



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 10th March 2011

Place

The Council Chamber, South Street, Farnham

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 10 MARCH 2011**, at **7.00PM** in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY**.

The Agenda for the meeting is attached

Yours sincerely

Mr Iain Lynch (Interim Town Clerk)

Members Apologies

Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, the Mayor's Secretary, by 5 pm on Wednesday 9th March 2011.

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.

Page 1 of 47



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 10th March 2011.

Place

The Council Chamber, South Street, Farnham

1 Apologies

To receive apologies for absence.

2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 20 January 2010 – attached at **Appendix A**.

3 Disclosure of Interests

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

NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to ginny.gordon@farnham.gov.uk by 12 noon on Wednesday 19 January 2011. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

4 Statements by the Public

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

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

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

Part I – Items for Decision

- 6 Contract Renewals**
To consider the report at **Appendix B**
- 7 Finance –** **Appendix C (to follow)**
- i) End of Year arrangements and Appointment of Auditors**
To consider the report at **Appendix C**
 - ii) Fees and charges**
To agree that the fees and charges for the current financial year will be held until January 2012 and that a further report be submitted to Council outlining fee increases from that date. **Appendix C2**
- 9 Working Group Notes**
- i)** To receive the notes of the Corporate Development and Audit Working Group held on 10th February 2011 **Appendix D**
 - ii)** To receive the notes of the Corporate Development and Audit Working Group held on 22nd February 2011 and the recommendations for Grants for 2011/12 **Appendix E**
 - iii)** To receive the notes of the Cemeteries and Appeals Working Group held on ^h February 24th **Appendix F**
 - iv)** To receive the notes of the Farnham in Bloom Working Group held on February 9th 2011 **Appendix G**
- 10 Planning Applications**
To receive the minutes of the meetings of the Planning Consultative Group held on:
- 27th January 2011 attached at **Appendix H**
 - 10th February 2011 attached at **Appendix I**
 - 24th February 2011 attached at **Appendix J**

The above actions are taken with delegated authority.

Part 2 – Items to Note

- 11 Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 12 General items to note**
- i) Royal Wedding.**
To note the Office will be closed as a result of the additional Bank Holiday on 29th April 2011.
 - ii) Purdah** **Appendix K**
To note that the Purdah period begins on 25th March and lasts until election day on 5th May. Attached at Appendix K is a brief resume of the protocols surrounding the purdah period and publicity in particular.
- 13 Conservation Area Review**

To note that the review of the Farnham Conservation Area Management Plan has begun.

12 Date of Next Meeting

To note the date of the next meeting – Thursday 14th April 2011 and the date for the Annual Council Meeting – Thursday 12th May 2011. Both meetings will be held at 7pm in the Council Chamber, South Street, Farnham.

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, Item 14 of the agenda in view of the confidential staffing items under discussion

Part 3 – Confidential Items

14 Staffing Situation

- 1) To approve the Confidential Minutes of the Full Council held on 20th January 2011
Exempt Appendix L
- 2) To consider the Confidential Notes of the HR Panel Meetings held on
 - a. 10th February 2011
Exempt Appendix M
 - b. 22nd February 2011
Exempt Appendix N

The Town Mayor will close the meeting.

Note: The person to contact about this agenda and documents is Iain Lynch, Acting Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership: Councillors John Ward (Town Mayor), Jill Hargreaves (Deputy Town Mayor), David Attfield, Gillian Beel, Carole Cockburn, Victor Duckett, Lucinda Fleming, Pat Frost, Bob Frost, Carlo Genziani, Stephen Hill, Denise Le Gal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp.

Distribution: Full agenda and supporting papers to all Councillors (by post) Agenda only by email to all Councillors.



