



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 31st October 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 31st October 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

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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 31st October 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

K:\COMMITTEES\Interests Forms\Declaration of Interests Form Jun 12 A4.doc

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FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 31st October 2013

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meetings, at 6.50pm, prayers will be said in the Council Chamber by Reverend Michael Hall of the Farnham Pentecostal Church. Councillors and members of the public are welcome to attend.

Questions by the Public

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

Presentation

The meeting will be preceded by a presentation by 40 Degreeez on their activities for young people in Farnham.

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 interests in line with the Town Council's Code of Conduct or of any gifts and hospitality in line with Government Legislation.

NOTES:

- (i) *Members are requested to make declarations of interest, on the form attached, to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting.*
- (ii) *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 26th September 2013 **Appendix A**

4 Statements by the Public

The 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) Tourism and Events held on 8 th October 2013 | Appendix B |
| ii) Strategy and Finance held on 15 th October 2013 | Appendix C |
| iii) Strategy and Finance held on 29 th October 2013 | Appendix D |
- 7 Planning and Licensing Applications**
To receive the minutes of the Planning & Licensing Consultative Group meetings held on 3rd, 17th and 31st October
Appendices E, F and G

Part 2 – Items to Note

- 8 Reports from other Councils**
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council
- 9 Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 10 Actions taken under the scheme of delegation**
Town Clerk to report on any relevant matters
- 11 Date of next Meeting**
To confirm the date of the next meeting as 12th December 2013 at 7pm.
- 12 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

- 13** To discuss any confidential items

The Town Mayor will close the meeting.

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

7.15pm on Thursday 26th September 2013

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
- * Carlo Genziani
- * Jill Hargreaves
- * Stephen Hill
- A Jennifer O'Grady
- A Stephen O'Grady
- A Sam Hollins-Owen
- * Graham Parlett
- A Dr Jessica Parry
- A Julia Potts
- * Susan Redfern
- A Roger Steel
- * John Ward

- * Present
- A Apologies for absence

Officers Present:

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

6 members of the public were in attendance

Questions by the Public

There were no questions from the public.

C067/13 Apologies for Absence

Apologies were received from Councillors Hollins-Owen, J O'Grady, S O'Grady, Parry, Potts and Steel

In relation to apologies for absence, Cllr Ward noted that Council did not normally give formal approval for absence but he was concerned that the Council should be encouraging young mums. Although dependant carers' allowances were available to County and District Councils they were not available to Town and Parish Councils. Cllr Ward asked that the matter be further investigated to see if a crèche or other arrangements could be put in place such as electronic observation of Working Group meetings.

C068/13 Minutes

The Minutes of the Farnham Town Council Meeting held on Thursday 25th July 2013 were agreed as a correct record for signature by the Mayor.

C069/13 Declarations of interests

There were no declarations of interest were made apart from non-pecuniary interests by councillors who were also members of Waverley Borough Council.

C070/13 Statements by the Public

- i) Mr Mark Westcott referred to publicity issued by the Town Council in relation to the Rowledge Governance Review. Mr Westcott said he had referred the matter to the External Auditors and Waverley Borough Council. Mr Westcott felt that the Code of Recommended Practice on Local Authority Publicity was unequivocal in what it said about restraint of publicity by local authorities including town and parish councils. Mr Westcott felt that the material published by the Town Council failed to comply with the Code and that the Town Council should retract its publicity which had sought to influence voters and apologise for doing so.
- ii) Mr Gordon Clements, of the Rowledge Village Plan Work Group also referred to the Rowledge Governance review. He felt the Town Council should be ashamed of using public money on issuing documents persuading residents to "vote No" to the idea of a new parish council. Mr Clements felt the Town Council had ruined the possibility of a fair result.

The Mayor asked the Town Clerk to respond to these statements. The Town Clerk said that although statements would typically be responded to through the relevant item on the agenda, as these statements raised a matter of legality, he felt that a response should be provided straight away.

The Town Clerk pointed out that the Rowledge Governance Review was categorically not a referendum, despite both the Town Council and the Village Work Group requests to Waverley that a Referendum be held. He noted the reference of the matter to BDO (the Council's External Auditor) and this was welcomed by the Town Council as it was confident that it had interpreted the legislation correctly. The Town Clerk pointed out that the legislation referred to by Mr Westcott was only relevant in times of heightened sensitivity, and the circumstances in the Code did not apply to the Rowledge Governance Review. The Town Clerk reiterated that the circumstances depicted in the legislation referred to by Mr Westcott and Mr Clements were not applicable and that the Town Council had acted in an appropriate manner, to raise public awareness in

the second stage of the consultation being undertaken by Waverley Borough Council.

C071/13 **Town Mayor's Announcements.**
Cllr Blagden had no announcements.

Part I – Items for Decision

C072/13 **Tourism and Events Working Group**
Cllr Hargreaves introduced the notes of the Tourism and Events Working Group, held on 30th July 2013, at Appendix B to the agenda.

Cllr Hargreaves advised that that 13 Music in the Meadow events had taken place in 2013, two more than in 2012, with over 6000 people attending overall. Despite more events, the public had expressed a wish for more throughout the summer. Cllr Hargreaves gave a special mention to the Young Artists who performed in July and commended their talent and confidence. She also gave a special thanks to the Sponsors of the Music in the Meadow events in 2013 and hoped there would be continued sponsorship opportunities at Music in the Meadow in future years.

Cllr Hargreaves thanked Councillors Ward, Ricketts, Hill, Cockburn, Steel and Beaman in particular for volunteering at the information tent at Music in the Meadow and said that without them it would have been very difficult. A special thanks was also extended to officers who worked at the events.

Cllr Hargreaves reported that the Feast of Food fortnight was underway and had been successful. She advised that the Food Festival was set to be a success. She extended a special thanks to the sponsors of the Feast of Food who were The Best of Farnham, India Jane, the Shepherd and Flock Pub and Andrew Lodge Estate Agents.

Cllr Hargreaves reported that the October Craft Month project, part of the Craft Town initiative, was coming together well and that new signs would bring consistency to the entrances to the town. The Town Clerk advised that the Farnham Herald had also kindly given the masthead of the newspaper for advertising Craft Month.

It was noted that the Council would continue working with Visit Surrey and that the Farmers' Market had been shortlisted in the top three of Surrey Life's Best Farmers' Market Award and that the winner would be announced at the end of October.

Cllr Beaman asked if Stagecoach Buses had been advised of the road closure on Castle Street for the Food Festival and the Town Clerk confirmed that they had been in contact with the Council and that road closures and diversion for water works on Hale Road had complicated matters. It was confirmed however, that Stagecoach had been notified in good time and that the Town Council followed proper procedures to notify relevant parties of the road closure for the Food Festival.

C073/13 **Strategy and Finance Working Group**
Cllr Ward introduced the notes of the Strategy and Finance Working Group meeting held on 10th September 2013, at Appendix C to the agenda.

Cllr Ward referred to the results of the 2012/13 Audit report and advised that no matters arising had been raised by the external auditor. He noted that this was an excellent result and reflected well on the Council and its officers. The Council had changed its accounting system to one which was much more useful, and it had bedded down well.

**It was RESOLVED *nem con* that:
the audit documents at Annex 1 to the minutes of the Strategy and Finance Working Group and the Opinion of the External Auditor at Annex 2 be approved.**

C074/13 Cllr Ward advised that the contract for the Council's combined Employment Law, HR and Health and Safety Support could be renewed early with a saving of £580 per annum. This was felt to be worthwhile.

**It was RESOLVED *nem con* that:
the contract with Ellis Whittam for combined Employment Law, HR and Health and Safety support be renewed early, for a fee of £2,800 per annum and that the insurance for employment claims, legal expenses and safety prosecutions expenses be renewed at a cost of £178.50 per annum.**

Cllr Ward advised that the planning permission for Green Lane Chapel had been approved by the Local Planning Authority and it was agreed that the detail of the sale of Green Lane Chapel would be discussed under Confidential Items later in the meeting.

C075/13 Cllr Ward advised that there had been a change to the timetable for the Rowledge Governance Review and the second phase consultation by Waverley Borough Council would now run until 25th October.

Cllr Ward noted that there had been some unhappiness that the Town Council publicity but he thought it would be strange, unbalanced and unfair if there was only one side of an argument put. It was important to give those being consulted as much information as possible.

In answer to the query raised in the statement by Mr Westcott, Cllr Ward said that the figure of £50,000 quoted in the Town Council's literature as the potential costs for a new parish had been taken directly from documentation supplied to the Town Council by the Rowledge Village Work Group. Cllr Ward also said that there had been concern at the time about the £17,000 quoted as the potential running costs of a new parish in the initial petition literature. He said that the Work Group had subsequently said that £17,000 would only cover the costs of statutory meetings and papers and a Clerk.

Cllr Ward said that he was concerned that this figure could be misinterpreted by the public and it was important to ensure the electorate knew what a new parish council would actually cost them from their pockets, when making any decision as part of the consultation. Cllr Ward said he had not found anything that the Rowledge Group will do that was not already being done. Cllr Ward noted that the latest planning applications on the agenda for this Council meeting alone showed 17 applications considered by the Town Council in Shortheath and Boundstone and 13 in Rowledge and Wrecclesham. The Town Council was speaking up for the community.

Cllr Frost said that she had not been present at the Strategy and Finance meeting at which this matter had been decided upon and wished for it to be noted that she would have abstained from voting. She said that as the local member and in the spirit of Localism, she supports the local view.

Cllr Beaman said that he was pleased to hear that the matter of legal compliance in relation to the Town Council's publications about the Rowledge Governance Review had been referred to BDO and Waverley Borough Council. He also asked if the Town

Council had been advised of the scrutiny arrangements for the counting of the responses to the Rowledge Governance Review questionnaire.

