



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 14th March 2013 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 14th March 2013, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

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

Questions by the Public

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

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

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



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

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

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

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

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

FULL COUNCIL: Date 14th March 2013
 Name of Councillor

Agenda Item No	Nature of interest (please tick/state as appropriate)		Type of interest (disclosable pecuniary or Other) and reason
	I am a Waverley Borough Councillor/Surrey County Councillor*	Other	

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 14th March 2013.

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting, at 6.50pm, prayers will be said by Rev John Ross of the Farnham Baptist Church in the Council Chamber. Councillors and members of the public are welcome to attend.

Presentation

Alex Curtin will present an overview of the proposed development of the Police Station site and respond to questions.

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:

Members are requested to make declarations of interest, on the form attached to this agenda to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting, or handed to the Town Clerk at the start of the meeting.

3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 31st January 2013.

Appendix A and Exempt A1

4 Statements by the Public

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

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to speak forthwith, in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

- 5 Town Mayor's Announcements**
To receive the Town Mayor's announcements.

Part 1 – Items for Decision

- 6 Working Group Notes**
To receive the notes and any recommendations of the following Working Groups:
- i) Tourism and Events held on 12th December 2012 **Appendix B**
 - ii) Strategy and Finance held on 18th February 2013 **Appendix C**
 - iii) Cemeteries and Appeals held on 28th February 2013 **Appendix D**
- 7 Planning Applications**
To receive the minutes of the Planning Consultative Group:
7th February, 21st February and 11th March **Appendix E, F,G**
- 8 Farnham's River Landscape** **Appendix H**
To consider the report prepared by Councillor Parry at Appendix G.

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 that the next meeting will take place on Thursday April 11th 2013.
- 13 Exclusion of the Press and Public**
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda in view of the confidential items under discussion

Part 3 – Confidential Items

- 14 Property at Hale** **Exempt Appendix I**

Membership:

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

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

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 31st January 2012

Place

The Council Chamber, South Street, Farnham

Councillors

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

- * Present
- A Apologies for absence

Officers Present:

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

16 members of the public were in attendance

Prayers were said by Revd Michael Hopkins, of the Farnham United Reformed Church.

Questions by the Public

Mr Skingle asked if the Bandstand extension was going ahead. In response, the Town Clerk said that costs had been received that were considered to be too high for the times when the Bandstand needs extra space, and members were reviewing temporary structures that could have a dual purpose.

C125/12

Apologies

Apologies were received from Councillors D Attfield, P Frost and R Steel. Cllr Hollins-Owen apologised that she would be arriving late.

C126/12

Minutes

The Minutes of the Farnham Town Council meeting held on Thursday 13th December 2012 at Appendix A and Exempt Appendix A1 were agreed.

Cllr Ward provided an update on Minute C099/12 to inform Council that the unsuccessful applicant had now made a formal complaint to the Information Commissioner and had also claimed age discrimination which the Council, as an Equal Opportunities Employer, had advised him would be defended vigorously.

C127/12

Disclosures of Interests

Non Pecuniary personal interests were declared by:

- i. Cllr Stephen O'Grady gave a disclosable pecuniary interest in item 16 as spouse of a member of staff; and a non pecuniary interest in item 8 as an Executive member of Waverley Borough Council; and a non-pecuniary interest in item 6D as a representative on the New Ashgate Gallery and in relation to the Skatepark grant application as a Waverley Executive member.
- ii. Cllr Jennifer O'Grady declared a disclosable pecuniary interest in item 16 as a relative of a member of staff;
- iii. Cllrs Blagden, Cockburn, Hargreaves, Hill, Potts and Ward, as members of Waverley Borough Council (item 8)

C128/12

Statements by the Public

- i) Mr Richard Sandars made a statement on behalf of the Farnham Community Play, thanking the Council for bearing with them as they worked to produce an all-inclusive Community Play. The group had had difficulties as a result of the Director falling ill, but they were now back on course and were planning workshops with schools and at the Chantry
- ii) Mrs Celia Sandars spoke on behalf of the Farnham Interest Group and the various organisations that had come together to put forward a Statement of Case at the East Street CPO Inquiry. She said that everyone associated with those groups was grateful for the efforts of Farnham Town Council and the Members who had supported the case for Farnham.

C129/12

Mayor's Announcements

- i) The Mayor said he had attended twenty three events in December but had had a quieter January.

- ii) The Mayor particularly commented on the Christmas Lights Switch on which had been enjoyed by a large number of people despite the appalling weather; and the Winter Festival with Carols around the Christmas Tree which had been a first class event.

WORKING GROUP NOTES

Tourism and Events Working Group

C130/12 Cllr Hargreaves introduced the notes of the Strategy and Finance Working Group held on 12th December, at Appendix B to the agenda.

Cllr Hargreaves added to the Mayor's sentiments for the events in December and thanked the volunteers and staff, and in particular Ellie Bradfield as the Lead Officer for their hard work in making the events run as smoothly as they did. Cllr Hargreaves advised that the Working group had decided not to do a new Guide in 2013 but to do a residents' Guide insert of useful details.

C131/12 The Town Clerk advised that a civic invitation had been received from St Amand Les Eaux who was twinned with Farnham's Twin town of Andernach. All the related twinning towns had been invited to share cultural and visitor information and to participate in a seminar at the beginning of May. Cllr S O'Grady wondered what would be in the visit for Farnham. Cllr Hargreaves said it was an opportunity to find out if any of the participants would be suitable to extend Farnham's links, and an opportunity to promote Farnham. Cllr Cockburn thought it was a good for Farnham to be represented but was not sure if it was a civic event or a friendship exchange and thought additional information was required. It was agreed the Town Clerk would find additional details of the programme and participants.

Community Enhancement Working Group

C132/12 Cllr Potts introduced the notes of the Community Enhancement Working Group held on 7th January at Appendix C to the Agenda.

Cllr Potts thanked Sarah Squire for her support of the Farnham In Bloom Awards evening and confirmed that the 2013 event would be held on 10th October with the schools' and children's awards taking place on the same day. Cllr Potts acknowledged the superb work being done by the Community Group under the leadership of John Ely.

Cllr Potts confirmed that the Working Group was focussed on pruning costs and increasing sponsorship wherever possible.

Cllr Hollins-Owen arrived at this point.

Strategy and Finance Working Group

C133/12 Cllr Ward introduced the notes of the Strategy and Finance Working Group held on 22nd January at Appendix D to the Agenda.

Cllr Ward said that the Working Group had considered the issues around the precept carefully as set out in Section 4 in the notes of the meeting and these would be considered in more detail at item 8 on the Council agenda.

C134/12 Cllr Ward set out the detail of the grant proposals being made by the Strategy and Finance Working Group attached at Annex I to Appendix D. There was a suggestion that the larger grant recipients who were more service based (Farnham Maltings, the Citizen's Advice Bureau, and 40 Degreez) should be separately listed in the budget as were the Backwater Valley Countryside Partnership, and this would be dealt with in the final budget layout.

C135/12 Cllr S O'Grady said he was disappointed that there was a zero allocation proposed for the Sandy Hill Job Club. This was a vital community asset. Cllr Cockburn thought that Job Clubs were a fact of life, but they were normally run by volunteers, and this proposal was an unnecessary cost. Cllr Beaman agreed that this was a deserving facility and noted that Waverley Borough Council helped fund the Job Club in Cranleigh. Cllr Beaman proposed, seconded by Cllr S O'Grady that a grant of £500 be made to the Sandy Hill Job Club. The proposal was LOST with three in favour, eight against and one abstention.

C136/12 Cllr Ward advised that Strategy and Finance Working group had agreed to support the Skatepark project with an initial contribution and would be happy to consider a further application, and a grant for chairs at the Rowledge Village Hall. As with all grants for projects, there would be a requirement for suitable recognition for the support given, such as a plaque. Cllr Ward advised that there were some grants which were awaiting further information before the Working Group was able to determine the applications.