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 20 January 2011

Place

The Council Chamber, South Street, Farnham

- * Cllr J Ward (Town Mayor)
- * Cllr G Hargreaves (Deputy Town Mayor)
- * Cllr D Attfield
- * Cllr G Beel
- * Cllr C Cockburn
- * Cllr V Duckett
- * Cllr (Mrs) P Frost
- * Cllr R Frost
- * Cllr L Fleming
- * Cllr C Genziani
- * Cllr S Hill
- * Cllr D Le Gal
- Cllr A Lovell
- * Cllr J Maines
- Cllr S O'Grady
- * Cllr R Steel
- * Cllr C Storey
- Cllr A Thorp

- * Present
- Apologies for absence

Officers Present:

Iain Lynch (Interim Town Clerk)

Ginny Gordon (Town Clerk's PA) (taking the recording of the meeting)

The proceedings of the meeting of Farnham Town Council held on Thursday 20th January 2011 were digitally recorded for Council purposes only.

QUESTIONS BY THE PUBLIC

- 1) Mr Skingle asked whether the disappearance of the Town Crest from the Bandstand was because it was due to be painted.

Cllr Attfield confirmed that two new crests had already been painted and were being varnished prior to replacing one on the Bandstand.

- 2) Mr Paul Head, President of Farnham Chamber of Commerce asked whether Farnham Town Council had been involved in any discussion with Waverley Borough Council or Surrey County Council(SCC) to date over the proposals for the introduction of on street parking charges in Farnham as outlined in the report by the Assistant Director Operations, Highways and Countryside SCC , dated 12th January 2011, and what action does Farnham Town Council propose to take to ensure that these proposals do not damage activities that Farnham Town Council is proposing within the town, and at the same time protect the aesthetic nature of Castle Street , one of the best examples of a Georgian Street in the Country?

The Town Mayor responded to the question in three parts:

- i) Regrettably Surrey County Council were under no obligation to consult. It would have been kind, courteous and helpful to have had a discussion but they have had none with the Town Council.
- ii) Farnham Town Council will make it well known to Surrey County Council that it is very unhappy with the situation at a time when pushing decisions down to communities is in vogue it is a shame that no discussion took place.
- iii) The question is really whether the proposal will damage Farnham not Farnham Town Council's activities. Will people stay away because of high charges or will they look to park in residential streets? The Town Council had not yet formally discussed the proposal and welcomes the involvement of Farnham Chamber of Commerce and other organisations in putting forward a reasoned and carefully thought out reply.

Cllr Mrs Pat Frost, who was Chairman of the Traffic Task Group for the area and a County Councillor said she had been equally surprised by the proposal and would also invite the Chamber of Commerce and other local organisations to respond through the Traffic Task Group.

- 3) David Attfield asked if Councillors were aware of the devastation being put in place by Surrey County Council in Monkton Lane. Although there had been negotiations with the Leisure Centre developer to minimise floodlighting on site, Surrey County Council had decided without any consultation to upgrade a country lane to a floodlit street, completely destroying the rural environment.
- 4) David Attfield asked if councillors were aware that SITA had withdrawn their IVC planning application in Runfold.

The Mayor thanked Mr Attfield for drawing the Council's attention to these two important matters.

C 111/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lovell, O'Grady and Thorp.

C 112/10 MINUTES

The Minutes of the Farnham Town Council Meeting held on Thursday 09 December 2010 were signed by the Town Mayor as a correct record.

C 113/10 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/Minute Number	Subject	Type of Interest	Reason

There were no disclosures of interest

C 114/10 STATEMENTS BY THE PUBLIC

There were no statements by the public

C 115/10 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor announced that he had:

- Read the lesson at the Farnham ASSIST Baptist Church Christmas Service and at the Service of Nine Lessons and Carols in St Andrews Parish Church;
- Attended The Phyllis Tuckwell 'Light Up A Life' event which was very well attended and moving occasion in the grounds of the hospice;
- Attended the Surrey County Council Chairman's reception at County Hall;
- Presented some of the prizes to young musicians at the Frensham Heights Farnham Music Festival;
- Represented Farnham Town Council at Henry Liu's funeral – a very sad occasion held at Aldershot Crematorium with the reception at the Kar Ling Kwong - and gave the town's commiserations to the family and how much he will be missed as he had done so much for the town and charity.
- Opened an alternative therapy clinic with the Mayoress.

The Town Mayor announced that the Annual Town Meeting of Electors would be held in the Council Chamber on 3rd March and all electors are welcome to come and ask questions about the work of the Council.