Cllr Ward advised that he had requested this information in relation to scrutiny arrangement but was yet to receive a response from Waverley.

C076/13 Cllr Frost also said that she was concerned about the nomination by the Town Council of the Rowledge Village Hall as an Asset of Community Value, without consulting the owners since she understood that the legislation was such that this should have been done.

The Town Clerk advised that the Regulations stated that the District/Borough as the listing authority, must advise owners of a nomination. The Town Council as a nominator and not the decision maker in this instance was not required to contact the owner prior to making the nomination. The Town Clerk mentioned that the Town Council has discussed the matter with a Trustee of Rowledge Village Hall and advised that the safeguards of the Village Hall Trust were not overridden by this nomination but could strengthen awareness of the community value of the Hall.

C077/13 Cllr Cockburn advised that the Neighbourhood Plan exhibitions were going well and that there were only a few dates left which had been circulated to members. She asked that if members felt an area or community group had been missed out to let her know. She advised that the July 2013 version of the Neighbourhood Plan was being consulted on and was on the website for the public to view.

It was noted that the Infrastructure Planning Group would be meeting with an officer from Waverley Borough Council to discuss site allocations in the Neighbourhood Plan and that this would be included in the next document which, it was hoped, would to be the formal consultation document in spring 2014.

Cllr Cockburn referred to the resolution of Council to approach NPIERS (Neighbourhood Planning Independent Examiner Review Service) and advised that after discussions with NPIERS, submitting the current document to them for review may be slightly premature. She said that a planning consultant should be approached instead for a review of the current document.

**It was RESOLVED *nem con* that:
the NPIERS review be put on hold until a more suitable time and that the Infrastructure Planning Group and officers seek a consultant to advise on the Neighbourhood Plan at its current stage in order to establish any potential issues.**

C078/13 Cllr Ward advised that due to the expected timing of the outcome of the Rowledge Governance Review questionnaire, it was recommended that the next meeting of Full Council be moved from 24th to 31st October.

**It was RESOLVED *unanimously* that:
The next meeting of Full Council be moved from 24th to 31st October 2013.**

C079/13 **Cemetery and Appeals Working Group**
Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working Group, meeting held on 12th September 2013.

Cllr Cockburn advised that further to the success of the Christmas Tree Memorial tags in West Street Cemetery, trellises would be fixed in the other three cemeteries, for memorial tags to be hung, as there were no suitable trees in those cemeteries.

Cllr Cockburn said that Coffee Mornings for Funeral Directors and Masons had been arranged for 30th September

C080/13 Cllr Cockburn provided an update on the Cemetery Chapels project and advised that the potential piece of land for Green Burials had now been withdrawn by Waverley Borough Council but officers would continue to investigate the possibility of having a Green Burial option.

C081/13 It was also noted that the Health and Safety Memorial Testing programme was underway and that it was recommended, subject to satisfactory workmanship, that the contract secured for fixing in Green Lane Cemetery be extended to include the fixing of the memorials in Badshot Lea.

**It was RESOLVED unanimously that:
the contract for fixing memorials in Green Lane Cemetery be extended to include the fixing of the minimal memorials in Badshot Lea subject to satisfactory workmanship in Green Lane.**

Community Enhancement Working Group

C082/13 Cllr Ricketts introduced the notes of the Community Enhancement Working Group, held on 18th September 2013.

Cllr Ricketts said that the results for Farnham in Bloom 2013 were fantastic with Farnham achieving a first in South and South East In Bloom history by being Gold and Category winners in both the Town and Large Town categories. He congratulated Kevin Taitt, the Outside Services Team Leader, for being specially commended by South and South East in Bloom (SSEIB) Judges for his contribution to the SSEIB. The SSEIB newsletter which featured Farnham on the front page was circulated and Cllr Ricketts expressed his delight in respect of the special Chairman's award presented to the Post-19 Group for their hard work which was recognition that Farnham in Bloom has 'come of age' as a community enhancement vehicle.

Cllr Ricketts thanked all staff, councillors, sponsors and volunteers without whom these achievements would not have been made.

C083/13 Cllr Ricketts said that the issue of high water costs on the allotments needed to be addressed but he withdrew the recommendation in the Working Group minutes referring to the allotment fees for 2014 as these would be formally considered at the time that budgets were being reviewed.

C084/13 Cllr Ricketts advised that there may be funding available for Surrey County Council, for an Air Pollution campaign and that he hoped that Cllr Frost may be able to pass on some good news in the future in relation to this.

Planning Consultative Group

C085/013 Cllr Genziani introduced the minutes of the Planning Consultative Group meetings held on 1st and 22nd August and 12th September.

Cllr Genziani referred to a growing trend of prior notification applications for the conversion of redundant office space in the town to residential units. He said that this was good use of redundant space and that the Council should support this in principle as it ensures old redundant space is being maintained and may relieve some pressure for releasing of Greenfield sites for development in Farnham.

Cllr Cockburn agreed and said that Town Councillors should keep involved as more planning applications come in and to keep aware of any development eating in to Farnham's Green Spaces.

Part 2 – Items Noted

C086/13 **Reports from Other Councils**
There were no reports from Other Councils.

C087/13 **Reports from Outside Bodies**

- i) Cllr Cockburn reported that the Farnham Community Games were a terrific success and that the event was even better than the first year. She said that she was pleased to see the community coming together and especially seeing able-bodied people and disabled people enjoying activities together. The 2014 event would again be on August Bank Holiday Monday.
- ii) Cllr Hargreaves reported that she and the Town Clerk had attended a meeting of the Farnham Visitors' Forum and that the meeting was very productive. She had updated the meeting on the Town Council's activities throughout the year and there had been a very positive response to what the Town Council was doing.

C088/13 **Actions taken under the Scheme of Delegation**
The Town Clerk advised that no actions had been taken under the scheme of delegation since the last meeting. Cllr Cockburn advised that a letter should be sent to the Inspector of the Waverley Core Strategy, drawing attention to the current position of the Farnham Neighbourhood Plan.

It was RESOLVED *nem con* that:
The Town Clerk send a letter to the Inspector of the Waverley Core Strategy, drawing attention to the current position of the Farnham Neighbourhood Plan.

C089/13 **Date of next meeting**
Members noted that the next Council Meeting would take place on Thursday 31st October 2013.

Part 3 – Confidential Items

C090/13 Members discussed the confidential report in relation to the sale of Green Lane Chapel considering leasehold and freehold options and conditions that should be included as part of the sale in order to protect the interests of the Council and visitors to the cemetery.

It was RESOLVED *nem con* that:

- i) **the sale of Green Lane Chapel be authorised in accordance with Financial Regulation 14.2 as it was no longer needed for cemetery purposes; and that**
- ii) **the chapel be sold on a Freehold basis.**

C091/13

Members noted that several expressions of interest had been expressed from prospective lessees of the West Street Chapel as a workshop. Members expressed a preference for the Chapel being brought back into active use rather than being used as a store.

It was RESOLVED *nem con*:

- 1) **to authorise the lease of West Street chapel, as it is no longer used as a chapel, in accordance with Financial Regulation 14.2.**
- 2) **that West Street Chapel be leased, subject to a review of proposals from interested parties;**
- 3) **that the Town Clerk;**
 - a. **determine, in consultation with the chairmen of the Strategy & Finance and Cemeteries & Appeals Working Groups, a procedure for obtaining and assessing offers to lease West Street Chapel;**
 - b. **make arrangements for the lease of West Street chapel as soon as possible after Council has agreed the lessee, including the appointment of a surveyor and solicitor under Financial Regulation 11.1.iii).**
- 4) **that officers progress necessary works to bring the Chapel back into active use.**

The Town Mayor closed the meeting at 8.40pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Tourism and Events Working Group

Time and date

2:30 pm on Tuesday 8 October 2013

Place

Council Chamber, South Street, Farnham

Attendees: Councillors J Hargreaves, S Hill, J Ward, D Beaman and C Cockburn

Officers Present: Iain Lynch (Town Clerk)
Lucia Gill (Projects & Events Co-ordinator)
Catherine Knight
Alan Corcoran

1. Apologies

All councillors were present.

2. Notes of the last meeting

POINTS	ACTION
The notes of 30 July 2013 were agreed as an accurate record of the meeting.	

3. Disclosure of Interests

POINTS	ACTION
There were no disclosures of interest.	

4. Farnham Visitors Forum

POINTS	ACTION
Cllr Hargreaves reported on the Farnham Visitors Forum meeting on 24th September. It had been a fruitful meeting with some positive feedback on the Town Council's programme of activities.	

5. Feast of Food 2013

POINTS	ACTION
<p>Members discussed issues arising from the officer de-brief held on 3rd October 2013, as well as feedback from the event.</p> <p>Overall both the Feast of Food and the Food Festival had been very well received and successful. Suggestions for the future included the possible hire of portable toilets, but it was noted that there was limited space to put them and these could impact on residents' amenity. It was hoped to find a space for a taxi pick up and drop off point near Castle Street subject to the police being satisfied with the arrangements on safety grounds.</p> <p>There were some issues to be incorporated into the planning for 2014. Improvements discussed included:</p> <ul style="list-style-type: none"> • The purchase more chairs for seating for the public. • Consult with a Residents' Association representative. • Liaise with a representative of the Taxi Drivers. 	<p>Project co-ordinator to arrange for the purchase of more chairs.</p>

6. Finances

POINTS	ACTION
<p>Members received an update on the 2013/2014 budget and considered issues for 2014/15. Some of the highlights include:</p> <p>Food Festival – success in doubling income</p> <p>Music in the Meadow – improvement from last year with sponsorship for first time.</p> <p>Farmers Market –income on target, working creatively to save funds to offset unexpected increase in charges from Waverley.</p> <p>Aim to continue to be self-sufficient.</p>	

7. Publications

POINTS	ACTION
<p>Members received an update on the following:</p> <p>Visitors' Guide 2014/15. The Visitor guide would again cover 2years. The format has worked well but will be reviewed.</p> <p>Residents' Guide 2014</p> <p>The format used in 2013 would be adapted and include more local events. Councillors to supply details of events in their areas. It was agreed that a draft would be sent to all councillors to check.</p> <p>Both Guides should be offered to hotels and estate agents in town for their customers and potential sponsorship. It was suggested that fewer copies might need to be printed. Approximately 16,000 copies need to be printed to distribute to every household, suggesting a print run of 20,000 in total.</p>	

It was noted than an increase to 16 pages may be needed to include Craft Town details and give greater emphasise to Farnham's 16 communities.