C137/12 **It was RESOLVED with 11 votes in favour, two against, and two abstentions to approve the grants for 2013/14 as set out in Annex I to Appendix D of the agenda.**

It was further resolved *nem con* for the remaining 2013/14 grants to be allocated by the Town Clerk after consultation with the Strategy and Finance Working Group.

Precept 2013/14

C138/12 In introducing the item on the precept, attached at Appendix I to the agenda, Cllr Ward paid tribute to the officers, and in particular the Town Clerk, for getting together all the details in the two weeks available since Waverley released the required figures at the Parishes' Meeting. He reminded councillors that at its meeting on 13th December 2012 Council approved a gross Budget of £1,096,522 which, after anticipated Fees and Charges of £141,600, gave a Precept to be raised of £954,922.

At its meeting on 22nd January, Waverley Borough Council had approved a new *Local Council Tax Scheme* that has resulted in the gross number of Band D Equivalent Properties being reduced to 16,417.29 which, after the 99% collection rate has been applied becomes 16,253.11 (a reduction of 1,104.07 Properties). The impact of this for Farnham was a shortfall of £59,730.19 and would require a Precept increase of 8.6% to fund the agreed Budget.

Cllr Ward reminded councillors that the Government was, at one time, considering protecting Towns and Parishes from the impact of these changes by retaining a separate Band D calculation for them, but eventually decided against this approach which, although highly desirable from Farnham's point of view,

would have been very complicated to administer. However the Government, clearly aware and concerned about the burden this change is putting on local (Town & Parish) Councils, made support available by means of *Local Parish Council Tax Support Funding*. Regrettably this Funding was being made available via the Principal Authorities – in Farnham’s case, Waverley Borough Council.

Cllr Ward advised that at the Parishes’ Meeting held at Godalming on January 15th Waverley announced that it was making some £80,615 available to the Towns & Parishes as a one-off payment to offset some of the increase resulting from the introduction of its *Local Council Tax Scheme*. The amount that Farnham was due to receive (£31,063) was not disclosed in public but given in a sealed envelope after the meeting closed. As a result of this our representatives were unable to ask questions about it. Cllr Ward said it was particularly disappointing that, although WBC knew the magnitude of its Government Funding in early December, when it shared the information with other Principal Authorities in Surrey, it did not make any information available to its Town & Parishes until late January.

What WBC did not say was the actual amount it was receiving from the Government in the form of Support Funding. Independent research has revealed that the actual amount that Waverley has been promised is £153,449 meaning that Waverley is keeping for itself almost 50% of what was defined by the Government as *Local Parish Council Tax Support Funding*. Waverley has stressed to Farnham that there was not a legal obligation on them to pass it on. One might think, said Cllr Ward that the moral obligation would be overwhelming.

The Waverley approach seems to be unique in the local area where East Hampshire are passing on the full amount to Alton and Petersfield and West Sussex authorities decided before Christmas to pass on the full amount of this Grant to their Towns & Parishes. It is also of deep concern that, although the Government has agreed to continue making funds available for local Town & Parish Councils for the following year (2014/15), Waverley has stressed that it is only considering passing on (a portion) of such funding for the 2013/14 year. Somehow, Farnham Council needs to find a way forward that is in the best interests of the Town

Cllr Ward said that the general feeling at the Strategy and Finance Working Group was that some (possibly the £16,000 increase in actual Budget) should be met by instructing officers to manage the finances such that a global saving of the Budget increase (£16,000) was achieved. Unfortunately, the increase falling on Farnham Town Council due to the externally induced changes would have to be met by an increase in Precept. It was interesting to note, said Cllr Ward, that had Waverley proportionately handed on the full amount of the *Local Parish Council Tax Support Funding* it received attributable to Farnham, which would have amounted to £59,164, Farnham would only be considering how to deal with an extremely small shortfall of £562.

Another way of dealing with the shortfall in funding, said Cllr Ward, is to cut services but whenever he asked people in the community “Are you happy with the way we are spending your money?” the resounding answer had been “Yes!” and so he did not believe that a cut in services is what the people of Farnham expected.

If Farnham does not cut services, just how does it fund the approved Budget? The cost of funding it completely from the Precept, after allowing for the Waverley Grant, would be a Council Tax of £56.84, an increase of £2.74 (5.06%). If the

Town Clerk is tasked to find savings of £16,000, the Precept would be £55.86, an increase of £1.76 (3.25%). This latter approach was the general view of Strategy and Finance. This would mean a precept of £907,859 compared to £938,117 in 2012/13.

Cllr Cockburn reiterated the weariness she detected in Councillor Ward's voice. The aim has always been not to increase the Council Tax but she thinks 2013 will be worse than 2012. She was shocked and felt robbed over the retention of grant by Waverley.

Cllr S O'Grady said that Farnham had received 38% of the shared grant with only 32% of the population and he was concerned about putting up the precept.

Cllr Potts said she understood the need for an increase in 2012/13 but could not support further increases and said Farnham needed to make cuts.

Cllr Cockburn asked how Waverley would use the retained money from the Parishes. Cllr Ward responded by saying Waverley advised it would partly be used to meet the salary of a fraud protection officer and partly in case any 'big bills' arrived.

Cllr Hargreaves said she was very concerned about the future if there was no subsequent grant. She supported the Strategy and Finance recommendation. She had heard positive comments about what FTC was doing over the last five years as Lead Member and believed the Council should not stop services or events.

Cllr S O'Grady, as a former Lead Member concurred with what people had said but felt it was possible to reduce rather than cut totally.

Cllr Hollins-Owen had a mixed view but on balance felt Council should support the recommendation of Strategy and Finance.

Cllr S O'Grady proposed an amendment, seconded by Cllr Potts that Farnham should set a Zero increase in its precept.

Following a vote with four in favour, ten against the amendment was LOST.

After a further vote **it was RESOLVED by ten votes to four, that the Farnham Town Council precept for 2013/14 be £907,859 resulting in a cost per Band D household of £55.86 per annum or 1.07 per week.**

C139/12

Cllr Cockburn proposed that a letter should be written to Waverley expressing concern about how the grant allocation has been handled. This was seconded by Councillor Hargreaves. Cllr Beaman felt it would have more impact if other Town and Parishes did the same. Cllr Ward agreed and said the Council would lobby other locally and further afield. The issue to address included: dismay that so little grant had been passed on; a plea to reconsider; a reminder that Government policy was clear for a grant labelled for Local Parish Council tax Support; and to stress that Waverley was relatively unique in not passing on the grant.

On a vote it was RESOLVED by ten votes to four to write a letter to Waverley covering the points set out above.

C140/12

Cllr Ricketts proposed that if Waverley reconsidered and passed on the full grant then Farnham should reconvene and consider setting a Zero precept. This was

seconded by Cllr Hargreaves. It was **RESOLVED with twelve in favour and three abstentions that should Waverley pass on the full Local Parish Council Tax Support Funding then Farnham Town Council call a special meeting and consider setting a Zero precept increase.**

Cllr Hollins Owen left at this point

Planning Consultative Group
C141/12 Members received the Minutes of the Planning Consultative Group meetings held on 6th and 20th December, and 10nd and 24th January. It was noted that there were significant applications in Ash and the Rushmoor Urban Extension which would have an enormous impact on the Northern Wards.

Actions Taken under the Scheme of delegation
C142/12 There were no items to report.

PART 2 – ITEMS FOR NOTING

Reports from Other Councils
C143/12 There were no items reported.

Reports from Outside Bodies
C144/12 Cllr Beaman advised that the new Police and Crime Commissioner, Kevin Hurley, had accepted an invitation to visit the Sandy Hill Residents Association in June.

Date of next meeting
C145/12 The Mayor confirmed that the next meeting would be held on Thursday 14th March with the Annual Meeting of Electors held on Thursday 7th March.