Part I – Items for Decision

C 116/10 TRANSFER OF COUNCIL OFFICES

Members received a report and recommendations from the Corporate Development and Audit Working Group on the Transfer of the Council Offices.

The Interim Town Clerk reported that representatives of Farnham Town Council had met with representatives of Waverley Borough Council and the outstanding matters relating to restrictions of use of the building, boundaries and the proposed overage clause had been resolved satisfactorily. A new overage proposal had been agreed and circulated to Councillors and is attached as an Exempt Annex to these minutes.

Cllr Mrs Frost said she was delighted to have resolution of a matter that had been dragging on for a long time and that the Town Council should celebrate having the offices back.

Cllr Steel congratulated the team that had been leading on this matter and was pleased they had been able to conclude negotiations.

RESOLVED:

- 1) to welcome the conclusion of negotiations over the Transfer of the Council Offices to Farnham Town Council;
- 2) to approve an application to lower the height of the kerb to optimise car parking at the Council Offices with any associated costs being met from reserves.

C 117/10 PUBLIC WORKS LOAN BOARD

Members received a report and recommendations from the Corporate Development and Audit Working Group on the outstanding loan from the Public Works Loan Board.

The Interim Town Clerk advised Members that the early repayment of the 26 year loan from the Public Works Loan Board which is still has twelve years to run would attract a premium to reflect the loss of interest to the Public Works Loan Board. In addition, the Town Council was now taking on a significant asset in owning the Council Offices and Members felt it would be prudent to retain reserves at this stage in case of unforeseen expenditure.

RESOLVED that:

- 1) the loan from the Public Works Loan Board should not be repaid early at this stage;
- 2) Officers review the situation during the life of the outstanding term to see if early repayment may be advantageous.

C 118/10 PRECEPT 2011/12

Cllr Fleming presented a report from the Corporate Development and Audit Working Group recommending a freeze, for the second year running, in the amount of money raised from the average Band D Council Tax payer in Farnham for the Town Council's 2011/12 budget.

It was noted that the cost of £51.06 per Band D household would produce an income of £878,400. The Council's budget for the coming year had been agreed at £895,679 leaving a shortfall of £17,279. Corporate Development and Audit Working Group Members felt this shortfall could be met by targeted in-year savings or from reserves.

Cllr Le Gal asked whether the shortfall took into account work done so far by the Working Groups in identifying additional potential savings. Cllr Fleming confirmed that these additional potential savings had not been included.

Cllr Mrs Frost asked whether the Council's Reserves had been formally reviewed. Cllr Fleming replied that this had not been done but was on the work programme for the Corporate Development and Audit Working Group.

Cllr Maines asked whether there was any impact as a result of the Government's Council Tax Freeze Grant. The Interim Town Clerk confirmed that there was no impact for the Town Council as the Freeze Grant applied to Principal Authorities and the earlier confusion over links with precepting authorities had now been resolved.

Cllr Le Gal confirmed that both Surrey County Council and Waverley Borough Council were also expected to freeze their Council Tax requirement for 2010/11.

Cllr Steel was very pleased to see this proposal and very pleased for residents who pay for all the costs of the Town Council as unfortunately the Town Council does not receive any income from the rates paid by businesses.

Cllr Duckett said he was very concerned about the proposal to reduce grants by a further 20%. He suggested considering increasing the precept by two pence per week to help fund local organisations such as the CAB. The Mayor reminded Councillors that the Council had agreed to reduce grants over three years to 5.67% of the budget and this year sees that achieved.

Cllr Cockburn reminded Council that when the current administration inherited its budgets the percentage spent on grants was considered unacceptable and the reduction had been part of a long term plan over four years. External organisations had been advised in advance of this and it was felt to be the correct policy.

RESOLVED that:

- 1) The Farnham Town Council proportion of the average Band D Council Tax should remain unchanged for the financial year 2011/12 at a cost of £51.06 (98 pence per week) to provide a total collectable precept for Farnham Town Council of £878,400**

The vote was carried with thirteen in favour and two against with Councillors Duckett and Storey voting against.