It was agreed that there should be consistency of the publication with the website. It was noted that a focus group was being held on 5th November to provide feedback for the new website.

Catherine Knight to progress

8. Christmas 2013

POINTS	ACTION
<p>Christmas Lights 2013 and the renewal from 2014 onwards:</p> <p>It was reported that:</p> <ul style="list-style-type: none"> • It was planned to extend the current cross street lights to include East Street (Woolmead) and extend West Street (to The Adult Education Centre) by utilising lights that were previously displayed on the exteriors of Fat Face and Argos • Discussions were taking place with the current owners of the flats above Nat West to see if they would support a modified scheme for 2013. A further option might be to have a lower level display on the Nat West branch itself • It was likely that a tree at 1 Waverley lane would have lights this year at the request of Hones Properties. • It was also agreed that an invitation – in the form of a press release – would be made to communities throughout Farnham to apply to have lights installed in suitable community trees, subject to budget. <p>It was noted that in light of the discussion around the future of Rowledge, the planned renewal from 2014 would be deferred.</p> <p>The Christmas Lights Switch-on - Saturday 30th November.</p> <p>Members reviewed the pitch prices. It was agreed to keep the price the same 2012 as competing events were taking place on the same day. It was noted that in 2012, there was a competing charity event at the Maltings, which impacted on numbers. Members agreed to discount Charity stalls by 50%.</p> <p>Councillors agreed to extend the market across the river if there were sufficient stallholders. Councillors all agreed on moving the time for actual Switch On from 5:30pm to 4:30pm to suit younger children, with entertainment continuing afterwards.</p> <p>Celebrity guests for the Switch-on. Pantomime stars from The Anvil, Basingstoke (Aladdin) will do the Switch on at 4:30pm; pantomime stars from the Princess Hall, Aldershot (Peter Pan) will do a mini performance on the stage as will pantomime stars from the Harlington Fleet (Dick Whittington).</p>	<p>Alan Corcoran to progress.</p>

<p>Lighting for the event will be supplied by the Fairground and Stage suppliers as well as possibly hiring a small generator for flood lights if required.</p> <p>It was noted that the net budget for the Christmas Lights Switch-On is £6,000, and any additional expenditure would be covered by sponsors.</p> <p>Links with chamber of Commerce and retailers</p> <p>Snowman competition was a success in 2012 and it was agreed to approach the Chamber to see if something similar should be done in 2013. FTC would organise a meeting with Chamber of Commerce and retailers to discuss late night shopping and snowman competition.</p> <p>Civic Christmas Concert with the Farnham Youth Choir in St Andrew's Church on Wednesday 18th December.</p> <p>Members agreed to allocate part of the 'Other events' budget to supplement the sponsorship agreed with the Farnham Herald for the Civic Concert.</p>	<p>Project Co-ordinator to prepare invites for the meeting with retailers.</p>
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9. Town Team Project

POINTS	ACTION
<p>Members noted the progress with the Town Team project. 2 confirmed craft demonstration were confirmed for business window displays with a range of activities taking place throughout the month.</p> <p>The Craft Town Guide was being published and looked good. The Craft Town signs had been ordered and would be installed shortly. Councillors agreed that October should be craft month in Farnham for the future. This proposal would be finalised after the de-brief of the events this year.</p> <p>It was noted that most of objectives from the Town Team funding were achieved. It was noted that the www.crafttownengland.org website was initially linked to pages on the Farnham Town Council website.</p>	

10. Heritage Open Days 2013; Thursday 12th Sept to Sunday 15th Sept 2013

POINTS	ACTION
<p>Members noted the successful outcome for Heritage Open days organised by the Farnham Society with support from the Town Council.</p>	

11. Programme of events for 2014/2015

POINTS	ACTION
<p>Councillors agreed to have same events programme for 2014 as in 2013. It was felt that Music in the Meadow could potentially be extended by 1 or 2 weeks in September. Councillors would also like to do an event on the August Bank</p>	

Holiday Sunday if possible.	
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12. Update on Other Matters and Items for Noting

POINTS	ACTION
No other relevant matters for noting.	

13. Health and Safety and Risk Assessments

POINTS	ACTION
Members noted the current arrangements for risk assessments for each event.	

14. Date of Next meeting

The proposed next scheduled meeting is 14th January 2014 at 2.30.

Notes taken by Lucia Gill.



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.00am Tuesday 15th October 2013

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Beaman, Carole Cockburn, Jill Hargreaves, John Ward.

Officers present:

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

1. Apologies

Apologies were received from Councillor Pat Frost

2. Declarations of Interest:

The Town Clerk declared a pecuniary interest in relation the West Street Chapel cemetery bier (Item 5) as a Trustee of the Old Kiln Museum (Rural Life Centre).

3. Notes of Meeting held on 10th September 2013

POINTS	ACTION
The notes were agreed	

4. Finance

POINTS	ACTION
<p>Six month finances Members received and considered a range of reports on the six month financial position including: a) Bank & Petty Cash Reconciliation to 30th September; b) the Budget Comparison to 30th September; c) the Statement of Investments at 30th September 2013; d) details of outstanding aged debtors e) latest payments.</p> <p>Members noted that the targeted savings for the year (up from £16,000 to £25,000 as a result of the increased charge by Waverley Borough Council for the use of the Central Car Park for the Farmers' Market and the pay settlement) were on track with a number targetted income and savings being achieved.</p>	

<p>Members noted that at the sixth month stage overall expenditure was running at 43.5% and income (with the second half of the precept already received) at 95.5%.</p> <p>Aged debts Members considered the aged debtors and recovery processes that were continuing with two debtors for whom County Court Judgements had been obtained. Members agreed that papers for the Small Claims Court should be prepared for further two longstanding debtors if payment was not received by the end of October.</p> <p>Members agreed that following further investigation a disputed debt pertaining to 2009/10 which appeared to have been incorrectly raised on the former Edge Financial system should be credited to the customer and written off.</p> <p>201/15 budget Members considered the general approach to the 2014/15 budget but given the potentially significant financial impact that could arise from the Rowledge Governance Review, it was agreed that it would be wise to consider the budget at a further meeting.</p> <p>Members noted that the earmarked reserves also needed to be reviewed as a result of the projects underway in 2013/14.</p>	<p>Recommendation to Council: That two outstanding accounts be referred to the small claims court.</p> <p>Town Clerk</p> <p>Town Clerk</p>
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5. Contracts and Offices Update

POINTS	ACTION
<p>Chapels Update West Street Members noted that Planning Permission had been obtained for the change of use of West Street Chapel to a workshop and that expressions of interest were being sought from potentially interested parties. Members agreed that the use should ideally be for an active use.</p> <p>The Church of England had advised that ‘the removal of the legal consequences of consecration’ should be completed by the end of November.</p> <p>[The Town Clerk left the meeting at this point] Members noted that there was funeral bier in the West Street Chapel. It was agreed to offer it on permanent loan to the Old Kiln Museum (Rural Life Centre) or other suitable organisation to enable it to be looked after and on public view. It was also agreed that other items in the chapel should be incorporated into the design of the refurbished building to retain its character.</p> <p>[The Town Clerk returned to the meeting at this point] Hale Chapel Members welcomed the further investigation into options to potentially restore the Hale Chapels following discussion with a developer. It was noted that discussions were at a relatively early stage and that a report would be submitted to a future meeting.</p>	<p>Recommendation to Council that the funeral bier in West Street Chapel be offered for permanent loan to the Old Kiln Museum or other suitable organisation.</p>

Office Renovation

Members were advised that works would begin on 21st October and were expected to last until the end of November. During this time the Members' meeting room would be moved to the second floor and arrangements had been put in place to minimise inconvenience for visitors to the building.

A note would be circulated to Councillors on the arrangements during the works.

Participation in Working Groups

Cllr Ward raised the issue of allowing councillors to participate remotely in Working Group Meetings by way of Skype in view of the fact that Town and Parish Councillors were unable to receive dependant carers allowances unlike District and County Councillors.

The Town Clerk said that this raised some interesting legal issues but may be possible using technology such as skype. It could be experimented with by the Working Groups as they were not decision making bodies.

Cllr Ward suggested that now was the time to raise the need to amend the regulations for dependant carers allowances with government otherwise the skills of parents of young children or others with carers responsibilities would be lost to the Council.

Members agreed that the possibility of arranging a crèche for Council meetings should also be investigated.

Mapping software

Members noted the proposals to update the mapping software and deferred the item to the next meeting to allow.