PART 3 – CONFIDENTIAL ITEMS

Exclusion of Press and Public
C146/12 **It was resolved 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**

C147/12 The nominations for Services to Farnham Awards were endorsed

C148/12 Details of the Cemetery Exhibition were approved and an update provided on a longstanding cemetery complaint.

Cllr S O’Grady and Cllr J O’Grady left at this point

C149/12 The current staffing establishment and grades were approved along with special responsibility allowances for two staff who had covered vacant posts during 2012/13. It was further agreed to fill the vacancy in the Outside Workforce and allocate a special responsibility allowance for a Supervisor to support the Team Leader Outside Services, and the Team Leader Corporate Governance, with the

costs met from the savings from the vacant Team Leader post. It was agreed that a limited revaluation of posts under the current structure be undertaken with any costs implications met from managed vacancies.

The Town Mayor closed the meeting at 9.45pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Tourism and Events Working Group

Time and date

7.00pm on Tuesday 5 February 2013

Place

Council Chamber, South Street, Farnham

Attendees: Cllrs Jill Hargreaves, David Beaman, Paddy Blagden, David Attfield and Sam Hollins-Owen (left at 9.00pm).

Invited Participants: David Fisher (Liaison Officer – Aldershot & Farnham Camera Club)

Members of the Public: One

Officers Present: Iain Lynch (Town Clerk)
Eleanor Bradfield (Projects & Events Co-ordinator)

1. Apologies

Apologies for absence were received by Cllr Stephen O'Grady.

2. Notes of the last meeting

POINTS	ACTION
The notes of 12 December 2012 were agreed as an accurate record of the meeting.	

3. Disclosure of Interests

POINTS	ACTION
There were no disclosures of interest.	

4. Budgets

POINTS	ACTION
Members noted the budget for 2013/14.	

<p>The Town Clerk advised Members about the proposed increase in charges by Waverley Borough Council for the use of Central Car Park at the Farnham Farmers' Market, and other car parks within Waverley Borough Council's remit, which would increase the fee for Farnham Town Council by at least £4,250.</p> <p>Members discussed concerns over the future of the Market. Members asked the Town Clerk to write to the Chief Executive of Waverley Borough Council to ask why there had not been a consultation process with the Town and Parish Councils in Waverley regarding the increase in charges.</p> <p>Members considered the option of having crafts stalls at the Farmers' Market, similar to neighbouring Towns.</p> <p>Members nominated Cllrs David Beaman and David Attfield to ask a formal question about the consultation process with Town and Parish Council's on behalf of Farnham Town Council at the meeting of Waverley Borough Council's Full Council on 19 February 2013</p>	<p>Town Clerk to write to the Chief Executive at Waverley Borough Council.</p> <p>Cllr Hargreaves to visit the Crafts Exhibition at the Farnham Maltings to get feedback on interest from the stallholders.</p> <p>Cllrs David Beaman and David Attfield to submit their questions by 5pm on Thursday 7 February 2013.</p>
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5. Spring Festival

POINTS	ACTION
<p>Members agreed that there was no expectation from the public for the Spring Festival, and to not hold the event in 2013.</p> <p>The Town Clerk advised Members that the NET saving of £2,000 should not be allocated until later in the year, depending on the progress of other income related events.</p>	

6. Music in the Meadow and Picnic in the Park

POINTS	ACTION
<p>Members were updated on the progress of the project, and agreed, but to continue support the Heritage Open Days Weekend.</p> <p>Members agreed to allocate one of the Music in the Meadow Concert dates to supporting younger artists and musical groups, with the help of a local musician.</p> <p>Members agreed to have a smaller variety of finger food available at Picnic in the Park 2013, and to have four performances throughout the afternoon including a brass band.</p> <p>Members considered the possibility of hiring out gazebos for members of the public to sit under and have designated Picnic space.</p>	<p>Project Co-ordinator to arrange programme up to September.</p> <p>Project Co-ordinator to organise for a date in the middle of the Season.</p> <p>Project Co-ordinator to action.</p> <p>Project Co-ordinator to explore options for hiring out gazebos to the public.</p>

7. Feast of Food

POINTS	ACTION
<p>Members agreed that regular attendees of the Farnham Farmers' Market would receive a 20% discount, and businesses within a GU9/GU10 postcode would receive a 10% discount for the 2013 Food Festival.</p> <p>Members agreed that generally all stall holders would be required to provide their own gazebo.</p> <p>Members agreed to purchase a small stock of gazebos for such events, subject to the remaining budget.</p> <p>Members considered the format of the Farnham Food Fortnight, and agreed that businesses should decide the offer that is promoted. The possibility of having themed days during the fortnight such as 'Tuesday Curry Nights' was discussed.</p>	<p>Project co-ordinator to write to regular attendees of the Farnham Farmers' Market advising them of the discount.</p> <p>Project Co-ordinator to action.</p> <p>Contracts & Facilities Officer to action.</p> <p>Project Co-ordinator to research and incorporate into the 2013 project.</p>

8. Christmas 2013

POINTS	ACTION
<p>Members agreed that the Castle Street road closure should be applied for, and that a decision should be made at the Working Group meeting in May.</p> <p>Members discussed the possibility of an earlier switch-on for children and agreed that this would not be practical, but that Officers should incorporate activities for younger children to take part in throughout the event, such as the arrival of Father Christmas.</p> <p>It was agreed that the 2013 event should run from 11am-4pm. This would ease lighting issues and ensure that it is dark at the time of Switch-On.</p>	<p>Project co-ordinator to apply for the road closure.</p> <p>Project Co-ordinator to action.</p> <p>Project Co-ordinator to action.</p>

9. Town Guide Insert

POINTS	ACTION
<p>Members agreed to include the dates for 2013 projects and events as the core of the insert, and to incorporate the contact details for key central services in the area.</p>	<p>Project Co-ordinator to begin putting together and send Members a draft by email.</p>

10. Town Team Update

POINTS	ACTION
<p>The Town Clerk updated Members on the plans of the Farnham Town Team, to promote Farnham as a Crafts Town and to include more signage in and around the town.</p>	

11. Review of the Tourism & Events Working group Public Meetings in 2012/13

POINTS	ACTION
<p>Members agreed that the experiment had not been as successful as hoped, and that a recommendation should be made to Full Council to discontinue the public meeting of the Working Group for 2013/14.</p> <p>Members agreed that they would like to continue to co-opt or invite members of the public appropriate to the agenda.</p>	<p>Town Clerk to include in the Full Council Agenda in April 2013.</p>

12. Updates on Other Matters and Items for Noting

POINTS	ACTION
<p>EB updated Members on the proposal received from Farnham Live to hold a two day event in Farnham Park and Gostrey Meadow on Saturday 28 and Sunday 29 September 2013. Members heard that there was a considerable amount still to be resolved. Members asked for a formal request to be made to Farnham Live to re-consider the dates for their 2013 event, in order for it not to coincide with the Food Festival.</p> <p>Members were reminded that Eleanor Bradfield would have her last working day at the Town Council on Friday 22 February, and thanked her for her efforts and achievements.</p>	<p>Cllr Hargreaves to write to a representative of Farnham Live requesting an alternative date to avoid a clash with the Food Festival.</p>

13. Date of the Next Meeting

POINTS	ACTION
<p>It was agreed that the date and time of the next meeting would be 7pm on Monday 20 May.</p>	<p>Project Co-ordinator to circulate agenda.</p>

Notes taken by Eleanor Bradfield



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.00am Tuesday 19th February 2013

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Appointed Members: Councillors David Attfield, Pat Frost, Jill Hargreaves, John Ward

Other Councillors: Councillor Paddy Blagden,

Officers present:

Iain Lynch (Town Clerk), Rachel Aves (Team Leader Corporate Governance), Alan Corcoran (Facilities and Contracts Officer) - Part

1. Apologies

Apologies were received from Councillors Carole Cockburn, Julia Potts, Jeremy Ricketts, and Roger Steel.