- 2) The shortfall of £17,279 be met from in-year savings or from General Reserves**

This was agreed unanimously

Part 2 – Items Noted

- C 119/10 A discussion took place on whether Working Group Notes should be in Part 1 or Part 2 of the Agenda. It was agreed that items requiring discussion should have discussion, as had always been the case, but the business of the meeting needed to be streamlined. Where Working Groups had not had delegated decision making responsibilities, their decisions needed to be endorsed by Council.

RESOLVED that the Town Mayor and Town Clerk review how Working Group Notes are considered ahead of the next Council Meeting.

- C 120/10 WORKING GROUP NOTES

Members received the notes from the Tourism and Events Working Group held on 12 January 2011 – copy of notes **attached to record minutes**.

Members received the notes from the Corporate Development and Audit Working Group held on 12 January 2011 – copy of notes **attached to record minutes**.

- C 121/10 REPORTS FROM OUTSIDE BODIES

Cllr Maines reported that Hale Recreation Management Committee was very happy to have a Town Council representative involved in its work

- C 122/10 PLANNING APPLICATIONS

Members received the minutes of the meeting of the Planning Consultative Group held on the 16 December 2010 and 13 January 2011.

It was noted that Cllr Duckett was present on 13th January.

There was a lot of debate over Application WA10/2119. Members felt that the objection was not strong enough given the sites location in the AONB and at an important entry point to the town. Councillors had received a number of representations about the application and it was agreed that further comment be made to Waverley objecting to the proposal.

RESOLVED: That the observations made by the Planning Consultative Group held on 16 December 2010 and 12 January 2011 and dealt with in accordance with delegated authority, be noted but that the objection in relation to WA/10/2119 be strengthened on the grounds that the site was in the AONB and that it was a visually important site at one of the main entrances to the Town.

C 123/10 DATE OF NEXT MEETING

Members noted that the date of the next Council Meeting was Thursday 10th March 2011 at 7pm in the Council Chamber.

C 124/10 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Item 13, Staffing Situation, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at the end of Item 12.

Part 3 – Confidential Items

C 125/10 STAFFING MATTERS
to C130/10

Members considered the staffing matters.

The Town Mayor closed the meeting at 8.45.

Date

Chairman



FARNHAM TOWN COUNCIL

B

Report

Report to: Full Council 20 January 2011

Title: Contract Renewals

Author: <i>Iain Lynch</i> <i>Town Clerk (Interim)</i>		Presented by:	
Report for Full Council 20 January 2011		Prepared: 6 March 2011	
Summary of Key Issues <p>The Council has a number of key contracts up for renewal a number of which are subject to discussion with the Council's partners. Some new contracts are required as a result of the Transfer of the Council Offices from Waverley Borough Council to Farnham Town Council.</p> <p>It is proposed that Standing Orders are waived in relation to the contract renewals and delegated authority be passed to the Corporate Development and Audit Working Group to agree the most advantageous arrangements for the extension of contracts coming up with a view to a further report coming to Full Council on the retendering contracts during the next Council year.</p> <p>It is also proposed that a standing list of contractors for repairs and maintenance be created.</p>			
1 Background Information			
1.1 Farnham Town Council works with a number of suppliers for the provision of a range of services. The Council's Contracts are let in accordance with Standing Orders and Financial Regulations.			
1.2 The Interim Town Clerk has been reviewing a range of contracts and identified that several are due for renewal. Negotiations have been taking place to ensure the continued provision of services to the Council and opportunities for streamlining contracts to bring improved cost benefits. Consideration has been given to the			

possibility of joining Framework contracts where this may bring benefit for the Town Council.

2 Contracts under review

2.1 Contracts currently under review include:

- Financial and Cemeteries Management Software (3 Year Contract due to end February 2011)
- IT Support Contract (Ends March 2011)
- Insurance (Renewal due April 2011)
- Website Management Contract (Annual Contract due April 2011)
- Email system
- Broadband provision
- Contracts for ad hoc repairs and maintenance
- Telephone and Broadband

2.2 New Contracts required as a result of the Transfer of the Building
A number of new contracts will be required including

- Lift Maintenance
- Alarm Management (both Intruder and Fire)
- Boiler Servicing and Maintenance

2.3 A specification is being prepared for the management of the Tenders for the Wrecclisham Community Centre Roof and for the construction of the roof.

