borough that had been implemented in Farnham in 2011.</p> <p>Members felt that Farnham should continue to work with other partners in carrying forward the friendship in a tangible way.</p> <p>It was agreed that Farnham should demonstrate this by raising the Armed Forces Day flag in June.</p>	<p>Town Clerk to arrange</p>

13. Town Clerk Update

POINTS	ACTION
<p>The Town Clerk proposed the format for the Annual Town Meeting on 27th March. It was agreed that each Lead Member would do a short presentation of up to five minutes with the Lead Member for Strategy and Finance concluding the presentations. There would then be a refreshment break before open questions.</p>	<p>Lead Members to prepare short presentations.</p>

14. Date and Time of Next Meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Tuesday 8th April 2014 at 9.30am.</p>	

Meeting ended at 1.21pm

Notes written by Iain Lynch

Annex I to Appendix D

Organisation Applicant	Amount Requested	Cost of Project	Proposed	Proposed Percentage of Project Cost	Awarded 2012/13	Project Name	Project Description
3rd Farnham Scout Group	£ 1,933	£ 3,866	£ 1,933	50.0%	£ 900	Disabled toilet and shower	Essential equipment and labour to provide the newly refurbished hall with a disabled toilet and wet room to ensure the hall is usable for the whole community.
Bells Piece	£ 2,000	£ 5,000	£ 2,000	40.0%	£ -	Sensory Room Fixtures and fittings	To provide a calming environment for families/carers to bond with people with disabilities. Benefits will include; supporting development of communication, enhance sensory skills & development of social/emotional skills.
Farnham Carnival A	£ 1,500	£ 4,200	£ 1,500	35.7%	£ 1,500	Entertainment & Publicity	Farnham Carnival entertainment and safety/general facilities. To provide the opportunity for the people of Farnham to enjoy a safe and enjoyable day out. A well attended popular event in Gostrey Meadow.

Organisation Applicant	Amount Requested	Cost of Project	Proposed	Proposed Percentage of Project Cost	Awarded 2012/13	Project Name	Project Description
Farnham Carnival B	£ 2,000	£ 5,800	£ -		included above	Safety & Facilities	Farnham Carnival entertainment and safety/general facilities. To provide the opportunity for the people of Farnham to enjoy a safe and enjoyable day out. A well attended popular event in Gostrey Meadow.
Farnham Competitive Music Festival	£ 800	£ 6,000	£ 500	8.3%	£ 500	36th Farnham Competitive Music Festival	36th Farnham Competitive Music Festival To fill the gap in the amenities available to young musicians by offering them an inclusive and friendly environment, a performance platform for them to enjoy showing their skills at every level.
Farnham Maltings	£ 1,500	£ 3,060	£ 1,500	49.0%	£ 1,500	Pop Up Craft for Families (Previously Families in the Making)	Funding to support 12 three hour sessions from April 14 - March 15. Engaging families with craft in the town - aimed at promoting wellbeing and intergeneration craft activity to strengthen the bonds of family life.
Farnham Museum	£ 1,000	£ 11,905	£ 1,000	8.4%	£ -	Finding Farnham Community Dig	A community archaeology project for the people of Farnham, seeking to bring awareness and engagement in Farnham's rich archaeological history. Funding will be spent on test pit excavations and a broad outreach programme to include workshops, exhibitions, seminars and open days.

Organisation Applicant	Amount Requested	Cost of Project	Proposed	Proposed Percentage of Project Cost	Awarded 2012/13	Project Name	Project Description
Farnham Sports Council	£ 500	£ 2,000	£ 500	25.0%	£ 200	Farnham Community Games	Contributing to essential costs of advertising and promotion of the event to make the community aware it is taking place and ensure the number of people who attend justify the event aims.
Hale Carnival Committee	£ 1,600	£ 10,000	£ 800	8.0%	£ 500	Hale Carnival	To cover security and WC facilities to contribute towards providing an annual community day for local schools, churches and youth groups to take part in organised activities and an opportunity to raise funds for their own causes.
New Ashgate Gallery Trust	£ 2,000	£ 4,000	£ 1,500	37.5%	£ 500	Craft Community Assistant	Contribution towards an assistant who will work to develop an educational community programme for the month of craft and on makers' fees for community educational events, workshop craft materials, overheads and promotion of events.

Organisation Applicant	Amount Requested	Cost of Project	Proposed	Proposed Percentage of Project Cost	Awarded 2012/13	Project Name	Project Description
Opportunities	£ 640	£ 1,450	£ 400* (subject to clarification of costs and income)	27.6%	£450 approx. (£900 for two projects)	Opportunities Zumba	To contribute towards the rent of the village hall to provide an area for fitness classes (1 hour per week 35 weeks of year) that will provide improvement for health, fitness and mental well-being.
Phyllis Tuckwell Hospice	£ 2,000	£ 18,628	£ 2,000	10.7%	£ -	Refurbishment of Day Hospice	Equipping the refurbished Day Hospice with appropriate and modern furniture and fittings.
Rowledge Cricket Club	£ 1,700	£ 3,408	£ 1,700	49.8%	£ 2,000	Project Rec	To replace sightscreens at Rowledge Recreation Ground. Specifically two new sightscreens - these must be made to order as the recreation ground is not large enough to purchase "off the shelf" models.
Sandy Hill Community Bungalow	£ 2,000	£ 12,500	£ 1,000 (subject to further details)	8.0%	£500	Sandy Hill Community Bungalow	To contribute towards the costs of a development manager (12 month contract) with a responsibility to help review and implement The Bungalow's Business plan, assess funding priorities & developing a fundraising strategy, networking to develop and maintain support, develop marketing and communications material to promote the organisation and strengthen the governance of the board.

Organisation Applicant	Amount Requested	Cost of Project	Proposed	Proposed Percentage of Project Cost	Awarded 2012/13	Project Name	Project Description
St Peters School PTFA	£ 2,000	£ 20,000	£ 1,000	5.0%	£ -	Grounds Redevelopment Project	To provide a flexible, all weather outdoor teaching space to be utilised for a range of teaching activities and to improve the sports facilities by building a covered area and multi sports wall to keep children physically active all year round. To provide an area of outdoor musical instruments, a quiet area for reflection and building friendships, a greenhouse & vegetable patch and an area dedicated to science.