2. Declarations of Interest:

- 1) Dual-hatted Councillors (Cllr Paddy Blagden, Jill Hargreaves, and John Ward) declared personal interests in relation to their role as Waverley Borough Councillors.

3. Notes of Meeting held on 22nd January 2013

POINTS	ACTION
The Notes were agreed.	

4. Health and Safety Action Plan

POINTS	ACTION
<ol style="list-style-type: none">1) Members noted the progress on the implementation of the actions on the Health and Safety Action Plan attached at Appendix B.2) The Town Clerk advised that any matters arising from the Health Surveillance assessments would be considered by the HR Panel.	

5. Remodelling of Council Offices – Appointment of Surveyors

POINTS	ACTION
<ol style="list-style-type: none"> 1) Members received the report at Appendix H to the Agenda and noted the tendering process that had been undertaken for a surveyor to oversee the remodelling of the Council Offices. 2) In view of the proposed value of the contract, it was agreed to appoint tender firm A at a cost of 8% of contract value, expected to be a maximum of £6,000. 	<p>Town Clerk to appoint Drake & Kannemeyer as Surveyors for the Office Remodelling contract.</p>

6. Cemeteries Exhibition

POINTS	ACTION
<ol style="list-style-type: none"> 1. Members welcomed the success of the Cemeteries exhibition, and noted that the feedback would be useful for the planning process for the chapels. 2. The Mayor said the exhibition had been very impressive and the detail of the exhibition very professional. 3. Cllr Ward said the display had been outstanding and he had been pleased with the interest shown by neighbours and the positive comments. 4. Members noted the results would go to the Cemeteries Working Group, and that the exhibition panels were being made into a brochure to be made available on the Council's website. 	

7. Finance Report

POINTS	ACTION
<p>Finances</p> <ol style="list-style-type: none"> 1. Members received and noted the latest balance sheet and bank reconciliations, and the latest position on investments. 2. Members noted the latest position on the income and expenditure figures at 31st January. Members noted that because of the management of vacancies and the additional cemetery income previously reported, there was expected to be some savings on the overall budget for 2012/13. It was agreed that with the target savings identified for 2013/14 it would be appropriate to bring forward some planned expenditure (eg IT upgrades) to 2012/13. 3. Members received the latest aged debtors position, and noted progress made on chasing bad debts. One debt had been registered with the Small Claims Court and two others were likely to be submitted to the Small Claims Court if not paid. The Town Clerk said that it was important that Council pursued the debt owing to it wherever possible. 4. Members noted that one company had gone into liquidation owing the Council £171.83 from Picnic in the Park 2012, along with debts to other Farnham businesses. Members agreed the debt should be written off as there was no realistic prospect of recovering the funds. 5. Members noted that officers were pursuing the monies owed by Surrey County Council for the maintenance of the 	<p>Recommendation to Council: The debt of £171.83 be written off as uneconomic to pursue</p>

<p>Library Gardens and it was expected that these would be paid in the near future.</p> <p>6. Members noted the latest BACS and cheque payments made.</p> <p>Precept 2013/14</p> <p>7. The Town Clerk advised Members of the latest position on the precept. Correspondence with the Finance Division of the Department of Communities and Local Government had confirmed that the intention was that the Local Parish Council Tax Support Grant be passed on to Parishes in full, but that there was no statutory process to enforce this. In response to a letter sent by the Town Council, Waverley had indicated that the Grant paid to them for Parishes was £144,000. As a result, the Town Clerk had written further to DCLG requesting clarification as this sum was different to the earlier published figure, and a response was awaited.</p> <p>8. Members were concerned to hear that printed copies of the Council Tax leaflet would not be enclosed with the Council Tax bills this year and that this would cause difficulties for many residents. The Town Clerk was asked to contact Waverley to clarify the position.</p> <p>Farmers' Market</p> <p>9. Members were concerned about the implications of Waverley's decision to increase the fee for the use of Central Car Park from a peppercorn to over £4,000 per annum, and to impose this increase after the budgets and precept had been agreed.</p> <p>10. It was noted that changing location of an event such as the Farmers' Market after 11 years could cause difficulties for producers and customers. Cllr Hargreaves said that she was arranging a meeting with producers to discuss the implications. Cllr Attfield had asked a question for the Waverley Council meeting on 19th February and other dual hated councillors were to speak on the matter.</p> <p>11. Members noted that in response to a query from Councillor Morgan at the Executive meeting, the Portfolio holder Cllr Carole King had said that the proposed fee was the basis for negotiation.</p> <p>12. The Town Clerk advised that in 2011/12 only £560 surplus had been achieved and that the Council had just agreed to increase the fee to £35 to bring it in line with the South West Surrey Farmers' Market prices. Although officers were always looking for savings one of the issues was the need to hire a generator in Central Car Park.</p>	<p>Town Clerk to contact Waverley.</p> <p>Members to make a strong representation to Waverley about the timing of the decision</p>
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8. Internal Auditor's Report

POINTS	ACTION
<p>1. Members received the Internal Auditor's report dated 21st December, following his review of financial systems and controls, attached at Appendix G and circulated to all councillors.</p>	<p>Recommendation to Council: That Members welcome</p>

<ol style="list-style-type: none"> 2. Members noted that the Internal Auditor “was pleased to report that good progress is being made in improving the Council’s financial accounting over the past year as evidenced by the implementation of nearly all of my recommendations”. 3. Members noted the work of Mr Harland was a key component to risk management and ensuring there were effective practices and controls in place. 4. Members welcomed the report and its findings. 	<p>the Internal Auditor’s report dated 21st December 2012.</p>
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9. Local Government Review - Rowledge

POINTS	ACTION
<ol style="list-style-type: none"> 1. Members noted that, although no notification had been received from Waverley Borough Council, the Waverley Executive had agreed to a Local Governance Review of Rowledge. It was understood that the Terms of Reference for the Review would be published on 1st March. 2. Members noted that any review would impact on the whole of Farnham and that the papers should be circulated to all councillors for the implications to be considered. 3. Members felt that the proposed costs of a separate Parish may not be as low as people of Rowledge might think, particularly if they wished to be an active Parish. 4. A further report would be prepared once details of the Review were published 	<p>Town Clerk to place on next agenda.</p>

Cllr Frost left at this point

10. Customer Survey

POINTS	ACTION
<p>Customer Survey</p> <ol style="list-style-type: none"> 1. Members received the report at Appendix I and the indicative questions at Annex I. 2. It was agreed that the focus of the core survey should be on Value-for-money to influence the 2014/15 budget preparations, and that the survey should be undertaken over the summer months. 3. It was agreed that individual Working Group may wish to do additional surveys on their own activities. 4. Members agreed that the use of Mailchimp to contact people, and the more active collection of email addresses, to keep people informed about the activities of the council. 5. Members agreed to the use of Survey Monkey, at a license cost of £299, to prepare surveys for online and hard copy completion. 6. It was agreed that a pilot of the initial questionnaire should be undertaken with councillors. <p>Mayor’s Coffee Mornings</p> <ol style="list-style-type: none"> 7. The Mayor mentioned the useful feedback obtained from the residents who attended the five Mayor’s Coffee 	<p>License for Survey Monkey to be purchased</p>

<p>mornings. It was good that any issue could be raised and it was noted that similar issues arose in each of the coffee mornings, with some local focus.</p> <p>8. The Mayor felt it would be useful to have a note for future coffee mornings to remind councillors that this was an opportunity to explain Farnham Town Council Policy and activities, not those of other councils.</p> <p>9. Members noted the mix of wards generally worked well, but that the wards with greater attendance may be considered for combination with other wards next year.</p> <p>10. It was noted that a list of 'frequently asked questions' and answers was being prepared for the website.</p>	<p>Town Clerk to prepare briefing note for councillors for future coffee mornings, clarifying purpose of the events.</p> <p>Team Leader, Corporate Governance to complete.</p>
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The Mayor left at this point