2.4 It is proposed that responsibility for managing the contract renewals and new contracts required for the effective transition of the Council offices be delegated to the Corporate Development & Audit Working Party and that Standing Orders be Waived in order to negotiate with existing suppliers to obtain the most economically advantageous rates for the coming year.

2.5 It is also proposed that the Corporate Development & Audit Working Group be authorised to review the Financial Regulations, and in particular the Contract Procedures and Values to ensure they are fit for purpose and create a standing list of contracts for small maintenance or repair works.

3 Financial Implications:

3.1 There are no financial implications arising from this report as costs for all the contracts listed in this report have already been approved by the Council.

4 Legal and Policy Implications

4.1 The Current Financial Regulations were agreed in 2006 and a review is due. Contract Standing orders set out the policy for the procurement of goods and services. Financial Regulation 11.1(C) requires the Full Council to waive financial regulations to enable a price to be negotiated without competition and for the reason to be embodied in a recommendation to Council.

Recommendations:

It is recommended that:

- 1) Authority be delegated to the Corporate Development and Audit Working Party to determine contracts due for renewal; for new contracts required as a result of the Transfer of the Council Offices; and for contracts relating to the new roof for the Wrecclesham Community Centre;**
- 2) Standing Orders be waived, in view of the timescales involved, to allow negotiations of extensions to existing contracts at the most economically advantageous rates;**
- 3) A review of Contracts be brought to Council in the new Council year;**
- 4) Authority be delegated to the Corporate Development and Audit Working Party to update the Financial Regulations and in particular the Contract Procedures and values to ensure they are fit for purpose, and draw up a standing list of contractors for minor works (repairs and maintenance);**

Note: The person to contact about this report is Iain Lynch (Acting Town Clerk), Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

C

Report

Report to: Full Council 20 January 2011

Title: Finance

TO FOLLOW



FARNHAM TOWN COUNCIL

D

Notes

Corporate Development and Audit Working Group

Time and date

09.00am Thursday 10th February 2011

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Cllr L Fleming, Cllr C Cockburn, Cllr S Hill, Cllr J Hargreaves, Cllr J Maines, Cllr J Ward

Officers present: Iain Lynch, Town Clerk (Interim),

1. Apologies : Cllr S O'Grady

2. Declarations of Interest: None

3. Notes of Meeting held on 11 January 2011.

The notes were agreed.

4. Transfer of Council offices

POINTS	ACTION
<p>Members discussed the report at Appendix B and the schedule of issues identified for action. Agreed that these should be progressed within approved budgets such as the replacement window programme. It was agreed that the internal CCTV project should be held for the time being. A review of signage in the building was added to the list of projects.</p> <p>Noted that informal approval to apply to lower the kerb had been sought and would now be followed up with sketch drawings.</p> <p>A list of existing contractors had been received from Waverley Borough Council and preparations for transfer of contracts would now be begun.</p> <p>Discussion took place on whether the Town Council should make space available to other users and it was agreed that whilst this</p>	<p>Town Clerk (interim) to progress agreed items.</p>

<p>may be a good thing in the longer term, a considered look at the needs of the Town Council should take place first.</p> <p>It was agreed that Cllrs Genziani and Attfield should be asked to continue to work with the Town Clerk on issues relating to the building transfer and that updates should be presented to each meeting of the Corporate Development & Audit Working Party.</p> <p>Noted that the Town Council's Solicitor had been asked to progress the Transfer of the Building with Waverley's solicitors.</p>	<p>Cllr Attfield and Cllr Genziani to continue to work with the Town Clerk on Building Transfer issues.</p>
--	--

5. Annual Town Meeting.

POINTS	ACTION
<p>The arrangements for the Annual Town Meeting on 3rd March were discussed. It was agreed that all Working Group Lead Members would present on their areas of activity for a few minutes.</p>	<p>Working Group Lead Members to present to Annual Town Meeting</p>