Alan Corcoran

6. Local Governance Review Rowledge

POINTS	ACTION
<p>Members noted the latest position and the correspondence received from the external auditor following a complaint from a Rowledge resident about the Town Council's publicity on the Rowledge Governance Review.</p> <p>Members noted that three representatives had been invited to attend the opening of the questionnaires sent by Waverley Borough Council. The spaces had been offered to the two single-hatted councillors in the affected wards. Cllr Genziani hoped to attend, but Cllr Parry was unable to. An officer would also attend. It was agreed that the remaining place be offered to all councillors.</p>	<p>Town Clerk</p>

7. Infrastructure Planning Group Update

POINTS	ACTION
<p><u>Consultation and Exhibition</u></p> <p>Cllr Cockburn advised that the exhibition had been well attended and venues, particularly the Maltings, had been very accommodating.</p> <p>The public had been very responsive and around 200 responses had been sent in to the Council as a result. It was hoped to have some</p>	

analysis of these comments ready for the next Strategy and Finance meeting.

The aim was to have a formal consultation document ready for the Spring and a further workshop was taking place in November.

The IPG was meeting with consultants shortly to assist with the reality check and next stage work.

8. Town Clerk Update

POINTS	ACTION
<p>1) <u>Surrey Localism Scheme</u> Members noted that the final stages of the agreement were now in place and that training had taken place for two members of the Outside Workforce</p> <p>2) Members noted that a customer focus group would take place in November on issues for the new website.</p>	

9. Future Work Programme

POINTS	ACTION
Deferred.	

10. Byworth Cup

POINTS	ACTION
Members noted the arrangements for the use of the Byworth Cup at the Venison Dinner.	

11. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that an additional meeting would take place on Tuesday 29th October 2013 at 9am.	

Meeting ended at 11.40am

Notes written by Iain Lynch



FARNHAM TOWN COUNCIL

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Notes

Strategy and Finance Working Group

Time and date

9.00am Tuesday 29th October 2013

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Beaman, Carole Cockburn, Jeremy Ricketts and John Ward.

Officers present:

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

12. Apologies

Apologies were received from Councillor Jill Hargreaves, and Roger Steel

13. Declarations of Interest:

There were no declarations of interest.

14. Notes of Meeting held on 15th October 2013

POINTS	ACTION
The notes were agreed	

15. Local Governance Review – Rowledge

POINTS	ACTION
<p>Members noted the outcome of the second phase consultation for the Rowledge Governance Review (Report attached at Annex 1 to these notes). There was a good response with 47% of questionnaires returned. Respondents were 70% to 30% against the creation of a new parish council for Rowledge.</p> <p>Members welcomed the clear and compelling support of residents in wanting to keep the benefits of a unified Farnham pooling resources to create and maintain cost effective services for all.</p> <p>Members noted that some residents genuinely wished to create a separate parish and suggested officers investigate ways of encouraging greater engagement in an inclusive Farnham.</p>	

16. Infrastructure Planning Group Update

POINTS	ACTION
<p>Members noted the headlines of the feedback received following the successful exhibition on the latest version of the Neighbourhood Plan which was attached at Appendix C to the agenda (attached at Annex 2 to these notes). 321 people had completed a questionnaire to date. The information, together with the outcomes of the next consultation workshop being held at the Farnham Maltings on 13th November, would be considered further for inclusion in the next version of the Neighbourhood Plan.</p>	

Cllr Beaman left at this point.

17. Nomination to the Larger Councils Committee of NALC

POINTS	ACTION
<p>Members agreed to recommend to Council that Farnham should nominate a councillor to stand for election in the Larger Councils Committee of the National Association of Local Councils (NALC) for 2013-15.</p> <p>The committee meets four times a year and feeds into the National Association's lobbying programme representing the policy interests of larger town and parish councils. This would be an important time for local councils with significant funding and policy challenges ahead.</p>	<p>Recommendation: Council seeks a representative to stand for election to the Larger Council Committee of the National Association of Local Councils for 2013-15.</p>

18. Mapping software

POINTS	ACTION
<p>Members noted the need to upgrade to a more fit-for-purpose mapping system to support the range of publications and activities now being undertaken by the Town Council including Neighbourhood Planning, Riverwatch and the Surrey Highways Localism project.</p> <p>Members endorsed the recommendation to purchase the mapping software (PT mapper pro) and support from Pear Technology, and the separate purchase of the Trimble Juno remote data capture device and software, from within existing budgets. It was agreed to use Pear technology to digitise the allotment maps and input existing data at an estimated cost of £750. It was noted that the on-going annual support costs would be £250.</p>	<p>Recommendation: The Council's map editing package be upgraded to PT Mapper pro with associated installation and training by Pear Technology with the costs met from approved budgets.</p>

19. Town Clerk Update

POINTS	ACTION
<p>3) <u>Wrecclesham Community Centre</u></p> <p>a) Members noted that a grant of £60,000 had been awarded from the SITA Landfill Tax Trust towards the costs of the new roof. This grant supplements the £25,000 already committed from the Surrey County Council Community Infrastructure Fund. Members noted that work was expected to be undertaken in the new year once the necessary paperwork had been completed.</p>	<p>Recommendation: Council welcomes the grants received to enable the Wrecclesham Community Centre Roof project to progress.</p>

<p>b) Members noted that final details for a further grant towards a small storage extension and internal refurbishment of the centre including new flooring were being sent to Veolia with a decision expected at the end of January.</p> <p>4) <u>UK Small Business Day</u> Members endorsed working with the Federation of Small Businesses and the Chamber of Commerce to encourage Farnham residents to support small local businesses on the first National Small Business Day on Saturday 7th December.</p> <p>5) <u>Office Refurbishment</u> Members noted the refurbishment programme was underway, and the surveyor's fees incurred as a result of the additional post-tender negotiations.</p> <p>6) <u>Remembrance Sunday</u> Members noted arrangements for Remembrance Sunday and that the Hale War Memorial was being refurbished ready for this year's commemoration.</p> <p>7) <u>Borelli Walk Toilets</u> Members noted the proposal to take on the redundant toilet block on Borelli Walk from Waverley Borough Council with a view to creating a potential information/visitor location for the North Downs Way.</p> <p>8) <u>FOI request</u> Members noted a Freedom of Information request had been received in relation to the Council's precept and services in Wrecclesham.</p> <p>9) <u>Britain in Bloom</u> Members noted that the Council had been nominated for participation in 50th year of Britain in Bloom in 2014. A report on the implications would be prepared but it was noted it could be a good opportunity to strengthen the concept of "Pride in Farnham"</p>	<p>Recommendation: Council endorse the Town Council's involvement in UK Small Business Day</p> <p>Recommendation: Council accepts the transfer of the redundant toilet block on Borelli Walk from Waverley Borough Council with each side paying its own legal costs.</p>
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20. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that an additional meeting would take place on Friday 6th December 2013 at 9am.	

Meeting ended at 10.55am

Notes written by Iain Lynch

Annex I

To notes of Strategy and Finance Working Group of 29th October 2013

Rowledge Update

1. Questionnaire response

Although the Town Council believed that Waverley Borough Council should have been issued second phase questionnaires to everyone in Farnham in accordance with the legislation as the Governance Review affects the whole town, Waverley issued second phase questionnaires to 2,364 people in Rowledge and part of Boundstone.

There were 1,106 responses being 46.79% of the total. 44.3% of people in Rowledge responded and 51.5% of those in the 'Sandrock Triangle' responded.

Question 1 asked "Do you want Waverley Borough Council to create a separate Parish for Rowledge?"

Overall 30% of respondents said 'Yes', and 70% said 'No'.
35% in Rowledge said 'Yes' and 65% said 'No'. In the 'Sandrock Triangle' only 28% said 'Yes' and 72% said 'No'.

Question 2 asked "Do you want the Sandrock Triangle to be included if a new Rowledge Parish is created?"

Overall 40% said 'Yes' and 57% said 'No' with 3% of people not giving a view.

2. Complaint to Auditor

An elector has referred the Council's expenditure on the Rowledge Governance Review to the Auditor saying that the Council is prohibited by legislation from spending money on such matters.

The Town Council's view, backed by legal advice from the legal advisor to the Society of Local Council Clerks, is that the Council has acted within its powers.

A final response from the Auditor is awaited.

It is understood that Waverley Borough Council has also taken Counsel's opinion on the matter, and his view is expected shortly.

3. Next Steps

Waverley Borough Council must now conclude the Review and will prepare a report for its Executive at the beginning of December and Full Council on the 10th December. It will consider all the representations received in both stages of the consultation including those submitted by the Town Council.

At the end of the first phase questionnaire, the Waverley Borough Council Executive said it should be up to the people of Rowledge to decide what they want to do. The response rate is very high and the views expressed are very clear and compelling with 65% of Rowledge residents against the idea of a splitting up Farnham to create a new parish despite a very strong campaign in the village. As a result it should be expected that Waverley would follow the clear views expressed and reasonably conclude that the recommendation set out in the petition should not be made.

The response is an endorsement of the concept that Farnham with Rowledge and Boundstone is stronger together, and the Town Council should continue to build on the relationships with all its communities and communicate effectively what it is doing and can do in the future.

Once Waverley has made its recommendation on 10th December, Farnham should review how it can work better with Rowledge and Boundstone to continue to meet the aspirations of its residents and meet the challenges ahead.

Infrastructure Planning Group Update

1) Exhibition and consultation responses

Throughout August and September a number of Neighbourhood Plan exhibitions were held in throughout Farnham. The exhibitions concluded with a display at the Farnham Maltings which ended on 11th October. Attendance overall was very good and visitors were invited to complete a survey and contribute to further thinking on the Neighbourhood Plan. The survey was distributed in hard copy and could be completed online using Survey Monkey.

To date, 321 people have completed the questionnaire and attached at Annex 1 are some initial extracts of the some of the information drawn from those questionnaires.

This information will be analysed further and help inform both the next workshop and the next version of the Neighbourhood Plan which will be completed after the Workshop.

2) Newsletter

A Neighbourhood Planning newsletter has been distributed encouraging attendance at the exhibition and workshop, and inviting further comment on the latest draft of the Neighbourhood Plan.