Grants Approved January 2014:

Farnham Maltings	£12,800
Farnham Citizens Advice Bureau	£15,360
40 Degreez	<u>£ 3,400</u>
Small Grants (Town Clerk delegated)	<u>£ 2,000</u>
Total	£33,560

Balance for Community Grants £20,440

Total requested: £23,173

Total proposed: £17,233

Balance remaining £ 3,207

Annex 2 to Appendix D

Farnham Town Council			
CALENDAR OF DATES MUNICIPAL YEAR 2014- 2015			
No.	Meeting	Date	Time
	May Bank Holiday	Mon 05 May 2014	
	ELECTIONS	Wed 07 May 2014	
1	Annual Council (Annual)	Thu 08 May 2014	19:00
1	Planning & Licensing Consultative Group	Mon 12 May 2014	09:30
1	Community Enhancement Working Group	Wed 14 May 2014	09:30
	Greenhouse Open Day – FIB	Thu 15 May 2014	10:00 - 16:00
1	Tourism and Events Working Group	Tue 20 May 2014	19:00
9	Strategy & Finance Working Group	Tue 20 May 2014	09:30
1	Cemeteries and Appeals Working Group	Thu 22 May 2014	09:30
	Farmers' Market	Sun 25 May 2014	10:00 – 13:30
	Spring Bank Holiday	Mon 26 May 2014	
1	Music in the Meadow	Sun 01 June 2014	15:00 - 17:00
2	Planning & Licensing Consultative Group	Mon 02 June 2014	09:30
1	Strategy & Finance Working Group	Tue 03 June 2014	09:30
2	Music in the Meadow	Sun 08 June 2014	15:00 - 17:00
2	Council (Sign Off Annual Accounts)	Thu 12 June 2014	19:00
	Civic Service – St Andrew's Church	Sun 15 June 2014	15:00
3	Music in the Meadow	Sun 15 June 2014	15:00 - 17:00
3	Planning & Licensing Consultative Group	Mon 16 June 2014	09:30
	Farmers' Market	Sun 22 June 2014	10:00 – 13:30
4	Music in the Meadow	Sun 22 June 2014	15:00 - 17:00
2	Community Enhancement Working Group	Wed 25 June 2014	09:30
2	Cemeteries and Appeals Working Group	Thu 26 June 2014	09:30
	Farnham Carnival	Sat 28 June 2014	
	Picnic in the Park	Sun 29 June 2014	
4	Planning & Licensing Consultative Group	Mon 30 June 2014	09:30
5	Music in the Meadow	Sun 06 July 2014	15:00 - 17:00
2	Tourism and Events Working Group	Tue 08 July 2014	14:30
6	Music in the Meadow	Sun 13 July 2014	15:00 - 17:00
5	Planning & Licensing Consultative Group	Mon 14 July 2014	09:30
2	Strategy & Finance Working Group	Tue 15 July 2014	09:30
	Allotment Show	Sat 19 July 2014	TBC
7	Music in the Meadow	Sun 20 July 2014	15:00 - 17:00
3	Council	Thu 24 July 2014	19:00
	Farmers' Market	Sun 27 July 2014	10:00 – 13:30
8	Music in the Meadow	Sun 27 July 2014	15:00 - 17:00
6	Planning & Licensing Consultative Group	Mon 28 July 2014	09:30
9	Music in the Meadow	Sun 03 August 2014	15:00 - 17:00
10	Music in the Meadow	Sun 10 August 2014	15:00 - 17:00

7	Planning & Licensing Consultative Group	Mon 11 August 2014	09:30
11	Music in the Meadow	Sun 17 August 2014	15:00 - 17:00
	Music in the Meadow	Sun 24 August 2014	15:00 - 17:00
	Farmers' Market	Sun 24 August 2014	10:00 – 13:30
	Summer Bank Holiday	Mon 25 August 2014	
12	Music in the Meadow	Sun 31 August 2014	15:00 - 17:00
8	Planning & Licensing Consultative Group	Mon 01 September 2014	09:30
3	Tourism and Events Working Group	Tue 02 September 2014	14:30
13	Music in the Meadow	Sun 07 September 2014	15:00 - 17:00
3	Cemeteries and Appeals Working Group	Thu 11 September 2014	09:30
	Heritage Open Days	Thu 11 September 2014	to Sun 14 September 2014
	Feast of Food	Sat 13 September 2014	to Sun 28 September 2014
9	Planning & Licensing Consultative Group	Mon 15 September 2014	09:30
3	Strategy & Finance Working Group	Tue 16 September 2014	09:30
3	Community Enhancement Working Group	Wed 17 September 2014	09:30
4	Council	Thu 25 September 2014	19:00
	Food Festival	Sat 27 September 2014	10:00 – 16:00
	Farmers' Market	Sun 28 September 2014	10:00 – 13:30
10	Planning & Licensing Consultative Group	Mon 29 September 2014	09:30
4	Community Enhancement Working Group	Wed 08 October 2014	09:30
11	Planning & Licensing Consultative Group	Mon 13 October 2014	09:30
5	Council (Budget 1)	Thu 23 October 2014	19:00
	Farmers' Market	Sun 26 October 2014	10:00 – 13:30
12	Planning & Licensing Consultative Group	Mon 27 October 2014	09:30
1	HR Panel	Thu 30 October 2014	09:30
	Christmas Light Switch-On	Sun 02 November 2014	13.00 -18.00
	Venison Dinner	Fri 07 November 2014	7 for 7.30
	Remembrance Sunday	Sun 09 November 2014	10:45
13	Planning & Licensing Consultative Group	Mon 10 November 2014	09:30
	Farmers' Market	Sun 23 November 2014	10:00 – 13:30
5	Community Enhancement Working Group	Wed 26 November 2014	09:30
4	Cemeteries and Appeals Working Group	Thu 27 November 2014	09:30
5	Strategy & Finance Working Group	Tue 02 December 2014	09:30
6	Council (Budget 2)	Thu 11 December 2014	19:00
	Farmers' Market	Sun 14 December 2014	10:00 - 13:30
	Farnham Christmas Market, Castle Street	Sun 14 December 2014	10:00 - 16:00
	Farnham in Bloom Winter Celebration	Sun 21 December 2014	14:30 - 15:30
14	Planning & Licensing Consultative Group	Mon 22 December 2014	09:30
	OFFICES CLOSED BETWEEN CHRISTMAS AND NEW YEAR	Wed 24 December 2014	CLOSED from 25th December to January 5th
4	Tourism and Events Working Group	Tue 06 January 2015	14:30
15	Planning & Licensing Consultative Group	Mon 12 January 2015	09:30