6. Surrey County Council On-street Parking Proposals

POINTS	ACTION
<p>The report at Appendix C was discussed.</p> <ol style="list-style-type: none"> 1) It was noted that the date for the Public Meeting organised by the local County Councillors was taking place on 22nd February (not 23rd as listed in the report) at 7.30pm in the Farnham Maltings. 2) Members noted the issues set out and were very concerned at the process – or rather lack of process – followed by Surrey County Council in coming up with its proposals. There were assumptions behind their proposals that did not appear to have evidence backing them up such as statement that “ on-street charging will increase footfall and help local businesses” which was opposite the view being put forward by local businesses. Similarly the issue of residents’ parking in and around the proposed zones had little consideration. 3) Members noted that some other historic towns such as Ludlow had accommodated parking meters without completely detracting from the historic setting but care needed to be taken by the County Council. 4) It was noted that there was to be a discussion on 17th February on the Conservation Area covering Castle Street. It was agreed that the Council’s view should be formulated after more discussion had taken place at the meetings on 17th and 22nd February. 	<p>Town Clerk to send holding response to Surrey County Council objecting to the lack of consultation and engagement on this important local matter, requesting further information on the evidence base relating to the impacts on retail and economic vitality and on residents’; and how they would address the historic nature of Castle Street.</p>

7. Financial Matters

POINTS	ACTION
<p>a) It was noted that the expenditure at December 2010 was on track with budgeted expenditure overall with variations in some areas.</p> <p>Agreed that a consolidated budget review would be prepared on a quarterly basis for the Corporate Development & Audit Working Party.</p> <p>b) Noted that discussions had taken place with HSBC on a range of banking matters and changes made with an additional person involved noted.</p> <p>c) The issue of whether a separate Mayor's Bank should be opened was discussed, but it was felt that with the money being relatively small and with the ability to clearly identify income and expenditure on the separate budget code a separate Bank Account should not be opened at this stage. Noted that some donations for the Mayor's Charities were made direct by donors rather than going through the Council's account.</p> <p>d) Noted the Council decision re Internal Audit and agreed to action at the end of the financial year.</p> <p>e) Appendix E on the Consultation on the Accounts and Audit Regulations 2011, was discussed. It was agreed that representation should be made welcoming the proposed change to bring thresholds for Parish Councils in line with thresholds for small companies as it would reduce the burden on the Town Council and local taxpayers.</p> <p>f) Agreed to postpone the wholesale asset revaluation and other work preparing for the FRSSE (Financial Reporting Standards for Smaller Entities) until the outcome of the consultation was known.</p>	<p>Agenda item update at least quarterly.</p> <p>Town Clerk to write in response to consultation</p>

8. Surrey Pension Fund – Actuarial Valuation at 31st March 2010 and draft revised deficit contributions for Farnham Town Council

POINTS	ACTION
The increases in deficit contributions for future years were noted.	

9. Wrecclesham Community Centre

POINTS	ACTION
1) Lead Member and Town Clerk had met with representatives of the Management Committee and a number of issues raised were discussed.	

<p>2) Current situation re roof was noted. Agreed to appoint a contractor to oversee the tendering and management of the new Roof Contract after Building Regulations Approval had been obtained.</p> <p>3) Request from Wrecclesham Community Centre Committee regarding rent reprofiling was discussed. It was agreed that the proposed rent increase for 2010/11 would not be implemented until the re-roofing of the centre had been completed.</p> <p>4) Note that the fence was damaged and that the Town Clerk was seeking to ascertain who was responsible for its repair. Agreed that if it was the Town Council's responsibility a repair would be undertaken.</p>	<p>Town Clerk to arrange.</p> <p>Town Clerk to advise Management Committee</p> <p>Town Clerk to pursue</p>
--	---

10. Grants

POINTS	ACTION
<p>1) Current Situation noted.</p> <p>2) Agreed to meet on 22nd February at 9am at to consider Grants.</p>	<p>Meeting on 22nd February.</p>

11. Induction of New Councillors following elections in May

POINTS	ACTION
<p>Item deferred</p>	<p>Report to next meeting of CDAWG.</p>

12. Items for Note

POINTS	ACTION
<p>1) The date for the Princess of Wales Royal Regiment visit to Farnham was noted.</p> <p>2) The purchase of the Mitsubishi L200 was noted.</p>	

13. Date and Time of Next Meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Thursday 29th March 2011 at 9am.</p>	<p>Town Clerk to circulate agenda</p>

Item discussed in Confidential

14. Staffing

POINTS	ACTION
Members noted current situation and that the HR Panel would be meeting on 11 th February.	