11. Infrastructure Planning group Update

POINTS	ACTION
<p>1. Members noted the latest position on the work on the Neighbourhood Plan.</p> <p>2. Members noted that the Government had announced that the Community Infrastructure Levy would see 15% payable to Town and parish Councils and that this sum would increase to 25% if the was a Neighbourhood Plan in place.</p> <p>3. Members noted that a date for the Inquiry for the extinguishment of the Rights of Way at East Street had not yet been set.</p>	

12. Farnham Emergency Plan

POINTS	ACTION
<p>1. The report at Appendix J setting out the changes to the Emergency Plan which had been circulated to all Councillors was welcomed. The Emergency Plan was agreed for recommendation for adoption by Full Council.</p> <p>2. It was agreed that the roles set out in the Plan be adopted including the Town Emergency Committee, comprising the Mayor, Lead Member for Strategy and Finance and the Town Clerk. It was noted that this group is designated for decision taking in emergencies in Standing Orders.</p> <p>3. It was agreed that Emergency Incident boxes be prepared and made available at the Town Council Reception</p> <p>4. It was agreed that further consideration be given to how best to engage the community in an incident.</p>	<p>Recommendation to Council that :</p> <p>1) the Emergency Plan be adopted.</p> <p>2) the Emergency Committee comprise the Mayor, the Lead Member of Strategy and Finance and the Town Clerk.</p>

13. Town Clerk Update

POINTS	ACTION
<p>1) Members discussed the potential bandstand extension but felt the cost was too high for the limited use, and agreed that the purchase of six mini-marquees to use for events at the bandstand and on other occasions should be made.</p>	<p>Six mini-marquees to be purchased with the cost met from the 2012/13 budget.</p>

2) Members agreed to a small grant of £80 to cover awards to young people participating in a Luis Pecas Gala Concert in St Thomas the Bourne, and to take a Town Council advert in the programme.	Advert to be taken in programme.
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I4. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 26th March 2013 at 9am	Town Clerk to circulate agenda

Meeting ended at 12.20pm

Notes written by Iain Lynch



FARNHAM TOWN COUNCIL

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Notes

Cemeteries and Appeals Working Group

Time and date

10.00am on Thursday 28th February

Place

Council Chamber, South Street, Farnham

Attendees: Cllr C Cockburn, Cllr Graham Parlett, Cllr Susan Redfern, Cllr John Ward.

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

1. Apologies for Absence

Apologies were received from Cllrs Jeremy Ricketts and Carlo Genziani.

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting

POINTS	ACTION
The Notes of the meeting held on 6 th December 2012 were agreed.	

II. Future of Farnham's Cemeteries Exhibition

POINTS	ACTION
<p>1) Members received an update on the "Future of Farnham's Cemeteries" exhibition that took place on 14th February 2013.</p> <p>2) AC advised that only one Funeral Director attended the first session for Funeral service professionals and no developers attended the second session for prospective developers of the Green Lane chapel.</p> <p>3) Members welcomed the news that approximately 35 members of the public attended the exhibition with largely positive and encouraging feedback in relation to all of the plans shown. In particular, neighbours of the Green Lane site identified for possible acquisition were keen to continue corresponding as the</p>	<p>1) Officers to send out a press release about the success of the exhibition.</p> <p>2) Details of the feedback received at the exhibition be made available to the Council's planning consultant for the purpose of pursuing planning consent in respect of the chapels at Green Lane and</p>

<p>possible acquisition progresses.</p> <p>4) Members noted the feedback attached at annexes 2 and 3 to Appendix E.</p> <p>5) Cllr Ward reported on his experience at the exhibition. He said that the Chamber was full of people, chatting and looking at the boards prepared. Cllr Ward described how members of the public had approached him to tell him how great the exhibition was and that they were glad the Town Council had taken the time to do it.</p> <p>6) Members discussed in depth the reopening of Hale Cemetery. The positive feedback received at the exhibition was noted and it was felt that the principle of reopening Hale Cemetery, as per the proposals at the Working Group meeting on 6th December and again at annex 4 to Appendix E, should be recommended to Full Council.</p> <p>7) It was noted that revised regulations and pricing should be considered. It was agreed that officers be tasked with drafting appropriate regulations and recommendations for fee levels.</p> <p>8) It was agreed that once a full report had been produced, the working group will consider pricing, at the same time as a possible 2013/14 increase in fees and charges for the Cemeteries.</p> <p>9) Cllr Carole Cockburn asked for officers to ensure that effective PR be used following the exhibition.</p> <p>10) Members noted the feedback at annexes 2 and 3, in relation to Green Lane Cemetery and the possible acquisition of land as an extension. It was noted that the space had the potential to be used as a “Green Burial Ground”</p> <p>11) Members agreed the visit a Green Burial site and asked officers to report on the potential for creating a “green/natural” burial site in Farnham. The report should include proposals design, financial considerations, market research, more detailed neighbourhood consultation, possible regulations, and short, medium and long-term management strategies.</p> <p>12) It was agreed that the District Valuer should be instructed to undertake a valuation of the site at Green Lane, prior to consideration of an offer to purchase the land being made to the current owner – Waverley Borough Council.</p>	<p>West Street cemeteries.</p> <p>3) Recommendation to Full Council: that the principle of reopening Hale Cemetery be agreed.</p> <p>4) Officers to produce a report on fees and charges, inclusive of special consideration of the fees for space in the re-opened Hale Cemetery.</p> <p>5) Members of CAWG and cemetery officers to visit Eashing Green Cemetery in Godalming.</p> <p>6) The District Valuer be instructed to undertake a valuation of the site at Green Lane.</p> <p>7) Officers prepare a report on Green Burial Options for Farnham.</p>
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12. Financial Report

POINTS	ACTION
<p>Members noted the financial report at appendix B and welcomed the work planned from the 2012/13 budget. Cllr Cockburn asked about the progress of hedging at West Street Cemetery, which was agreed previously in order to replace the railing. Cllr Parlett noted his interest in this project and will liaise with OWF Team Leader regarding the progress. Members to be updated at the next meeting.</p>	<p>Team Leader – Outside Services to liaise with Cllr Parlett and update members at the next meeting.</p>

13. New Literature – Leaflets

POINTS	ACTION
Members noted the progress of the new leaflets and were keen to see them printed and in use soon.	

14. Dogs in Farnham Cemeteries

POINTS	ACTION
<p>1) Members considered the report at Appendix C in relation to a policy regarding dog walking in the cemeteries. RA advised that although the report describes “bylaws”, the Council does have power as a secondary authority to adopt a Dog Control Order, which is more suitable and just as effective.</p> <p>2) Members agreed that contradictory signage was a problem and that policing a complete ban on dogs in the cemeteries is very difficult. Allowing dogs on a short leash would be more successful.</p> <p>3) Cllr Parlett asked for consideration to be given to dog bins in the cemeteries and for this to be considered out the any funds remaining in the 2012/13 budget. The Town Clerk advised that the cost of the dog bins would not be substantial and that they could be funded through the cemetery budget for 2013/14.</p> <p>4) AO advised that there would be a difficulty as to where the bins would be located, as the path outside of the cemetery gates is the responsibility of Surrey County Council as the Highway Authority.</p> <p>5) Members asked that the need for dog bins be considered when drawing up the draft Dog Control Order. Members considered the draft policy guidelines in the report at appendix C and agreed that officers be authorised to draw up a Dog Control Order.</p>	<p>Recommendation to Full Council: that the principle of a Dog Control Order be agreed and that the full dog ban in the Town cemeteries be lifted upon adoption of a Dog Control Order.</p>

15. Cemetery Customer Survey

POINTS	ACTION
Members considered the recommendation from the Strategy and Finance Working Group, in relation to the need for individual surveys. Members felt that due to the large amount of consultation being undertaken within the Cemeteries service at the moment, there is no need for additional surveys. There was also concern regarding the sensitivity of asking a recently bereaved person to complete a survey in relation to the cemetery services.	