4	Strategy & Finance Working Group	Tue 13 January 2015	09:30
6	Community Enhancement Working Group	Wed 14 January 2015	09:30
6	Strategy & Finance Working Group	Thu 15 January 2015	09:30
7	Council (Precept)	Thu 22 January 2015	19:00
	Farmers' Market	Sun 25 January 2015	10:00 – 13:30
16	Planning & Licensing Consultative Group	Mon 26 January 2015	09:30
17	Planning & Licensing Consultative Group	Mon 09 February 2015	09:30
5	Cemeteries and Appeals Working Group	Thu 19 February 2015	09:30
	Farmers' Market	Sun 22 February 2015	10:00 – 13:30
18	Planning & Licensing Consultative Group	Mon 23 February 2015	09:30
5	Tourism and Events Working Group	Tue 24 February 2015	14:30
2	HR Panel	Thu 26 February 2015	09:30
7	Strategy & Finance Working Group	Tue 03 March 2015	09:30
19	Planning & Licensing Consultative Group	Mon 09 March 2015	09:30
8	Council	Thu 12 March 2015	19:00
7	Community Enhancement Working Group	Thu 19 March 2015	09:30
	Farmers' Market	Sun 22 March 2015	10:00 – 13:30
20	Planning & Licensing Consultative Group	Mon 23 March 2015	09:30
1	Annual Town Meeting of Electors	Thu 26 March 2015	19:00
	Good Friday	Fri 03 April 2015	
21	Planning & Licensing Consultative Group	Mon 06 April 2015	09:30
	Easter Monday	Mon 06 April 2015	
8	Strategy & Finance Working Group	Tue 07 April 2015	09:30
9	Council (Reserve Date)	Thu 16 April 2015	19:00
22	Planning & Licensing Consultative Group	Mon 20 April 2015	09:30
	Farmers' Market	Sun 26 April 2015	10:00 – 13:30
	Early May Bank Holiday	Mon 04 May 2015	
1	Council (Annual)	Thu 14 May 2015	19:00
	Farmers' Market	Tue 19 May 2015	10:00 – 13:30
2	Council (Appointment of Working Groups) & Introduction to the Council Training session	Thu 21 May 2015	19:00



Farnham Town Council
Banners' Policy
March 2014

Applications for banners are welcomed from local charitable, community and other similar or non-commercial organisations, based within Surrey or serving the local area, with priority given to Farnham based organisations, to display notices of public interest or advertising events. (Please note that **no** sponsor details are to appear on a banner placed on or over public highways). Farnham Town Council administers the banner sites in Farnham at The Borough and Downing Street.

The banner sites are intended to enable community groups to publicise their activities. A banner can only be placed on sites that have been approved by Surrey County Council.

Eligibility and permitted organisations

Banners can only be displayed if representing:

- i. non-profitable organisations or community groups; or
- ii. activities that are of interest or benefit to the local community.

If you have a query in relation to eligibility, please contact Farnham Town Council on 01252 712667 or email customer.services@farnham.gov.uk.

Permitted organisations include:

- i. The County Council
- ii. The Local Borough or District Council
- iii. The Town Council
- iv. Charitable organisations *
- v. Local state schools, colleges and places of further education
- vi. Local churches, mosques and similar places of worship
- vii. Local theatres
- viii. Youth groups, including cubs, scouts, beavers, rainbows, brownies and guides
- ix. Local groups representing charitable events – for example
 - a. The Round Table
 - b. Rotary Club
 - c. Chamber of Commerce
- x. Local community groups, for example
 - a. Arts societies
 - b. Choral groups

- c. Amateur dramatic
- d. Village fete organisers
- e. Bonfire groups
- f. Hospital league of friends
- g. Model railway society, or similar

** Registered charities may only display a banner if the purpose is to raise awareness of, or promote, activity that relates to the charitable activities as detailed in the information held by the Charity Commission.*

Any banners found to be displayed with no licence or at non-approved sites will be taken down and held.

Farnham Town Council is under no obligation to permit any person(s) or organisation(s) to display banners on the public highways. Therefore, it reserves the right to remove this service or to change the Terms & Conditions at any time. Please note that from time to time road works are carried out around the town and this may affect the availability of sites even if a booking has already been made. In addition, damage to sites or other unforeseen factors may affect your application. The acceptance or refusal of a banner application is at the sole discretion of Farnham Town Council.

Priority will always be given to the most local organisation who is deemed to be using the space to raise awareness of more community-focussed activity.

Booking

A booking form must be completed and submitted to Farnham Town Council with the appropriate fee (please see “Fees” for information on pricing). Applications will **not** be accepted for commercial organisations.

- Bookings should be made no later than two weeks prior to the commencement of the desired date of placement (always a Sunday).
- Bookings of over two weeks will only be permitted at the Town Council’s discretion and will only be permitted to be displayed for a maximum of 4 weeks at a time in any case.
- A booking must be for a minimum of one week.
- Banners must only be attached and removed on Sundays. Banners should be attached after 12 midday and removed before 12 midday so it does not interfere with other licenced requests at the site.
- Banner sites can only be booked up to 1 year prior to the event date.
- A maximum of 2 sites can be applied for promoting a single event.
- A sketch of the banner, showing dimensions and wording should be enclosed with application.
- In some instances, applications may not be confirmed until to two months before the date of installation.

The banner

All banners must fulfil the following criteria:

- Dimensions: Banners are restricted to 16’ x 3’ or 15’ x 3’ only.
- Eyelets: Eyelets are required on the top and bottom hems. They must be at least 1” from the edge of the banner, to the centre of the eyelet. We advise that these should be no less than 3’ apart. Eyelets are not required on the side hems.
- Wind slits: Wind slits or mesh are highly recommended.
- The banner should be produced to a professional standard and designed and displayed to minimize distraction to pedestrians and road users
- Note: It is not necessary to place rope in the hems of your banner.