3) Next workshop

The next workshop will take place at the Farnham Maltings on 13th November. Invitations have been sent to those who have expressed an interest and a press release issued to reinforce the open invitation to the event.

4) Next Steps

An initial meeting has taken place with potential external advisors in relation to the reality check of the latest version of the plan. This will be followed up with discussions of advisors who can provide input into the planning policy and Options elements of the Plan.

Farnham: Get involved

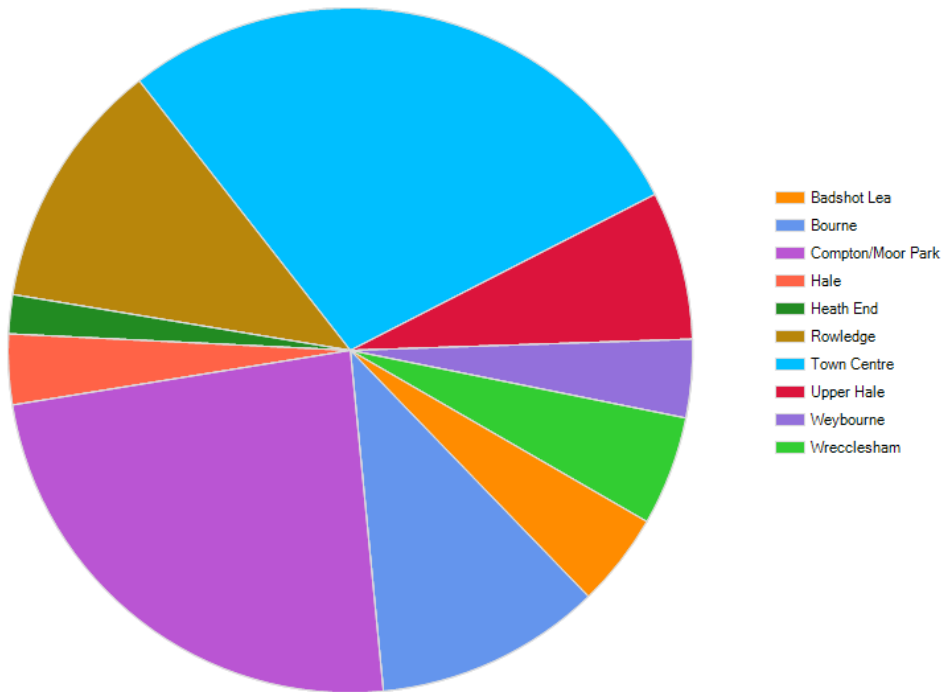
A Questionnaire to accompany the Neighbourhood Plan Exhibition

August to October 2013

Initial headlines

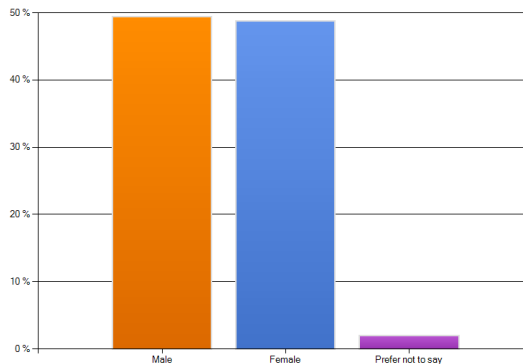
I. Who responded?

What part of Farnham do you live in?

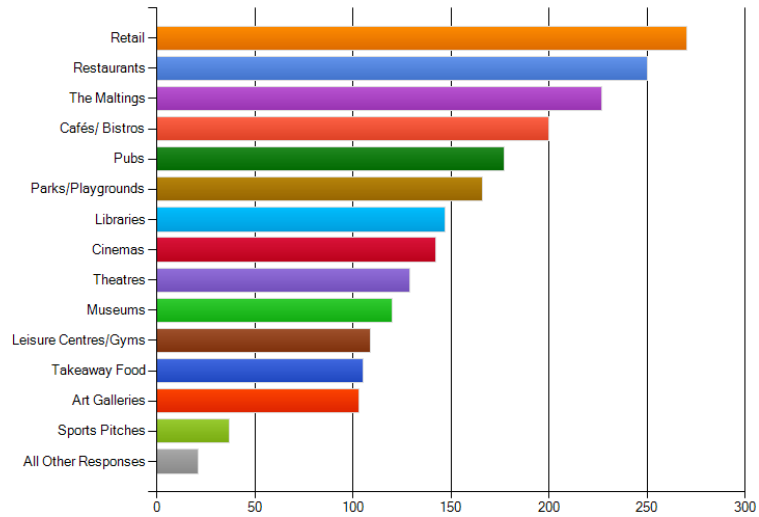


Gender of respondents
49.4% male and 48.7% female. The rest declined to answer.

To ensure our survey equally reflects the views of everybody, please take a few minutes to answer the following equality and diversity questions. Gender



What type of facilities do you use regularly either in or out of Farnham? Please tick all that apply



2. What additional Cultural, Leisure and Recreational facilities would people like to see in Farnham?

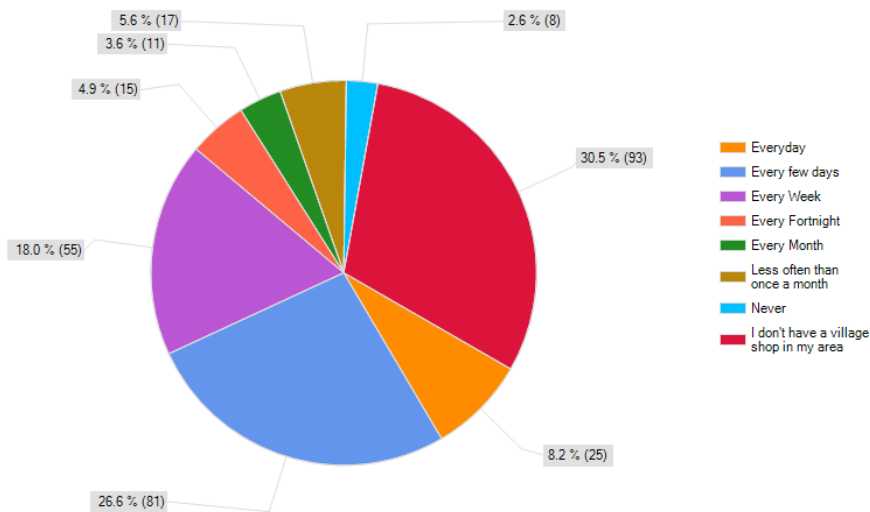
This was a free form answer and the top responses were.

- Art Gallery
- Bowling
- Cinema
- Theatre
- Football Pitches
- Nightclub

3. How often do people buy from their local village shop?

30% of respondents do not have a village shop in their area.. Of those that do over half used their village shop at least weekly.

How often do you buy from your local village shop?



4. Traffic Problems

91% of those who answered a question about traffic saw it as a problem for Farnham. Of the 265 people who gave suggestions on what could be done to improve the traffic problems, regular responses were:

- Pedestrianise
- Level crossing
- Stop HGvs in town centre
- Encourage walking
- Western Bypass

5. Park and Stride

92% of people responding (190) said they would not use a Park and Stride Facility, but of those who would (67), the suggested locations included:

- Coxbridge
- Dogflud
- Trading Estates
- Railway
- Six Bells
- Water Lane
- Near the Shepherd and Flock

6. Public Transport

43.9% of respondents though public transport was adequate whilst 56.1% (137) did not

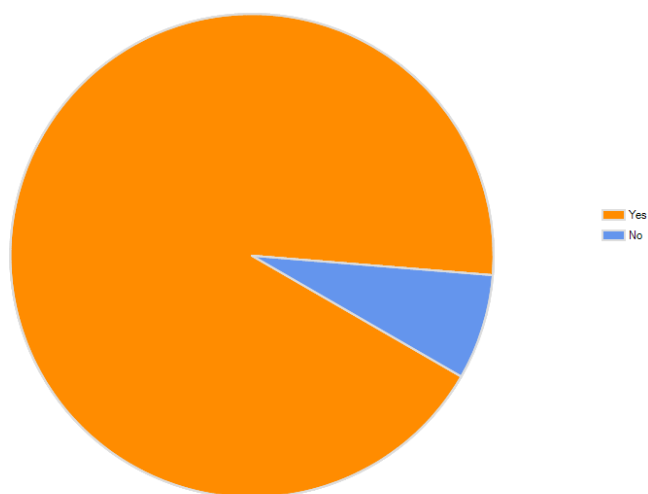
7. Waste and Sewerage disposal service

Of the 300 respondents to this question, a significant minority (18%) felt that waste and sewerage disposal facilities were inadequate.

8. Biodiversity

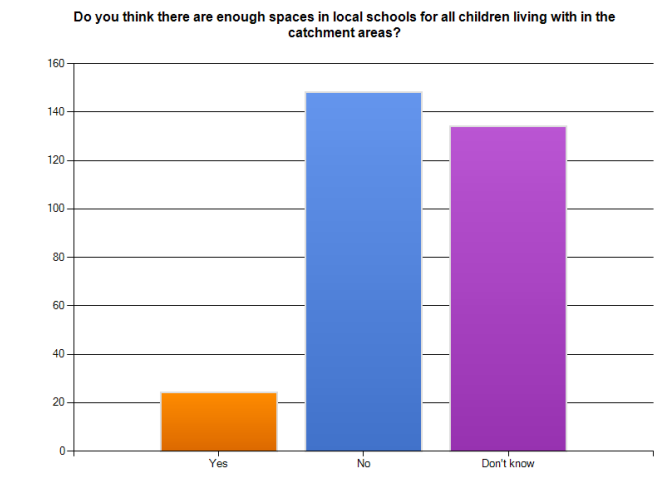
93% (277) of respondents said that the protection and improvement of Biodiversity was an important factor in Farnham's future development.