16. Garden of Reflection Stone Marker

POINTS	ACTION
Members welcomed the erection of the stone marker in the Garden of Reflection.	

17. Services Update

POINTS	ACTION
<p>i) <u>Risk Assessments and Health and Safety Update</u></p> <ul style="list-style-type: none"> • Members received an update on the memorial testing programme and a proposed Memorial Safety Policy. AC, as Contract Officer advised that work is currently being undertaken to find a suitable contractor to work on some of the high risk memorials that have been identified in order to ensure the safety of the cemeteries. Up to date regulation and guidance from both the Ministry of Justice and the ICCM have been checked and the Town Council is working in line with current guidance. AC advised that a “Risk Assessment” approach has been adopted, whereby a general assessment of the memorial is undertaken and vulnerable and/or problematic memorials are identified and assessed as to the level of risk. These memorials would then be laid down in order to remove the risk of injury. • The Town Clerk advised that the memorial safety inspections are an on-going, rolling 5 year project in order to ensure that all the memorials are safe but it was important to manage the higher risk memorials now. Members noted that an outside contractor would be approached, to undertake some urgent assessments to satisfy insurance concerns. • Cllr Cockburn welcomed the on-going maintenance being undertaken and was pleased to note that further to earlier Working Group discussions, each member of the Outside Workforce team is now responsible for one cemetery, giving greater responsibility for the general upkeep. <p>ii) <u>Cemetery Team Training</u> Members were advised of the planned bereavement training for Cemetery staff.</p> <p>iii) <u>Commonwealth War Graves Commission</u> Members were advised that due to a change in staffing at the Commonwealth War Graves Commission, the CWGC sign at West Street had not yet been erected.</p> <p>iv) <u>NAMM & BRAMM Update</u> Members noted that numerous NAMM registered masons have now applied to fix memorials in the Town Council’s cemeteries. Some local masons had been enabled to fix their own memorials, rather than sub-contracting this work to another supplier who is BRAMM registered. Spot-checks were undertaken for each memorial that is fitted and any issues with NAMM registered masons fixings will be reported to members. Members advised that there was no need to update further unless any issues arise.</p>	<p>Recommendation to Full Council: that the memorial safety policy at Appendix F to the agenda be adopted (Annex I to the minutes).</p>

18. Appeals and Matters Arising

POINTS	ACTION
Town Clerk updated members on the two current appeals.	

19. Date of Next Meeting

POINTS	ACTION
The date of the next meeting was agreed: 10am on Thursday 30 th May 2013.	

Notes by Rachel Aves.

Farnham Town Council

Memorial Safety Policy

The memorial safety policy approved and adopted by Farnham Town Council on [14 March 2013], follows guidance issued by the Ministry of Justice in January 2009 entitled, *Managing the Safety of Cemeteries Memorials: practical advice for dealing with unstable memorials* and advice issued by the Institute of Cemetery and Crematorium Management in May 2012.

Intention

To remove or substantially nullify the risk from memorials identified as being dangerous or unstable (a 'dangerous or unstable' memorial being defined as one that will move and continue to fall to the ground with the exertion of a force of 25kg or less).

Risk Assessment

The Council will undertake an assessment of the risks associated with the memorials in Farnham's cemeteries to assist prioritisation of the more detailed inspections. The risk assessment will take account of the different types of memorials, their surrounding environment and the likelihood of members of the public visiting or walking past particular memorials and other known risks. The risk assessment will be used, in the first instance, to determine the order in which the four cemeteries are to be inspected.

Testing and Inspection

Memorials will be fully inspected on a minimum frequency of 5 years. Memorials showing early signs of instability will be monitored every 12 months.

Testing should be undertaken in two phases:

Phase 1: to determine whether the memorial is an immediate danger to the public.

Phase 2: ongoing inspection programme, in which all memorials should be inspected at least every five years, determining whether they are:

- priority 1 – an immediate danger
- priority 2 – not an immediate danger to the public but are not fully stable and require 12 monthly monitoring
- priority 3 – stable, needing only 5 yearly inspection

Testing should only be undertaken by trained personnel. In the case of memorials over 2.5 metres, professional advice may be sought.

Action to be taken

When dangerous and unstable memorials are identified:

- the memorial will be made safe. Making safe may require repairing the memorial in accordance with approved standards, laying it down, securing the memorial by use of a temporary support or cordoning off an area. If necessary, a warning sign will be placed near to or on the unstable memorial, until such time as the repair may be arranged.
- where possible the owner(s) will be notified and asked to repair the memorial in accordance with approved standards (e.g. BS 8415). In practical terms this should be restricted to memorials less than 30 years old. In the case of older memorials, or where owners are not traceable or fail to respond repairs may be undertaken by the Council, subject to resources being available.

Records

A record will be kept of every memorial tested, recording details as determined by the Town Clerk. As a minimum the records will show that proper checks have been made, those who might be affected are identified, significant risks will be dealt with, taking account of the number people who may be exposed and the likelihood of the risk, any precautions are reasonable and the remaining risk is acceptable.

Publicity and Permissions

Appropriate publicity (e.g. signs in the cemetery as a minimum) should support the Phase I work or five-yearly reviews. The appropriate permissions should be sought from the Guildford diocese for memorials being tested in consecrated areas.

Genealogy

The Council has a commitment to recording inscriptions, but this will be ongoing, as time permits, and may be in conjunction with or separate to the testing programme.



FARNHAM TOWN COUNCIL

E

Notes

Planning Consultative Group

Time and date

7.00pm on Thursday 7 February 2013

Place

Council Offices, South Street, Farnham

Planning Consultative Group Members Present

- Cllr David Beaman
- Cllr Paddy Blagden
- Cllr Carlo Genziani
- Cllr Jessica Parry
- Cllr Jeremy Ricketts
- Cllr Roger Steel

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 from Planning Consultative Group Members

Apologies for absence were received from Councillor Stephen O'Grady

2. Disclosure of Interests

Councillor	Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
		I am a Waverley Borough Councillor	Other	
Cllr R Steel	WA/2013/0061			✓

3. Applications Considered By the Planning Consultative Group on Thursday 7 February 2013

TM/2013/0005	Farnham Bourne	Application for works to trees subject of Tree Preservation Order Farl.	PRIORY FARM, WAVERLEY LANE, FARNHAM GU9 8EW	Mr A Clout
		No objection subject to the approval of the Arboriculturalist		
NMA/2012/0146	Farnham Castle	Amendment to WA/2012/0949 to provide enlargement of lower ground floor and repositioning of pool building. Previous comments were as follows: Approved after consideration on 05.07.2012	DIPPENHALL GRANGE, DIPPENHALL ROAD, FARNHAM GU10 5ED	Mrs M Knight
		Same comments still stand. Approved after consideration on 07.02.2013		
NMA/2012/0147	Farnham Firgrove	Amendment to WA/2012/0192 for changes to roof and roof lights, alterations to windows and internal first floor layout. Previous comments were as follows: Approved after consideration 23.02.2012	11 WAVERLEY LANE, FARNHAM GU9 8BB	Mrs M Knight
		Same comments still stand. Approved after consideration on 07.02.2013		