FARNHAM TOWN COUNCIL

E

Notes

Corporate Development and Audit Working Group

Time and date

09.00am Thursday 22 February 2011

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Cllr L Fleming, Cllr C Cockburn, Cllr J Maines

Officers present: Iain Lynch, Town Clerk (Interim),

1. Apologies : Cllr S O'Grady, Cllr S Hill, Cllr J Hargreaves

2. Declarations of Interest:

Cllr Janet Maines as a representative on 40 Degreez

Iain Lynch as a Trustee of the Old Kiln Museum

Neither took part in the discussion relating to these respective items.

3. Notes of Meeting held on 10 February 2011 .

POINTS	ACTION
The notes were agreed. Noted that the meeting regarding the Conservation Area had taken place on 17 February. Agreed that Cllr C Cockburn and Cllr R Steel should be the Town Council's representatives on the Farnham Area Conservation Management Plan Group.	Decision to be endorsed by Council

4. 2011/12 Grants

POINTS	ACTION
<p>Members discussed the report at Appendix C and the summary detailed Annexes. Reference to the full applications took place for each grant considered to check how the proposed objectives met with the grant criteria and also to review the reserves of each organisation.</p> <p>Members agreed to consider each application on its merits and not ring fence any particular sum for any type of grants.</p> <p>Members noted that some organisations had a greater opportunity than others to generate their own funds.</p> <p>Consideration was given to the Council decision to reduce larger revenue grants by 20% per annum for 3 years from the 2008/09 levels and it was noted that this was the third year of this commitment.</p>	

No	Name	Amount requested	Grant proposed	Member Comments
1	Farnham Citizen's Advice Bureau	£30,000	£15,360	Noted the volumes of transactions which were increasing. Noted CAB was to close on Fridays.
2	Farnham Maltings	£16,000	£12,800	Noted the Maltings capacity to generate revenue; the value of work done with local organisations and the outreach work undertaken.
3	40 Degreez	£4,000	£3072	Noted changes underway in Youth provision by Surrey County Council.
4	Hoppa	Deferred	Nil at this stage	Hoppa were awaiting details of a potential contract with Surrey County Council prior to giving details of grant need
5	Hale Carnival	£2,000	£500	Noted that Hale Carnival donated £4,700 of its surplus in 2010 to charity.
6	Farnham Carnival	£3,500 (two applications)	£1500	Noted that this year's Carnival would be able to share costs with Farnham Town Council event taking place on Gostrey Meadow as they were on consecutive days.
7	Old Kiln Museum Trust	£2000	£500	Noted value of Old Kiln Museum to local people

				and visitors.
8	Farnham Rep Ltd	£2000	Nil	Noted performances were taking place indoors this year. Need for funding in accordance with criteria not clear..
9	Friends of St Andrews	£2000	Nil	Not a priority for Farnham Grants Scheme.
10	Wrecclesham Community Centre	£1000	Nil	Funding for Sign and fence repairs more suited to another Town Council budget
	Total	£62,500	£33,732	
	Small grants up to £200		£1,200	

POINTS	ACTION
Members agreed to allocate a total of £34,932 out of the budget available of £50,454, giving other organisations the opportunity of applying for the balance of £15,522 in a second tranche later in the year, and noting that an application from Hoppa was deferred.	

5. Items for future Meetings.

POINTS	ACTION
Use of Farnham Town Council's premises Licence by other bodies. Noted that a new Designated Premises Supervisor needs to be appointed to maintain the Premises Licence.	Town Clerk to attend course to obtain National Certificate for Licence Holders

7. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Thursday 29 ^h March, 2011 at 9am.	Town Clerk to circulate agenda

Item discussed in Confidential

14. Staffing

POINTS	ACTION
Members noted current progress on the Staffing Review and that the HR Panel would be meeting on 22 nd February and 9 th March.	