Do you see the protection and improvement of biodiversity as an important factor in Farnham's future development?



9. Spaces in local schools

48.4% of respondents did not think there were enough school places. 44% did not know.

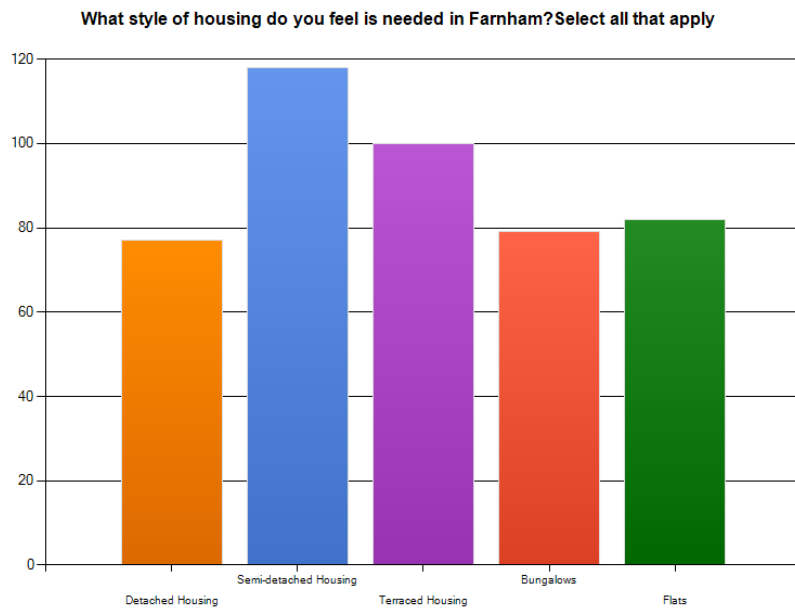


10. Locations for New Housing

57% (148) of respondents said they did not think there were any locations in Farnham which could accommodate new housing, but those who did suggested the following:

- Badshot Lea
- Brownfield Sites
- East Street
- Redundant Office Space
- Old Police Station
- Coxbridge
- Dunsfold
- Stephensons

11. Style of Housing



In addition to the above answers, 93% of people who answered this question said that it was important for the style of new housing to be in keeping with the existing.

12. Employment Land

43% (93) of people who answered this question felt that there is a shortage of employment opportunities in Farnham.

Suggested locations for new employment space included:

- East Street
- Water Lane
- A31
- Dunsfold
- Previously developed land or trading estates

13. Protected Green Spaces

228 respondent commented on Green space they wished to see protected. Of these, spaces that people wished to be protected from development included:

- Beavers Hop Fields
- Switchback Lane
- Strategic Gap
- Bourne Woods
- Farnham Park
- Wey Valley
- Waverley Lane

I4 Future involvement

55% of respondents wanted to continue to be involved in shaping Farnham's future and 153 provided contact details.

Summary and next steps

The response rate to this type of consultation can be considered to be good with some very helpful feedback for further consideration. The hard work of the Infrastructure Planning Group in preparing and staffing the exhibition with local ward councillors is to be commended.

The responses will be further digested and analysed with a view to informing the next workshop, the Options paper and the next version of the Neighbourhood Plan.

Comments from Members at this stage are sought.



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative group

Time and date

7.00pm on Thursday 3 October 2013

Place

Members Room, South Street, Farnham

Planning Consultative Group Members Present

Cllr C Cockburn

Cllr C Genziani

Cllr J Ricketts

Other Councillors in attendance:

Cllr Paddy Blagden (ex-officio)

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 were received from Councillors D Beaman and R Steel.

2. Declarations of Interest

None received.

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

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1455	Farnham Bourne	Erection of extensions and alterations following demolition of existing extension.	COMRIE HOUSE, 25, FRENHAM VALE, FARNHAM GU10 3HS	Rachel Fletcher

Ref	Ward	Proposal	Site Address	Officer Name
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
NMA/2013/0107	Farnham Castle	Amendment to WA/2007/0999 for alterations to roof. Previous comments on 31.05.2007 were as follows: No objections	11 OLD PARK LANE, FARNHAM GU9 0AJ	Mrs M Knight
		No objections on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1442	Farnham Castle	Certificate of Lawfulness under Section 191 for an existing use as mixed use for Class A1 (retail) with single flat above.	52, G HONE & SONS, DOWNING STREET, FARNHAM GU9 7PH	Sarah Rogers
		No objections but Farnham Town Council deplores retrospective applications		
WA/2013/1428	Farnham Castle	Certificate of Lawfulness under Section 191 for change of use from Class A2 (financial and professional services) to Class C3 (two residential flats) and alterations.	38 THE BOROUGH, FARNHAM GU9 7NW	Tim Bryson

Ref	Ward	Proposal	Site Address	Officer Name
		No objections but Farnham Town Council deplores retrospective applications		
WA/2013/1443	Farnham Firgrove	Erection of garage extension to form studio.	Lytchett, 2 BROOMLEAF CORNER, FARNHAM GU9 8BG	Ms L Smitheman
		No objections on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement and the extension is conditioned for studio use only and not for habitable accommodation.		
NMA/2013/0108	Farnham Firgrove	Amendment to WA/2013/1036 to alter pitched roof to flat roof. Previous comments on 18.07.2013 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.	36 TILFORD ROAD, FARNHAM GU9 8DL	Mrs M Knight
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1446	Farnham Moor Park	Erection of two storey extension and alterations following demolition of existing extension.	OVERWOOD HOUSE, OLD COMPTON LANE, FARNHAM GU9 8EH	Emma Schofield
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
TM/2013/0125	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Order No. 4/99.	8 LONGHOPE DRIVE, FARNHAM GU10 4SN	Mr A Clout
		No objection subject to the approval of the Arboricultural Officer		
WA/2013/1447	Farnham Upper Hale	Erection of extensions and alterations to existing garage.	21 TRINITY FIELDS, FARNHAM GU9 0SB	Sarah Rogers
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1453	Farnham Upper Hale	Erection of extensions and alterations to existing garage.	1 GLENWOOD, NUTSHELL LANE, FARNHAM GU9 0FE	Ms L Smitheman

Ref	Ward	Proposal	Site Address	Officer Name
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1448	Farnham Wrecclesham and Rowledge	Erection of single storey extension following demolition of existing extension.	32 THE STREET, FARNHAM GU10 4PR	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1439	Farnham Wrecclesham and Rowledge	Erection of dormers and alterations.	HILL HOUSE, 26 GREENHILL ROAD, FARNHAM GU9 8JP	Mr A Griffiths
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1438	Farnham Wrecclesham and Rowledge	Erection of single storey extension and alterations.	4 THISTLEDOWN CLOSE, FARNHAM GU10 4AG	Sarah Rogers

Ref	Ward	Proposal	Site Address	Officer Name
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
TM/2013/0129	Farnham Bourne	Application for works to trees subject of Tree Preservation Order No. 2/00.	24 BOURNE FIRS, FARNHAM GU10 3QD	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1472	Farnham Bourne	Erection of extensions and alterations.	11 FRENHAM VALE, FARNHAM GU10 3HN	Andrew Forrest
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
CA/2013/0095	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to and removal of trees.	STONBOROUGH HOUSE, 15 GREAT AUSTINS, FARNHAM GU9 8JQ	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
CA/2013/0097	Farnham Bourne	WAVERLEY ABBEY FARNHAM CONSERVATION AREA. Works to trees.	REMAINS OF WAVERLEY ABBEY, WAVERLEY LANE, FARNHAM	Mr A Clout

Ref	Ward	Proposal	Site Address	Officer Name
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1470	Farnham Moor Park	Certificate of lawfulness under Section 192 for construction of a dormer roof extension to the rear elevation and insertion of roof lights to the front elevation (revision of WA/2013/1133). Previous comments: Approved after consideration on 1 August 2013.	3 PARK ROAD, FARNHAM GU9 9QN	Rachel Fletcher
		Same comments still apply, approved after consideration on 1 August 2013 and		
WA/2013/1486	Farnham Moor Park	Erection of single storey rear orangery following demolition of conservatory.	26 HIGH PARK ROAD, FARNHAM GU9 7JL	Ms L Smitheman
		Concerned about the possible adverse effects on the residential amenities of the neighbours		
NMA/2013/0113	Farnham Wrecclesham and Rowledge	Non material amendment to WA/2011/1905 to alter the shape of the window in the ancillary building. Previous comments on 24.11.2011 were as follows: No comment	SUMMER HOUSE, THE LONG ROAD, FARNHAM GU10 4EB	Mrs M Knight
		No comment		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1550	Farnham Bourne	Erection of detached garage/store following demolition of existing garage.	CROFT COTTAGE, 21 GONG HILL DRIVE, FARNHAM GU10 3HQ	Mr A Griffiths
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1508	Farnham Castle	Erection of cycle store.	BLOCK 189-195 & BLOCK 197-203, THE CHANTRY'S, FARNHAM GU9 7AH	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1543	Farnham Castle	Listed Building Consent for internal and external alterations.	6 BRIDGE SQUARE, FARNHAM GU9 7QR	Sarah Rogers
		No objections subject to the approval of the Listed Buildings Officer		
WA/2013/1514	Farnham Castle	Erection of extensions and alterations following demolition of existing garage.	MEADOW FARM, OLD PARK LANE, FARNHAM GU9 0AN	Andrew Forrest