Fees and payment (2014-15)

The fees for placing a banner on the highway in Farnham are as follows:

No. of Banners per week	Detail		COST		
ONE BANNER	Banner	Weeks	Net	VAT	Total Payable
One Banner for One Week	1	1	£130.00	£26.00	£156.00
One Banner for Two Weeks	1	2	£155.00	£31.00	£186.00
TWO BANNERS					
Two Banners for One Week	2	1	£260.00	£52.00	£312.00
Two Banners for Two Weeks	2	2	£310.00	£62.00	£372.00

Payment can be made in the following ways:

- Cheque – Cheques payable to Farnham Town Council.
- BACS – Sort Code: 40-21-05 Account No.: 31141023

(if making payment by BACS, please ensure to provide a reference, e.g. "BANNER ANYTOWN HOSPICE")

Delivery and collection of your banner

Arrangements for delivery for installation and collection post-removal of your banner should be made directly with **Carolyn Hollier** of Light Angels Ltd:

- Tel: 01252 511 511
- Mob: 07736 251 298
- Email: carolyn@lightangels.co.uk
- Address: Light Angels Ltd., Unit 2, LDL Business Centre, Station Road West, Ash Vale, Hampshire, GU12 5RT



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 10 February 2014

Place

Town Council Offices, South Street, Farnham

Planning Consultative Group Members Present

Cllr D Beaman
Cllr C Cockburn
Cllr C Genziani
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 R Steel

2. Declarations of Interest

There were no declarations of interest

3. Applications Considered by the Planning & Licensing Consultative Group on Monday 10 February 2014

Ref	Ward	Proposal	Site Address	Officer Name
WA/2014/0055	Farnham Bourne	Application under Section 73A to vary Condition 9 of WA/2013/1146 (drawing numbers) to allow for alterations to size and design. Previous comments: Approved after consideration on 1 August 2013.	19 LONGDOWN ROAD, FARNHAM GU10 3JU	Mark Baker
		Approved after consideration.		
TM/2014/0006	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 49/99.	1 DOUGLAS GROVE, FARNHAM GU10 3HP	Steve Tester
		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.		
NMA/2014/0008	Farnham Castle	Amendment to WA/2013/1636 to change cladding material, alterations to unit size and elevations. Previous comments: Approved after consideration on 17.10.13	UNIT 12A, COXBRIDGE BUSINESS PARK, ALTON ROAD, FARNHAM GU10 5EH	Mrs M Knight
		Approved after consideration.		

TM/2014/0005	Farnham Castle	Application for works to trees subject of Tree Preservation Order Far98.	53 WEST STREET, FARNHAM GU9 7DX	Steve Tester
		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/2014/0102	Farnham Upper Hale	Erection of single storey extensions and alterations.	26 FOLLY HILL, FARNHAM GU9 0BD	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/2014/0049	Farnham Upper Hale	Erection of single storey side extension.	21 LAWDAY LINK, FARNHAM GU9 0BS	Rachel Kellas
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		
WA/2014/0061	Farnham Wrecclesham and Rowledge	Erection of a conservatory.	10 CHERRY TREE ROAD, ROWLEDGE GU10 4AB	Flo Taylor

		Approved after consideration and on the condition.		
CA/2014/0011	Farnham Wrecclesham and Rowledge	WRECCLESHAM FARNHAM CONSERVATION AREA. Works to one Walnut tree.	36 THE STREET, FARNHAM GU10 4PR	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/2014/0004	Farnham Wrecclesham and Rowledge	Application for works to a tree subject of Tree Preservation Order 11/10.	1 FAIRACRES, FARNHAM GU10 4AQ	Steve Tester
		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/2014/0077	Farnham Wrecclesham and Rowledge	Erection of two storey rear extension.	21 COPSE WAY, WRECCLESHAM, GU10 4QL	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/2014/0133	Farnham Bourne	Erection of a single storey extension.	LONG BARN, WAVERLEY LANE, FARNHAM GU9 8EW	Mark Baker
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		
WA/2014/0140	Farnham Castle	Erection of greenhouse and shed.	45 CASTLE STREET, FARNHAM GU9 7JQ	Kathryn Pearson
		Approved after consideration		
WA/2014/0169	Farnham Firgrove	Erection of extensions and alterations.	14 LANCASTER AVENUE, FARNHAM GU9 8JY	Rachel Kellas
		Approved after consideration and on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2014/0084	Farnham Castle	Erection of freestanding freezer unit following demolition of lean-to structure.	21 DOWNING STREET, FARNHAM GU9 7PB	Kathryn Pearson
		No objections subject to the approval of the Listed Buildings Officer		

WA/2014/0110	Farnham Castle	Erection of a building for construction-related hire and sales services (sui-generis use), together with associated car parking and landscaping.	PLOT 5, COXBRIDGE BUSINESS PARK, ALTON ROAD, FARNHAM GU10 5EH	Mark Baker
		Approved after consideration.		
WA/2014/0109	Farnham Firgrove	Change of use from 4 flats to form 2 two storey dwellings.	1- 4 WAVERLEY CLOSE, WAVERLEY LANE, FARNHAM GU9 8BE	Kathryn Pearson
		Farnham Town Council approves the imaginative use and the proposed dwellings will be more in keeping with the street scene and surrounding area.		
WA/2014/0071	Farnham Firgrove	Application under Section 73 for the variation of condition 5 of WA/2013/1902 (approved plan numbers) to allow for alterations to layout and design. Previous comments on 12.12.13: Approved after consideration and on the condition that the proposed dwelling is in line with the particulars of the Farnham Design Statement.	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/2014/0073	Farnham Hale and Heath End	Erection of a dwelling with associated parking.	73 HEATH LANE, FARNHAM GU9 0PX	Tim Bryson
		Farnham Town Council remains concerned that this		