WA/2013/0027	Farnham Firgrove	Erection of extensions and alterations (follows invalid application WA/2012/1324). Previous comments on 06/09/2012 were as follows: Concerned about the adverse effect on the neighbours in relation to the roof and its height.	58 BRIDGEFIELD, FARNHAM GU9 8AW	Mr A Griffiths
		Previous concerns still valid - Concerned about the adverse effect on the neighbours in relation to the roof and its height.		
WA/2013/0019	Farnham Shortheath and Boundstone	Erection of two storey extension and alterations following demolition of existing extension.	PINE VIEW COTTAGE, WHITEPOST LANE, WRECCLESHAM GU10 4TS	Nathan Vincent
		Approved after consideration on 07.02.2013		
TM/2013/0007	Farnham Bourne	Application for works to and removal of trees subject of Tree Preservation Order Farl.	TWO ACRES, MONKS WALK, FARNHAM GU9 8HT	Brodie Cherry
		No objection subject to the approval of the Arboriculturalist		
WA/2013/0042	Farnham Bourne	Erection of two storey extensions and alterations following demolition of existing extensions.	26 FRENHAM VALE, FARNHAM GU10 3HN	Nathan Vincent
		Approved after consideration on 07.02.2013		
WA/2013/0043	Farnham Firgrove	Erection of extensions and alterations (revision of WA/2012/1773).	WOODSTOCK HOUSE, 26 LONGLEY ROAD FARNHAM	Ms L Smitheman

			GU9 8LZ	
		Approved after consideration on 07.02.2013		
WA/2013/0067	Farnham Firgrove	Erection of two storey side extension and alterations.	31 MENIN WAY, FARNHAM GU9 8DY	Tim Bryson
		Approved after consideration on 07.02.2013		
WA/2013/0040	Farnham Hale and Heath End	Installation of a window.	23 THE FERNS, FARNHAM GU9 0NE	Ms L Smitheman
		Approved after consideration on 07.02.2013		
WA/2013/0047	Farnham Hale and Heath End	Erection of extensions and alterations.	19 ELM GROVE FARNHAM GU9 0QE	Nathan Vincent
		Approved after consideration on 07.02.2013		
WA/2013/0041	Farnham Hale and Heath End	Erection of two storey rear and side extension.	60 UPPER HALE ROAD, FARNHAM GU9 0NZ	Mr A Griffiths
		Approved after consideration on 07.02.2013		
WA/2013/0049	Farnham Moor Park	Erection of extensions and alterations following demolition of part of existing building.	11 CROOKSBURY ROAD, FARNHAM GU10 1QB	Mr A Griffiths
		Approved after consideration on 07.02.2013		
NMA/2013/0005	Farnham Moor Park	Amendment to WA/2011/2063 to provide closure of existing access; formation of new access and drive. Previous comments on 05.01.2012 were as follows: The objections and	2 COMPTON WAY, MOOR PARK FARNHAM	Mrs M Knight

		considerations of the neighbours should be taken into account		
		Previous concerns still valid - The objections and considerations of the neighbours should be taken into account		
WA/2013/0050	Farnham Shortheath and Boundstone	Erection of extensions and alterations following demolition of existing garage (revision of WA/2012/0919). Previous comments: Approved after consideration on 21 June 2012	13 LAUREL GROVE, WRECCLESHAM GU10 4NU	Ms L Smitheman
		After further consideration of the new proposal, object, concerned about the adverse effect on neighbours amenities. Concerned the proposed application is overcrowding of the site.		
TM/2013/0008	Farnham Shortheath and Boundstone	Application for works to and removal of trees subject of Tree Preservation Order 26/00.	THE HIGHLANDS, 27 SHORTHEATH ROAD FARNHAM GU9 8SN	Brodie Cherry
		Concerned as to whether the trees need to be felled and would suggest a report from the Arboriculturalist.		
WA/2013/0068	Farnham Shortheath and Boundstone	Erection of extensions and alterations; creation of new access and car parking (follows invalid application WA/2012/1807). Previous comments - Approved after consideration on 22.11.2012	4 SANDROCK HILL ROAD, WRECCLESHAM GU10 4NS	Nathan Vincent
		Previous comments still valid. Approved after consideration on 07.02.2013		

WA/2013/0018	Farnham Hale and Heath End	Erection of first floor extensions to create a two storey dwelling.	HEATHER COURT LODGE, ALMA LANE, FARNHAM GU9 0JY	Mr A Griffiths
		This appears to be an outlining application and further information is needed before a judgement can be made, but initial concerns are about outward appearance.		
WA/2013/0015	Farnham Moor Park	Erection of extensions and alterations.	70 BROOMLEAF ROAD, FARNHAM GU9 8DH	Ms L Smitheman
		No objections		
WA/2013/0034	Farnham Shortheath and Boundstone	Erection of detached dwelling and garage; erection of detached garage following demolition of existing garage.	3 WICKET HILL, WRECCLESHAM GU10 4RD	Tim Bryson
		Object – this is garden grabbing and could set a precedent. There are inadequate roads and infrastructure for added traffic. Houses with green areas should be preserved in line with the Farnham Design Statement		
WA/2013/0073	Farnham Castle	Erection of a building to provide additional hotel accommodation together with extension and alterations to existing building following part demolition.	BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR	Mr A Griffiths
		The proposed building application should be conditioned for hotel accommodation and the adequacy of parking spaces needs confirmation. Approval from the Listed Buildings Officer also required.		

WA/2013/0039	Farnham Firgrove	Erection of extensions and alterations following demolition of existing garage and workshop; erection of detached garage.	25 LONGLEY ROAD, FARNHAM GU9 8LZ	Nathan Vincent
		Approved after consideration on 07.02.2013		
WA/2013/0060	Farnham Firgrove	Change of use of first and second floors from a flat to form 2 flats.	RHOMBUS, MORLEY ROAD, FARNHAM GU9 8LX	Ms L Smitheman
		Approved after consideration on 07.02.2013		
WA/2013/0061	Farnham Moor Park	Erection of extensions and alterations.	PHYLLIS TUCKWELL MEMORIAL HOSPICE, WAVERLEY LANE, FARNHAM GU9 8BL	Tim Bryson
		No objections, but materials should be in keeping with existing.		
WA/2013/0064	Farnham Moor Park	Application under Section 73 to vary Condition 16 of WA/2012/1631 (drawing numbers) to allow for changes to fenestration and extension to plant room.	3 STONEYFIELDS, FARNHAM GU9 8DX	Tim Bryson
		Approved after consideration on 07.02.2013		
WA/2013/0048	Farnham Shortheath and Boundstone	Certificate of Lawfulness under Section 191 for an existing studio building.	12 PILGRIMS CLOSE, FARNHAM GU9 8QP	Nathan Vincent
		Approved after consideration on 07.02.2013		
PC/2013/0001	Farnham Weybourne and Badshot Lea	Consultation from a neighbouring authority for OUTLINE planning application for the development of up to 3,850 dwellings including access, demolition of buildings, a local neighbourhood centre	ALDERSHOT URBAN EXTENSION DEVELOPMENT SITE QUEENS AVENUE & ALISONS ROAD	Mr G Parrott

		(comprising retail, office and community uses), small scale employment, two primary schools, a waste facility, day care provision, associated amenity space, pavillion, green infrastructure, Sustainable Drainage Systems, together with landscape structure planting and the provision of Suitable Alternative Natural Greenspace (SANG) (Matters for Approval Access Only) to include FULL approval of details for Maida Zone - Phase I comprising 228 dwellings, demolition of buildings, internal roads, garages, driveways, pathways, boundary treatment, pedestrian/cycleways, substation, associated parking spaces, Sustainable Drainage Systems, associated amenity space, hard and soft landscape works and full details of engineering operations associated with infrastructure requirements and service provision for this phase on land at the Ministry of Defence's former Aldershot Garrison known as: Wellesley, Aldershot Urban Extension, centred on Queen's Avenue and Alisons Road, Aldershot, Hampshire.	ALDERSHOT	
		Due to the scale of the development and impact on Farnham the Consultation should be referred to the Task Force preparing the Neighbourhood Plan with a recommendation to go before Full Council.		
PC/2013/0002	Farnham Weybourne and Badshot Lea	Consultation from a neighbouring authority for CONSERVATION AREA CONSENT FOR DEMOLITION of buildings within the Duchess of Kent Barracks as part of Maida	ALDERSHOT URBAN EXTENSION DEVELOPMENT SITE QUEENS AVENUE &	Mr G Parrott

		Zone - Phase I, located within the Aldershot Military Town Conservation Area; on land at the Ministry of Defence's former Aldershot Garrison known as: Wellesley, Aldershot Urban Extension, centred on Queen's Avenue and Alisons Road, Aldershot, Hampshire.	ALISONS ROAD ALDERSHOT 497,259.00 144,012.00	
		Due to the scale of the development and impact on Farnham the Consultation should be referred to the Task Force preparing the Neighbourhood Plan with a recommendation to go before Full Council.		