Ref	Ward	Proposal	Site Address	Officer Name
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1507	Farnham Castle	Erection of cycle store.	BLOCK 102-108 & BLOCK 110-116, THE CHANTRY, FARNHAM GU9 7AN	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
CA/2013/0100	Farnham Castle	FARNHAM CONSERVATION AREA. Works to trees.	38 RED LION LANE, FARNHAM GU9 7QN	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
TM/2013/0130	Farnham Firgrove	Application for works to trees subject of Tree Preservation Order WA229.	21 FAIRHOLME GARDENS, FARNHAM GU9 8JB	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1509	Farnham Firgrove	Erection of detached dwelling (revision of WA/2013/0931). Previous comments on 04.07.2013 were as follows: Although typically the Town Council is opposed to development in gardens in Farnham. In this instance, the nature of this site is such that it may be considered advantageous to utilise this site for housing in this way. The Town Council see the proposed property as fitting, in line with the existing street scene and therefore would approve this application.	LAND ADJACENT 64, FIRGROVE HILL, FARNHAM GU9 8LL	Sarah Rogers
		Although typically the Town Council is opposed to development in gardens in Farnham. In this instance, the nature of this site is such that it may be considered advantageous to utilise this site for housing in this way. The Town Council see the proposed property as fitting, in line with the existing street scene and therefore would approve this application.		
WA/2013/1531	Farnham Firgrove	Erection of detached garage building.	9 WAVERLEY LANE, FARNHAM	Ms L Smitheman

Ref	Ward	Proposal	Site Address	Officer Name
			GU9 8BB	
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
TM/2013/0133	Farnham Hale and Heath End	Application to fell a tree subject of Tree Preservation Order 24/07.	11 ELM CRESCENT, FARNHAM GU9 0QW	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1503	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations following demolition of existing garage (revision of WA/2013/0229). Previous comments on 28.03.2013 were as follows: Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement	8 COPSE WAY, WRECCLESHAM GU10 4QL	Mr A Griffiths
		Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1463	Farnham Bourne	Erection of dwelling and detached garage following demolition of existing dwelling.	TAMARINDA, BEECH AVENUE, FARNHAM GU10 3JY	Ms C Woodhatch
		No objections on condition that the proposed dwelling is in line with the particulars of the Farnham Design Statement		
WA/2013/1425	Farnham Bourne	Erection of detached dwelling and garage with associated works.	LAND ADJACENT TO 17 GARDENERS HILL ROAD, FARNHAM GU10 3HY	Emma Schofield
		Strongly object, this proposal could lead to further fragmentation and does not comply with land designated as BE3 or the Neighbourhood Plan.		
WA/2013/1459	Farnham Hale and Heath End	Erection of extensions and alterations.	51 WEST AVENUE, FARNHAM GU9 0RB	Mr A Griffiths
		Concerned about the size of the proposed alterations and extensions and the adverse effect on the residential amenities of the neighbours.		
WA/2013/1437	Farnham Upper Hale	Display of illuminated and non-illuminated signs.	TESCO EXPRESS, 128 UPPER HALE ROAD, FARNHAM GU9 0JH	Ms L Smitheman
		Concerned that the illuminated signs are too close to the residential area and the school. Farnham Town		

Ref	Ward	Proposal	Site Address	Officer Name
		Council does not have a problem with discreetly illuminated signs, but has concerns about large signs.		
CR/2013/0022	Farnham Weybourne and Badshot Lea	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	BLOCK B, FORMER CLENMAY HOUSE, RUNFOLD ST GEORGE, FARNHAM GU10 IPL	Rachel Fletcher
		Farnham Town Council objects and feels this should remain commercial premises in this location.		
WA/2013/1469	Farnham Bourne	Certificate of Lawfulness under Section 192 for the erection of a two storey extension, single storey extension and two chimneys.	KENDAL COTTAGE, 14 OLD CHURCH LANE, FARNHAM GU9 8HQ	Tim Bryson
		This is an old cottage in the conservation area and Farnham Town Council is appalled at the amount of damage to the character of the original cottage under Certificate of Lawfulness.		
WA/2013/1473	Farnham Castle	Certificate of Lawfulness under Section 192 for conversion of garage to habitable accommodation and alterations.	RUSTLINGS, CASTLE HILL, FARNHAM GU9 7JG	Sarah Rogers
		No objections providing the conversion remains ancillary to the main dwelling		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1478	Farnham Castle	Listed Building Consent for extensions and internal and external alterations and partial demolition.	112 WEST STREET, FARNHAM GU9 7HH	Emma Schofield
		Farnham Town Council welcomes this imaginative use of the building and has no objections subject to the approval of the Listed Buildings Officer		
WA/2013/1477	Farnham Castle	Change of use of part of restaurant and alterations to existing dwelling to provide 2 dwellings; use of ground floor restaurant (Class A3) for either retail (Class A1) or financial/ professional services (Class A2) together with extensions and alterations	112 WEST STREET, FARNHAM GU9 7HH	Emma Schofield
		Farnham Town Council welcomes this imaginative use of the building and has no objections subject to the approval of the Listed Buildings Officer		
WA/2013/1474	Farnham Hale and Heath End	Alteration to vehicular access.	49 UPPER HALE ROAD, FARNHAM GU9 0NX	Tim Bryson
		No objections		
WA/2013/1492	Farnham Moor Park	Certificate of Lawfulness under Section 191 for the use of the land for the storage of 20 caravans and 1 mobile home	WEST FARM, TONGHAM ROAD, RUNFOLD GU10 1PJ	Andrew Forrest
		Farnham Town Council strongly objects to		

Ref	Ward	Proposal	Site Address	Officer Name
		retrospective applications. This use should not be regulated.		
WA/2013/1468	Farnham Upper Hale	Erection of a detached dwelling following demolition of existing dwelling.	25 SPRING LANE, FARNHAM GU9 0JD	Andrew Forrest
		Concerned about the size of the proposed dwelling and adverse effect on the street scene and neighbours amenities.		
WA/2013/1491	Farnham Wrecclesham and Rowledge	Erection of stable building.	MERRYTHOUGHT, 30 GARDENERS HILL ROAD, FARNHAM GU10 3HZ	Rachel Fletcher
		Concerned that the stable looks like a garage		
WA/2013/1511	Farnham Bourne	Erection of 3 dwellings with garaging together with alterations to vehicular access.	LAND ADJACENT TO WHITECROFT, TILFORD ROAD, FARNHAM GU9 8HX	Ms L Smitheman
		Strongly object, this is overdevelopment of the site, against the character of the area and the Farnham Design Statement. The proposal is garden grabbing and close to ancient woodland and on the edge of developed area where the landscape becomes more rural.		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1542	Farnham Castle	Erection of extension and alterations following demolition of existing conservatory and bay window.	RUNWICK HILL, RUNWICK LANE, RUNWICK GU10 5EE	Emma Schofield
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1541	Farnham Castle	Certificate of Lawfulness under Section 192 for the erection of a single storey extension and porch.	RUNWICK HILL, RUNWICK LANE, RUNWICK GU10 5EE	Emma Schofield
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1540	Farnham Castle	Certificate of Lawfulness under Section 192 for erection of a single storey extension.	29 TOR ROAD, FARNHAM GU9 7BY	Emma Schofield
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1504	Farnham Castle	Change of Use of part of ground floor from retail to form additional residential accommodation together with internal and external alterations.	1 UPPER CHURCH LANE, FARNHAM GU9 7PW	Mr A Griffiths

Ref	Ward	Proposal	Site Address	Officer Name
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1505	Farnham Castle	Listed Building Consent for alterations.	1 UPPER CHURCH LANE, FARNHAM GU9 7PW	Mr A Griffiths
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement and subject to the approval of the Listed Buildings Officer		
WA/2013/1521	Farnham Firgrove	Erection of extensions and alterations.	16 ST GEORGES ROAD, FARNHAM GU9 8NB	Ms L Smitheman
		Concerned about the loss of parking on this difficult and congested street.		
WA/2013/1515	Farnham Moor Park	Erection of two storey extension.	SOUTH FARNHAM SCHOOL, MENIN WAY, FARNHAM GU10 3PE	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1510	Farnham Moor Park	Erection of extensions and alterations to roof to provide habitable accommodation.	16 ABBOTS RIDE, FARNHAM GU9 8HY	Tim Bryson
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1538	Farnham Moor Park	Certificate of Lawfulness under Section 192 for alterations to garage to provide habitable accommodation.	13 STEPHENDALE ROAD, FARNHAM GU9 9QP	Sarah Rogers
		Concerned and regret the loss of a garage and parking in a notorious area for lack of parking		
WA/2013/1513	Farnham Shortheath and Boundstone	Erection of 2 dwellings with parking following demolition of existing bungalow and structures.	9 CHESTNUT AVENUE, FARNHAM GU9 8UL	Rachel Fletcher
		This is overdevelopment of the site and concerned at the adverse effect on the street scene		
WA/2013/1527	Farnham Weybourne and Badshot Lea	Erection of extensions and alterations.	76 BADSHOT LEA ROAD, FARNHAM GU9 9LT	Andrew Forrest
		No objections to the rear extension and alterations but concerned that the front extensions and alterations will have an adverse effect on the street scene.		

Appendix C

Licensing applications for consideration

An application has been received for a new premises licence for a coffee shop and food store. The application is for Recorded Music (background only); On and Off Sales of Alcohol Opening Hours 07:30-19:00 Monday to Saturday and 09:00-18:00 Sunday. If you would like to make comment or representation on this application, the last date for representations is **8th October 2013**. All correspondence in relation to this application or if you have any queries in respect of this application, please do not hesitate to contact this office via email to licensing@waverley.gov.uk.

Premises	Application Type	Address	Applicant
Farnham	New	Lion and Lamb Yard	Caracoli 2007 Ltd

Farnham Town Council Comments:

Farnham Town Council has no objections to the proposed application.