		six garden grabbing and against the Farnham town Design Statement, which will have an inevitable adverse effect on the street scene.		
WA/2014/0062	Farnham Hale and Heath End	Erection of garden building to provide ancillary annexe accommodation.	11 KNIGHTS ROAD, FARNHAM GU9 9BX	Mark Baker
		Farnham Town Council strongly objects, this is not an ancillary dwelling, but a separate dwelling.		
WA/2014/0075	Farnham Moor Park	Change of use of premises from part storage and distribution (Class B8) and part retail warehouse (Class A1) to a day nursery (Class D1).	UNIT 12 GUILDFORD ROAD TRADING ESTATE, FARNHAM GU9 9PZ	Mark Baker
		Strongly object – this is inappropriate use in an industrial area. The Town Council objects to the change of use in a location only suitable for storage purposes. A day nursery would be totally inappropriate for this site.		
WA/2014/0080	Farnham Moor Park	Application submitted under S106A of the Town and Country Planning Act 1990 (as amended) to discharge a planning obligation attached to planning permission WA/92/0628 (the accommodation provided under this permission, The Barn Forge Close, to remain ancillary to the main building	37 GUILDFORD ROAD, FARNHAM GU9 9PU	Mark Baker
		Strongly object to the removal of the condition. The building should remain ancillary to the main building.		

WA/2014/0081	Farnham Moor Park	Application under Section 73a to remove Condition 1 of WA/92/0628 (accommodation provided under this permission - The Barn, Forge Close to remain ancillary to the existing dwelling) to allow for a separate independent dwelling.	37 GUILDFORD ROAD, FARNHAM GU9 9PU	Mark Baker
		Strongly object to the removal of the condition. The building should remain ancillary to the main building.		
WA/2014/0085	Farnham Weybourne and Badshot Lea	Surfacing and formalising layout of existing car parking area.	LAND ADJACENT TO WEYBOURNE VILLAGE HALL, WEYBOURNE ROAD, FARNHAM GU9 9ES	Tim Bryson
		Farnham Town Council is disappointed with the unimaginative surface. Waverley Borough council has a chance for an innovative approach to porous hard standing, which would be a less harsh surface and very appropriate at a time when flooding is such a problem.		
WA/2014/0066	Farnham Weybourne and Badshot Lea	Installation of lighting.	FARNHAM RUGBY CLUB, WILKINSON WAY, FARNHAM GU9 9ND	Mark Baker
		The Town Council is concerned about the proximity to residential properties for the proposed lighting.		

WA/2014/0046	Farnham Wrecclesham and Rowledge	Erection of detached dwelling; erection of detached carport to serve existing dwelling following demolition of existing garage (revision of WA/2013/0837). Previous comments on 20.06.2013 were as follows: Object, this is garden grabbing and against the Farnham Design Statement. Residential gardens are no longer deemed as previously developed land and building on this land would be harmful to the local area.	LAND TO THE REAR OF 12 WRECCLESHAM HILL, FARNHAM GU10 4JW	Mark Baker
		Object, this is garden grabbing and against the Farnham Design Statement. Residential gardens are no longer deemed as previously developed land and building on this land would be harmful to the local area.		
WA/2014/0165	Farnham Bourne	Erection of extensions & alterations.	WYRDWOOD, BEECH AVENUE, FARNHAM GU10 3JZ	Mark Baker
		No objects, approved after consideration		
WA/2014/0163	Farnham Castle	Listed Building Consent for display of non-illuminated signs.	BOOTS OPTICIAN, 30 THE BOROUGH, FARNHAM GU9 7NJ	Rachel Kellas
		No objections subject to the approval of the Listed Buildings Officer		
WA/2014/0148	Farnham Castle	Display of non-illuminated signs.	BOOTS OPTICIAN, 30 THE BOROUGH, FARNHAM GU9 7NJ	Rachel Kellas

		No objections subject to the approval of the Listed Buildings Officer		
WA/2014/0151	Farnham Castle	Alterations to elevations to form secondary entrance.	NATIONWIDE, TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT	Rachel Kellas
		No objections subject to the approval of the Listed Buildings Officer		
WA/2014/0152	Farnham Castle	Listed Building Consent for alterations to elevations.	NATIONWIDE, TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT	Rachel Kellas
		No objections subject to the approval of the Listed Buildings Officer.		
WA/2014/0129	Farnham Moor Park	Certificate of Lawfulness under Section 192 for the construction of rear dormer window and alterations to provide loft conversion.	15 THOROLD ROAD, FARNHAM GU9 7JY	Rachel Kellas
		While not objecting to the application, Farnham Town Council deplores the use of flat roof dormers.		

WA/2014/0120	Farnham Upper Hale	Erection of 6 dwellings together with parking, garaging and landscaping following demolition of existing public house and garage building (revision of WA/2013/1166). Previous comments were as follows: Approved after consideration on 1 August 2013, subject to confirmation that this plot is confirmed not to be within the 400m exclusion zone (SPA). The Town Council is concerned about the proximity to the SPA.	LAND AT WELLINGTONS, FOLLY HILL, FARNHAM GU9 0BB	Tim Bryson
		Approved after consideration and subject to confirmation that this plot is confirmed not to be within the 400m exclusion zone (SPA). The Town Council remains concerned about the integrity of the SPA		
WA/2014/0125	Farnham Weybourne and Badshot Lea	Outline application for residential development of up to 30 dwellings (all matters reserved).	LAND TO THE EAST OF LOW LANE, BADSHOT LEA	Tim Bryson
		Farnham Town Council strongly objects to this application. It is inappropriate and out of keeping with the village scene and the Farnham Design Statement. It is unacceptable to build in the strategic gap and on greenfield sites.		