The meeting closed at 8.10pm



FARNHAM TOWN COUNCIL

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Notes

Planning Consultative Group

Time and date

7.00pm on Thursday 21st February 2013

Place

Council Offices, South Street, Farnham

Planning Consultative Group Members Present

Cllr David Beaman
Cllr Paddy Blagden
Cllr Carlo Genziani
Cllr Jeremy Ricketts

Officers in attendance: Rachel Aves, 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 from Planning Consultative Group Members

Apologies for absence were received from Councillors S O'Grady, J Parry and R Steel

2. Disclosure of Interests

There were no disclosures of interests.

3. Applications Considered By the Planning Consultative Group on Thursday 21 February 2013

WA/2013/0107	Farnham Bourne	Erection of single and two storey rear extensions.	DEARHAM LODGE, 13 PINE RIDGE DRIVE, LOWER BOURNE GU10 3JP	Ms L Smitheman
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		No objection - approved after consideration on 21.02.2013		
WA/2013/0096	Farnham Bourne	Erection of extensions and alterations following demolition of part of existing building (revision of WA/2012/1048).	LAKE COTTAGE, 7 VICARAGE LANE, FARNHAM GU9 8HN	Ms L Smitheman
		No objection - Approved after consideration on 21.02.2013		
WA/2013/0090	Farnham Castle	Listed Building Consent for alterations.	7 CASTLE STREET, FARNHAM GU9 7HR	Mr A Griffiths
		Object pending further examination and discussion with Case Officer and Listed Buildings Officer at Waverley Borough Council		
WA/2013/0089	Farnham Castle	Change of Use from retail (Class A1) to provide restaurant (Class A3) and alterations.	7 CASTLE STREET, FARNHAM GU9 7HR	Mr A Griffiths
		Object pending further examination and discussion with Case Officer and Listed Buildings Officer at Waverley Borough Council		
WA/2013/0113	Farnham Hale and Heath End	Erection of two storey extension following demolition of existing extension.	7 WEST CLOSE, FARNHAM GU9 0RF	Ms L Smitheman
		No objection - approved after consideration on 21.02.2013		
WA/2013/0080	Farnham Moor Park	Erection of two storey extensions following demolition of existing extensions.	COMPTON LODGE, MOOR PARK LANE, FARNHAM GU9 8EN	Ms L Smitheman

		No objection - approved after consideration on 21.02.2013		
WA/2013/0099	Farnham Upper Hale	Listed Building Consent for alterations to elevations and veranda extension.	LAWDAY HOUSE FARM, ODIHAM ROAD, FARNHAM GU10 5AB	Ms L Smitheman
		No objection - on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement. Farnham Town Council wishes for this matter to be referred to the Listed Buildings Officer at Waverley Borough Council.		
WA/2013/0077	Farnham Weybourne and Badshot Lea	Erection of first floor extension.	36 BADSHOT PARK, BADSHOT LEA GU9 9JZ	Nathan Vincent
		No objection - approved after consideration on 21.02.2013		
WA/2013/0125	Farnham Castle	Erection of extensions and alterations following demolition of existing extension and garage (revision of WA/2012/1458). Previous comments were: Approved after consideration On 27.09.2012	62 CRONDALL LANE, FARNHAM GU9 7DD	Nathan Vincent
		Original application (WA/2012/1458) was approved after consideration on 27.09.2012. Subsequent application (WA/2013/0125) is approved after consideration on 21.02.2013		

WA/2013/0163	Farnham Castle	Erection of a garage/store building.	CASTLE GALE, 18 OLD PARK LANE, FARNHAM, GU9 0AH	Tim Bryson
		No objection. However Farnham Town Council propose that approval of the application be conditioned for use of the space as "garage use only" in order that this will not become additional living accommodation in the future, as this could adversely affect the residential amenity of neighbouring properties.		
WA/2013/0127	Farnham Wrecclesham and Rowledge	Construction of dormer windows.	6 CHARTWELL FARNHAM GU9 8SU	Mr A Griffiths
		No objection - approved after consideration on 21.02.2013		
NMA/2013/0011	Farnham Wrecclesham and Rowledge	Amendment to WA/2012/0404 to provide changes to windows on west elevation. Previous comments were approved after consideration on 05.04.2012	FRENSHAM HEIGHTS SCHOOL, FRENSHAM HEIGHTS ROAD, ROWLEDGE GU10 4DU	Mrs M Knight
		Approved after consideration on 05.04 2012 and 21.02.2013		
WA/2013/0078	Farnham Upper Hale	Certificate of Lawfulness under Section 192 for installation of roof lights as part of loft conversion.	15 SPRING LANE WEST, FARNHAM GU9 0BX	Tim Bryson
		No objection - approved after consideration on 21.02.2013		
WA/2013/0146	Farnham Bourne	Erection of extensions and alterations; erection of a detached garage.	12 OLD FRENSHAM ROAD, LOWER BOURNE	Ms L Smitheman

			GU10 3PT	
		Concerned about the size of the proposed residential extension. Farnham Town Council is concerned about the size of the garage and need for dormer windows. Concerned about possible future use of garage as ancillary living space. The height of the garage is very high and could adversely affect the residential amenity of neighbouring properties.		
WA/2013/0138	Farnham Firgrove	Erection of detached garage following demolition of existing garage; erection of boundary walls.	66 FIRGROVE HILL, FARNHAM GU9 8LW	Mr A Griffiths
		No objection - approved after consideration on 21.02.2013		
WA/2013/0123	Farnham Firgrove	Erection of extensions and alterations.	31 SHEEPHOUSE, FARNHAM GU9 8LR	Ms L Smitheman
		Concerned about the size of the proposed extension and the subsequent adverse effect on the residential amenity of neighbouring properties.		
WA/2013/0124	Farnham Hale and Heath End	Erection of extensions and alterations and erection of detached garage building following demolition of existing conservatory and outbuildings.	13 SOUTH AVENUE, FARNHAM GU9 0QY	Ms L Smitheman
		No objection - approved after consideration on 21.02.2013		

WA/2013/0122	Farnham Moor Park	Erection of extensions and alterations.	6 GIFFARDS MEADOW, FARNHAM GU9 8DA	Ms L Smitheman
		No objection - approved after consideration on 21.02.2013		
WA/2013/0129	Farnham Moor Park	Display of non illuminated sign.	CRISPINS & LOADHAMS NURSING HOME, WAVERLEY LANE, FARNHAM GU9 8BH	Ms L Smitheman
		No objections - approved after consideration on 21.02.2013		
WA/2013/0131	Farnham Shortheath and Boundstone	Consultation under Regulation 3 for erection of section of 4m high chain link fence along part of school's southern boundary.	LAND AT ST PETERS CHURCH OF ENGLAND PRIMARY SCHOOL, LITTLE GREEN LANE, FARNHAM GU9 8TF	Mr A Griffiths
		No objection - approved after consideration on 21.02.2013		
WA/2013/0153	Farnham Shortheath and Boundstone	Erection of conservatory.	11 LONGHOPE DRIVE, WRECCLESHAM GU10 4SN	Ms L Smitheman
		No objection - approved after consideration on 21.02.2013		

The meeting closed at 7.50pm