The meeting closed at 8.00pm

Notes taken by Ginny Gordon



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative group

Time and date

7.00pm on Thursday 17 October 2013

Place

Council Chamber, South Street, Farnham

Planning Consultative Group Members Present

Cllr C Cockburn
Cllr C Genziani
Cllr J Ricketts
Cllr David Beaman

Other Councillors in attendance: None

Officers in attendance: Rachel Aves

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

1. Apologies for absence

Apologies were received from Councillor Roger Steel.

2. Declarations of Interest

None received.

3. Applications Considered by the Planning Consultative Group on Thursday 17 October 2013

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1584	Farnham Bourne	Alterations to garage to provide additional habitable accommodation (revision of WA/2013/1013). Previous comments on 18.07.2013 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.	7 FORD LANE, FARNHAM GU10 4SH	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1554	Farnham Bourne	Erection of a garden office building.	20 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NH	Rachel Fletcher
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement and conditioned for office use only.		
WA/2013/1589	Farnham Bourne	Erection of extensions and alteration following demolition of conservatory; erection of pitch roof to garage.	BRAMBLES, 3 CRAVEN CLOSE, FARNHAM GU10 3LW	Sarah Rogers

Ref	Ward	Proposal	Site Address	Officer Name
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
CA/2013/0103	Farnham Bourne	GREAT AUSTINS CONSERVATION AREA. 1x Robinia - fell.	2A MAVINS ROAD FARNHAM GU9 8JS	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1591	Farnham Firgrove	Erection of rear extension following demolition of existing lean-to and store (revision of WA/2013/1036). Previous comments on 18.07.2013 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.	36 TILFORD ROAD, FARNHAM GU9 8DL	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		

Ref	Ward	Proposal	Site Address	Officer Name
NMA/2013/0119	Farnham Firgrove	Non material amendment to WA/2013/0589 to change proposed roof to match existing gable end and replace two windows with two velux windows on south east elevation. Previous comments on 30.04.2013 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.	1 ST JOHNS ROAD, FARNHAM GU9 8NT	Mrs M Knight
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1588	Farnham Firgrove	Erection of extensions and alterations following demolition of existing garage.	11 SHORTEATH ROAD, FARNHAM GU9 8SR	Mr A Griffiths
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1578	Farnham Firgrove	Erection of extension following partial demolition of existing conservatory.	9 LANCASTER AVENUE, FARNHAM GU9 8JY	Mr A Griffiths

Ref	Ward	Proposal	Site Address	Officer Name
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1561	Farnham Moor Park	Erection of an extension following demolition of existing conservatory.	HIGHBURY, UPLANDS ROAD, FARNHAM GU9 8BP	Sarah Rogers
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1604	Farnham Shortheath and Boundstone	Erection of extension	38 BOUNDSTONE ROAD, WRECCLESHAM GU10 4TQ	Tim Bryson
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
TM/2013/0138	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 49/99.	21 DOUGLAS GROVE, FARNHAM GU10 3HP	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
CA/2013/0105	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	4 SWINGATE ROAD FARNHAM GU9 8JJ	Mr A Clout

Ref	Ward	Proposal	Site Address	Officer Name
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1620	Farnham Bourne	Application under Section 73 to vary Condition 2 of WA/2012/0028 (approved plans) to allow for increased footprint and alterations. Previous comments on 26.01.2012 were as follows: This is in the area protected by be3 and this is contrary to the guidance on garden-grabbing to prevent the fragmentation of large plots, where the character of the area would be affected	LAMBSWOOD, 108 LODGE HILL ROAD, LOWER BOURNE GUI10 3RB	Mr A Griffiths
		Same comments apply - This is in the area protected by be3 and this is contrary to the guidance on garden-grabbing to prevent the fragmentation of large plots, where the character of the area would be affected		
WA/2013/1611	Farnham Bourne	Application under Section 73 for the variation of Condition 4 of WA/2012/0870 (approved plan numbers) to allow for single storey servery extension. Previous comments were as follows: Approved after consideration on 21 June 2012	SOUTH FARNHAM SCHOOL, SCHOOL LANE, LOWER BOURNE GUI10 3PE	Tim Bryson
		Approved after consideration		

Ref	Ward	Proposal	Site Address	Officer Name
TM/2013/0136	Farnham Bourne	Application for works to and removal of tree subject of Tree Preservation Order 50/99.	11 DOUGLAS GROVE, FARNHAM GU10 3HP	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
DW/2013/0019	Farnham Castle	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 8m, for which the height would be 3.4m, and for which the height of the eaves would be 2.4m.	30 CRONDALL LANE, FARNHAM GU9 7BQ	Mr A Griffiths
		This is within the rights of permitted development		
WA/2013/1636	Farnham Castle	Erection of building to provide 5 units for use as Class B1c (light industrial) or Class B8 (storage and distribution) with associated parking (revision of WA/2012/1919). Previous comments: Approved after consideration on 10.01.2013	UNIT 12A, COXBRIDGE BUSINESS PARK, ALTON ROAD, FARNHAM GU10 5EH	Rachel Fletcher
		Approved after consideration		
WA/2013/1612	Farnham Firgrove	Erection of single storey extension following demolition of conservatory.	32 RIDGWAY ROAD, FARNHAM GU9 8NW	Rachel Fletcher
		Concerned about the possible adverse effect on the residential amenities of the neighbouring properties.		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1616	Farnham Upper Hale	Erection of single storey extension and alterations following demolition of existing conservatory.	12 HEATHYFIELDS ROAD, FARNHAM GU9 0BN	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
CA/2013/0110	Farnham Wrecclesham and Rowledge	WRECCLESHAM FARNHAM CONSERVATION AREA. Removal of 3x trees.	THE GABLES, 8A POTTERY LANE, FARNHAM GUI0 4QG	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
CA/2013/0109	Farnham Wrecclesham and Rowledge	WRECCLESHAM FARNHAM CONSERVATION AREA. Works to trees.	BEARWOOD COTTAGES, THE STREET, WRECCLESHAM GUI0 4PE	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer		
WA/2013/1568	Farnham Bourne	Erection of extension and alterations to form two storey dwelling.	6A OLD CHURCH LANE, FARNHAM GU9 8HQ	Mr A Griffiths
		Concerned about the size and scale of the proposed development in the Conservation Area.		
WA/2013/1575	Farnham Bourne	Conservation Area Consent for replacement of roof.	6A OLD CHURCH LANE, FARNHAM GU9 8HQ	Mr A Griffiths
		Strongly object to this proposal and the scale of the development in the Conservation Area. The plans are not in keeping with the Farnham Design		

Ref	Ward	Proposal	Site Address	Officer Name
		Statement.		
TC/2013/0021	Farnham Firgrove	G.P.D.O. Part 24 prior approval for siting and appearance of 17.5 m telecommunications pole together with antennae and associated cabinets, replacing existing 12.5 m pole and associated cabinets.	LAND AT WEYDON LANE, FARNHAM GU9 8QW	Mr A Griffiths
		No objections		
WA/2013/1555	Farnham Upper Hale	Display of non-illuminated signs.	FARNHAM PARK CEMETERY, HALE ROAD, FARNHAM	Mr A Griffiths
		The Cemetery is not part of Farnham Park and the sign is misleading – seems to indicate that this is an entrance to the park as “cemetery” is so small”.		
WA/2013/1559	Farnham Weybourne and Badshot Lea	Erection of nursery/childcare building (Class D1) together with associated works.	LAND OFF WILKINSON WAY, FARNHAM GU9 9ND	Andrew Forrest
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1564	Farnham Weybourne and Badshot Lea	Extension to existing tennis courts and playground together with fencing.	ALL HALLOWS ROMAN CATHOLIC SECONDARY SCHOOL, WEYBOURNE ROAD, FARNHAM GU9 9HF	Tim Bryson
		Approved after consideration and on		

Ref	Ward	Proposal	Site Address	Officer Name
		the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/1569	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations.	41A ECHO BARN LANE, WRECCLESHAM GU10 4NG	Ms L Smitheman
		Farnham Town Council welcomes the improvements, but is concerned about the effect on the neighbours' amenities		
WA/2013/1624	Farnham Castle	Certificate of Lawfulness under Section 192 for the installation of rooflights and alterations.	11 CROWNWOOD GATE, FARNHAM GU9 7GE	Ms L Smitheman
		No objections		
WA/2013/1609	Farnham Castle	Display of illuminated and non-illuminated signs.	FAT FACE, 51 - 52 THE BOROUGH, FARNHAM GU9 7NW	Mr A Griffiths
		No objections to the external lighting		
WA/2013/1625	Farnham Moor Park	Erection of detached garage following demolition of existing garage.	THE LAURELS, OLD COMPTON LANE, FARNHAM GU9 8EG	Ms L Smitheman
		No objections but strict conditions that the proposed garage is for residential use only		
PC/2013/0020	Farnham Moor Park	Consultation from a neighbouring authority for proposed erection of 63 dwellings and associated open space, car parking and landscaping.	LAND ADJACENT TO GRANGE FARM GRANGE ROAD TONGHAM	Ms L Smitheman
		Farnham Town Council is very concerned in principle		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1635	Farnham Shortheath and Boundstone	Certificate of Lawfulness under Section 192 for erection of an extension.	25 LITTLE GREEN LANE, FARNHAM GU9 8TF	Mr A Griffiths
		Concerned about the adverse effect on the amenities of the neighbours		
WA/2013/1628	Farnham Upper Hale	Certificate of Lawfulness under Section 192 for the construction of dormer windows and roof light to allow loft conversion.	13 SPRING LANE WEST, FARNHAM GU9 0BX	Ms L Smitheman
		No objections provided the neighbours' amenities are not affected.		

The meeting closed at 8.00pm

Notes taken by Rachel Aves



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative group

Time and date

9.15am on Thursday 31 October 2013

To Follow