WA/2014/0155	Farnham Wrecclesham and Rowledge	Installation of air-conditioning units.	UNIT 1, GROVEBELL INDUSTRIAL ESTATE, WRECCLESHAM ROAD, WRECCLESHAM GUI0 4PL	Rachel Kellas
		No objections, but if any 106 money resulting from this development is allocated, Farnham Town Council's Enhancement Group would be happy to share this payment.		
WA/2014/0118	Farnham Wrecclesham and Rowledge	Erection of single-storey building to form common room.	MORE HOUSE SCHOOL, MOONS HILL, FRENHAM GUI0 3AW	Kathryn Pearson
		Approved after consideration		
WA/2014/0157	Farnham Wrecclesham and Rowledge	Erection of single-storey extension.	22A, LICKFOLDS ROAD, ROWLEDGE GUI0 4AE	Flo Taylor
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		
WA/2014/0159	Farnham Wrecclesham and Rowledge	Alterations to garage to provide habitable accommodation.	51A BOUNDSTONE ROAD, ROWLEDGE GUI0 4AT	Tim Bryson
		Concerned about parking implications if the garage is changed to habitable accommodation.		
WA/2014/0134	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations following demolition of extensions.	THE OLD ORCHARD, CHAPEL ROAD, FARNHAM GUI0 4AN	Rachel Kellas

		No objections to the extension, but would query if the design, style, size and materials are in keeping with the Farnham Design Statement.		
WA/2014/0124	Farnham Wrecclesham and Rowledge	Change of use of land and erection of a 20 metre telecommunication mast with antennae, dish and associated equipment cabinets with ancillary works.	LAND AT BAKER OATES STABLES, GARDENERS HILL ROAD, FARNHAM GU10 4RL	Kathryn Pearson
		Concerned about the extra height of the mast, which is now higher than the permission given.		

Notes taken by Ginny Gordon

The meeting closed at 10.45am



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 24 February 2014

Place

Town Council Offices, South Street, Farnham

Planning Consultative Group Members Present

CLlr D Beaman
CLlr C Cockburn
CLlr C Genziani
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

None received.

2. Declarations of Interest

There were no declarations of interest

3. Applications Considered by the Planning & Licensing Consultative Group on Monday 24 February 2014

Ref	Ward	Proposal	Site Address	Officer Name
WA/2014/0202	Farnham Bourne	Erection of extensions and alterations.	12 DOUGLAS GROVE, FARNHAM GU10 3HP	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/2014/0215	Farnham Bourne	Erection of conservatory and alterations following demolition of existing conservatory.	72 BURNT HILL ROAD, LOWER BOURNE GU10 3LN	Tim Bryson
		Approved after consideration and on the condition that the replacement conservatory is in line with the particulars of the Farnham Design Statement.		
TM/2014/0015	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 28/10.	LAND AT COMBE RISE, 8 LATCHWOOD LANE, FARNHAM	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/2014/0204	Farnham Firgrove	Erection of single-storey extension.	30 RIDGWAY ROAD, FARNHAM GU9 8NW	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/2014/0188	Farnham Moor Park	Erection of single storey extension.	THURLESTONE HOUSE, COBBETTS RIDGE, FARNHAM GUI0 IRQ	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/2014/0216	Farnham Weybourne and Badshot Lea	Erection of single-storey rear extension.	93 LOWER WEYBOURNE LANE, FARNHAM GU9 9HW	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/2014/0196	Farnham Weybourne and Badshot Lea	Erection of single-storey extension following demolition of conservatory.	5 ROWHILLS CLOSE, FARNHAM GU9 9EQ	Tim Bryson

		Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2014/0242	Farnham Bourne	Erection of detached garage.	HAMBLEDON HOUSE, 3 LONGDOWN ROAD, FARNHAM GU10 3JS	Mark Baker
		Approved after consideration and on the condition that the garage is in line with the particulars of the Farnham Design Statement.		
WA/2014/0247	Farnham Bourne	Erection of first floor side extension.	45 MIDDLE BOURNE LANE, FARNHAM GU10 3NJ	Tim Bryson
		Approved after consideration and on the condition that the extensions is in line with the particulars of the Farnham Design Statement.		
CA/2014/0021	Farnham Castle	FARNHAM CONSERVATION AREA. 1x Conifer - fell.	2 VICARAGE LANE, FARNHAM GU9 7PR	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/2014/0223	Farnham Castle	Erection of extensions and alterations.	FOXHOLLOW, CASTLE HILL, FARNHAM GU9 0AD	Tim Bryson
		Approved after consideration and on the condition that the extensions is in line with the particulars of the Farnham Design Statement.		
WA/2014/0252	Farnham Firgrove	Listed Building Consent for internal alterations.	1-4 WAVERLEY CLOSE, WAVERLEY LANE, FARNHAM GU9 8BE	Kathryn Pearson
		No objection subject to the approval of the Listed Buildings Officer.		
WA/2014/0244	Farnham Moor Park	Erection of single storey extensions and alterations following demolition of existing conservatory.	8 HOLLAND CLOSE, FARNHAM GU9 8DT	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/2014/0239	Farnham Moor Park	Erection of single storey extension.	12B OLD COMPTON LANE, FARNHAM GU9 8BS	Rachel Kellas
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		
WA/2014/0257	Farnham Shortheath and Boundstone	Erection of two storey extension.	15 LYNTON CLOSE, FARNHAM GU9 8US	Kathryn Pearson
		Concerned about the possible adverse effects on the residential amenities of the neighbours.		
WA/2014/0234	Farnham Shortheath and Boundstone	Application under Section 73 to vary Condition 1 (external materials) and Condition 6 (approved plan numbers) of WA/2012/0255 to allow alterations to external facing materials and alterations to elevations. Previous comments were as follows: Approved after consideration on 08.03.2012	PRIVETT COTTAGE, SUNNYDELL LANE, FARNHAM GU10 4RB	Tim Bryson
		Approved after consideration.		

WA/2014/0258	Farnham Shortheath and Boundstone	Erection of single storey rear extension following demolition of existing extension.	61 GREEN LANE, FARNHAM GU9 8QE	Tim Bryson
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		
WA/2014/0233	Farnham Wrecclesham and Rowledge	Erection of domestic barn/storage outbuilding.	ELM VILLA, MANLEY BRIDGE ROAD, ROWLEDGE GUI0 4DA	Mark Baker
		Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.		
WA/2014/0178	Farnham Bourne	Erection of extensions and alterations.	UNDER LATCHWOOD, LATCHWOOD LANE, FARNHAM GUI0 3HA	Mark Baker
		Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.		
WA/2014/0218	Farnham Castle	Erection of single-storey extension and alterations.	HAMILTON HOUSE, CASTLE HILL, FARNHAM GU9 7JG	Kathryn Pearson
		Farnham Town Council is		

		concerned about the lack of parking and the effect the extension and alterations will have on nearby listed buildings		
WA/2014/0195	Farnham Castle	Erection of timber fenced enclosure for bin store.	COTE BRASSERIE, 26 LION AND LAMB YARD, FARNHAM GU9 7LL	Rachel Kellas
		The Town Council is delighted that this business is seeking to camouflage bins and seek WBC's help with this.		
CR/2014/0003	Farnham Firgrove	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	45 THE FAIRFIELD, FARNHAM GU9 8AG	Kathryn Pearson
		Farnham Town Council welcomes the change to residential use.		
WA/2014/0190	Farnham Firgrove	Erection of extension and alterations following demolition of existing extension and garage.	16 TILFORD ROAD, FARNHAM GU9 8DL	Mark Baker
		Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.		
WA/2014/0177	Farnham Moor Park	Certificate of Lawfulness under Section 192 for roof extension and alterations.	4 THOROLD ROAD, FARNHAM GU9 7JY	Rachel Kellas
		Farnham Town		

		Council has no comment to make but objects to the increasing number of 192 applications		
WA/2014/0209	Farnham Upper Hale	Change or use of agricultural/equestrian land to cemetery; erection of single storey reception building and storage compound area together with associated parking and turning area.	FARNHAM PARK CEMETERY, HALE ROAD, FARNHAM GU9 9FL	Kathryn Pearson
		Farnham Town Council is strongly concerned about the escalations of applications on this site. The original application was for a woodland burial site, which was granted and retained the greenness of the site.		
WA/2014/0203	Farnham Weybourne and Badshot Lea	Erection of single storey extension and garage following demolition of existing garage and extension.	12 WEYBOURNE ROAD, FARNHAM GU9 9ES	Kathryn Pearson
		Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.		
WA/2014/0255	Farnham Bourne	Certificate of Lawfulness under Section 192 for erection of extensions following demolition of existing conservatory.	51 DENE LANE, LOWER BOURNE GUI0 3RJ	Tim Bryson
		Farnham Town Council has no comment to make but objects to the		

		increasing number of 192 applications		
WA/2014/0263	Farnham Castle	Installation of condenser unit.	48-49 THE BOROUGH, FARNHAM GU9 7NW	Tim Bryson
		Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.		
WA/2014/0230	Farnham Shortheath and Boundstone	Erection of a first floor rear extension.	49 GROVE END ROAD, FARNHAM GU9 8RB	Rachel Kellas
		Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.		
WA/2014/0254	Farnham Wrecclesham and Rowledge	Erection of extension to existing garage.	24A LICKFOLDS ROAD, ROWLEDGE GUI0 4AE	Rachel Kellas
		Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.		

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

9.30 am on Monday 10 March 2014

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr D Beaman
Cllr C Cockburn
Cllr C Genziani
Cllr R Steel

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

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

1. Apologies for absence

Apologies received from Councillor J Ricketts

2. Declarations of Interest

There were no declarations of interest

3. Applications considered by the Planning & Licensing Consultative Group on Monday 10 March 2014

Ref	Ward	Proposal	Site Address	Officer Name
CA/2014/0027	Farnham Castle	FARNHAM CONSERVATION AREA. 4x Cypress - fell.	THE OLD MALTHOUSE, 2 FIRGROVE HILL, FARNHAM GU9 7QS	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/2014/0279	Farnham Moor Park	Erection of single storey extension.	19 SUMNER ROAD, FARNHAM GU9 7JU	Kathryn Pearson
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		
TM/2014/0026	Farnham Shortheath and Boundstone	Application for works to a tree subject of Tree Preservation Order WA300.	22 LYNTON CLOSE, FARNHAM GU9 8US	Mr A Clout

		<p>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.</p>		
TM/2014/0023	Farnham Shortheath and Boundstone	Application for works to a tree subject of Tree Preservation Order 17/99.	39 BROAD HA'PENNY, FARNHAM GUI0 4TF	Mr A Clout
		<p>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.</p>		

TM/2014/0025	Farnham Upper Hale	Application for works to trees subject of Tree Preservation Order 29/00.	LAND BETWEEN HEATHYFIELDS ROAD & OLD PARK CLOSE, FARNHAM	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.		
NMA/2014/0012	Farnham Wrecclesham and Rowledge	Amendment to WA/2013/0949 for alterations to the exterior wall finish. Previous comments on 04.07.2013 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.	THE SPINNEY, MOONS HILL, FRENHAM GU10 3AW	Nicola Stancombe

		Approved after consideration and on the condition that the amendments are in line with the particulars of the Farnham Design Statement.		
WA/2014/0348	Farnham Bourne	Erection of single storey extension and bay window.	5A GREENHILL ROAD, FARNHAM GU9 8JN	Kathryn Pearson
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		
CA/2014/0033	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. 1x Cypress - fell.	11 MIDDLE AVENUE, FARNHAM GU9 8JL	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/2014/0328	Farnham Castle	Erection of single-storey side extension, following demolition of existing extension.	15 THREE STILES ROAD, FARNHAM GU9 7DE	Kathryn Pearson
		Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.		
WA/2014/0346	Farnham Moor Park	Erection of entrance pillars and gates.	5 STONEYFIELDS, FARNHAM GU9 8DX	Tim Bryson
		Approved after consideration and on condition that the proposed entrance pillars and gates are in keeping with the Farnham Design Statement.		
WA/2014/0293	Farnham Shortheath and Boundstone	Application under Section 73 to vary condition 2 of WA/2013/0277 (approved plan numbers) to allow changes to fenestration. Previous comments on 28.03.2013 were as follows: Object, Farnham Town Council is concerned about the size of the proposed extension.	26 UPPER BOURNE LANE, WRECCLESHAM GU10 4RG	Tim Bryson
		Farnham Town Council is concerned about the size of the proposed extension.		

WA/2014/0325	Farnham Upper Hale	Erection of extensions and alterations.	THE BEECHES, FERNHILL LANE, FARNHAM GU9 0JJ	Rachel Kellas
		Approved after consideration and on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2014/0276	Farnham Bourne	Erection of a dwelling together with formation of new vehicular access/driveway.	LAND AT LODGE HILL WOOD, 106 LODGE HILL ROAD, FARNHAM GU10 3RD	Kathryn Pearson
		Strongly object. When gardens were removed from the definition of previously developed land, LPAs were invited to bring in new policies to protect large gardens, where they form part of the character of the area. WBC refused to do this, relying on other local policies, designed to maintain low density areas. With all the changes in WBC officers, these local policies are not always robustly understood and applied. This property is protected by local policy BE3. The Inspector at 53, Dene Lane understood the overarching aim of the policy and linked it to the need to preserve large gardens in the protected area but this does not always		

		<p>happen. It is important that areas of Farnham, where large gardens are part of the character, enjoy protection and a local policy should be re-considered in the new planning documents of WBC. This application does not comply with BE3, the Farnham Design Statement and the emerging Neighbourhood Plan.</p>		
CR/2014/0006	Farnham Castle	<p>Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.</p>	<p>2, CARLTON YARD, VICTORIA ROAD, FARNHAM GU9 7RD</p>	Tim Bryson
		<p>Approved after consideration and on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement.</p>		
WA/2014/0282	Farnham Castle	<p>Erection of extensions and alterations together with conversion of garage to habitable accommodation.</p>	<p>34 BEAVERS ROAD, FARNHAM GU9 7BD</p>	Tim Bryson
		<p>Farnham Town council is concerned at the loss of parking on this busy road.</p>		
WA/2014/0281	Farnham Weybourne and Badshot Lea	<p>Erection of two-storey rear extension following demolition of conservatory.</p>	<p>138 BADSHOT PARK, FARNHAM GU9 9NF</p>	Kathryn Pearson
		<p>The Town Council is concerned about the adverse effect on the residential amenities of the neighbours.</p>		

WA/2014/0351	Farnham Castle	Application under Section 73 to vary Condition 1 of WA/2013/1703 (allowed plan numbers) to allow an area of pitched roof. Previous comments were as follows: This is an exceptional example of change of use on a site occupied for 80 years. Farnham Town Council has no objections, but would like to ensure the proposal is compliant with the relevant section of RD7	THE STABLES, OLD PARK FARM, OLD PARK LANE, FARNHAM GU9 0AL	Tim Bryson
		Farnham Town Council has no additional comments.		
WA/2014/0311	Farnham Castle	Change of use from retail (Class A1) to tattoo parlour (sui generis).	10 DOWNING STREET, FARNHAM GU9 7PB	Kathryn Pearson
		The Town Council feels this application is within the Conservation Area and should remain as a retail outlet.		
WA/2014/0313	Farnham Castle	Alterations to elevations.	46A WEST STREET, FARNHAM GU9 7DX	Tim Bryson
		The Town Council has no objections.		

DW/2014/0007	Farnham Firgrove	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.9m, for which the height would be 2.9m, and for which the height of the eaves would be 2.9m.	38 RIDGWAY ROAD, FARNHAM GU9 8NW	Rachel Kellas
		The Town Council has no objections.		
WA/2014/0341	Farnham Firgrove	Erection of 14 dwellings together with associated garaging, car parking and landscaping following removal of tennis courts and demolition of storage building; formation of new vehicular access off Firgrove Hill.	LAND AT FARNHAM COLLEGE, MORLEY ROAD, FARNHAM GU9 8LU	Rachel Kellas
		Farnham Town Council would expect there to be provision for at least 2 parking spaces for each proposed property in keeping with the proposed size and quality of the properties.		
WA/2014/0330	Farnham Hale and Heath End	Erection of single storey rear extension.	53 UPPER HALE ROAD, FARNHAM GU9 0NX	Kathryn Pearson
		Object, the design is not compatible with the original Victorian property.		
WA/2014/0338	Farnham Moor Park	Erection of covered link between showrooms and warehouse.	35-42 EAST STREET, FARNHAM GU9 7SW	Mark Baker
		The Town Council		

		has no objections.		
WA/2014/0302	Farnham Shortheath and Boundstone	Erection of extensions and alterations following partial demolition of existing dwelling; erection of detached annex outbuilding.	90 SHORTHEATH ROAD, FARNHAM GU9 8SQ	Kathryn Pearson
		Object. Farnham Town Council is concerned about the size of the proposed dwelling, the adverse effect on the street scene and effect on the neighbours' amenities. The proposal is against the Farnham Design statement and out of proportion.		
DW/2014/0006	Farnham Upper Hale	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5m, for which the height would be 3.9m, and for which the height of the eaves would be 2.4m.	5 HEATHYFIELDS ROAD, FARNHAM GU9 0BN	Kathryn Pearson
		The Town Council has no objections.		
WA/2014/0321	Farnham Weybourne and Badshot Lea	Erection of extension and alterations.	KILN COTTAGE, BADSHOT FARM LANE, FARNHAM GU9 9HY	Tim Bryson
		This application won an appeal in October 2013 and Farnham Town Council has no further comment.		

Notes taken by Ginny Gordon

The meeting closed at 10.10am



FARNHAM TOWN COUNCIL



Report
Council

Date: 13th March 2014

Investment Strategy

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

This Strategy complies with the revised requirements set out in the Office of the Deputy Prime Minister's Guidance on Local Government Investments and Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003.

Investment objectives and practice

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

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

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

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

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

Investments will be spread over different providers where appropriate to minimise risk and maintain some protection offered by the Financial Services Compensation Scheme. Significant changes in credit ratings will be immediately reported to the Town Council and the Town Clerk/Responsible Financial Officer will take action within delegated powers to protect Town Council assets.

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

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

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

The Town Clerk/Responsible Financial Officer is the Council's designated person in investing on behalf of the Council and is authorised to deal with administrative matters and give instructions on behalf of the Council.

Specified investments

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

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

- Deposits with banks, building societies, local authorities or other public authorities
- The CCLA Public Sector Fund – a mutual fund investing in appropriately rated institutions

Non-specified investments

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

Liquidity of investments

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

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

Long term investments

Long term investments are defined in the Guidance as greater than 36 months. The Council does not currently hold any long term investments and no long term investments are currently envisaged.

End of year investment report

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

Review and amendment of regulations

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

Publication

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

2014/15 investment plan

HSBC is the Town Council's Banker. Funds not required for immediate use are currently invested in HSBC Fixed Rate Interest Moneymarket accounts. Rates vary from day to day but are generally competitive with other providers. Amounts will be invested for up to one year.

It is considered prudent to plan to spread the financial risk by obtaining deposit accounts at least one other major high street bank or building society with high credit ratings.

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

The Council does not anticipate borrowing monies in advance of spending needs during the year.

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

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