FARNHAM TOWN COUNCIL

F

Notes

Cemeteries and Appeals Working Group

Time and date

10.00am on Thursday 24^h February 2011

Place

Council Chamber, South Street, Farnham

Attendees: Cllr C Cockburn, Cllr Fleming and Cllr J Hargreaves, Cllr Duckett, Cllr Genziani

Officers present: Iain Lynch (Interim Town Clerk), A.Owen (Memorials administrator)

1. Apologies

None.

2. Update on Works at West Street Chapel

POINTS	ACTION
Noted that there was still a need to look at the alternatives for replacing the glass panes that are either broken or missing with clear glass with a long term view of leaded glass funded by sponsorships	Still under review
In the short term, the guttering should be repaired to prevent further wet damage to the chapel. Noted that the work is likely to include two cast iron hoppers.	Agreed, Carlo Genziani to review and draw up a specification for the work. Iain Lynch to clarify the budget situation.
Noted the possibility of creating a Memorial Casket wall in the Chapel with a 10 or 20 year purchase option.	Agreed that there would be a project proposal in September
Noted that there was potential for long term remedial works to be completed through funding via lottery grants, with support via the Friends of the Cemeteries Group.	

3. Cemetery Fees

POINTS	ACTION
2011 Cemetery Fees were not increased as part of the budget setting process but there should be review of fees for 2012 later in the year and also a comparison with other burial authorities.	Agreed to review fees September 2011.

4. Friends of Farnham Cemeteries

POINTS	ACTION
It was noted that the Friends group still needs to become more established as the group is too small to be constituted.	To raise profile in local newspaper.

5. Nick Goddard memorial Plaque

POINTS	ACTION
A memorial plaque in the Garden of Reflection Book is to be dedicated to Nick Goddard.	AO to complete application form with Agreed inscription

6. Appeals

POINTS	ACTION
<p>There is an appeal from a resident in Castle Street who wants to use a non BRAMM registered stonemason to undertake remedial works to a memorial in a Farnham cemetery.</p> <p>There is a complaint regarding the relocation of a previously reserved plot (2005) in Badshot Lea cemetery on the grounds of the nature of an authorised memorial adjacent to the reserved plot in question.</p> <p>The query party relates to whether the authorised memorial, (installed 3.8.2005), being large and with kerbs, was agreed after FTC policy on lawn memorials, (lawn cemetery adopted by Council at Full Council Meeting 26 Oct 2006). (This point was clarified after the meeting)</p>	<p>AO to write to resident to confirm FTC policy on using BRAMM registered masons</p> <p>IL to write to the complainant once dates of lawn cemetery policy confirmed</p>

7. Date of next Meeting

Agreed for 10 am Thursday 24th March.



FARNHAM TOWN COUNCIL

G

Notes

Farnham in Bloom Working Group

Time and date

10.00 am on Wednesday 9 February 2011

Place

Council Chamber, South Street, Farnham

Attendees: Cllr Jill Hargreaves, Cllr Victor Duckett, Cllr Pat Frost, Cllr Janet Maines, Cllr David Attfield, Kevin Taitt, Cath Sydenham, Sheila Rayner

1. Apologies

No apologies were received.

2. Minutes of the last meeting

The notes of the last meeting held on 8 November 2010 were agreed

3. The Farnham in Bloom Community Group

POINTS	ACTION
KT ran through the minutes of the Farnham in Bloom community group meeting held 3 February 2011. The Chairman reported that since that meeting she had recruited another member who would be invited to attend the next meeting of the Group on 5 April 2011	Sheila to invite

4. Anticipated outturn on the 2010/2011 Budget

POINTS	ACTION
It was reported that the 2010/2011 budget of £28,000 was expected to be underspent by £8,648. It was agreed that this underspend could be used to fund 2 new banners and stickers and badges (if this latter item was to proceed) together with a contribution of £3,000 towards the 2011/2012 budget shortfall	Town Clerk to note the £3000 contribution toward the 2011/2012 budget shortfall

5. Farnham in Bloom 2011

POINTS	ACTION
<ul style="list-style-type: none"> • It was reported that all the sponsorship letters had been sent and to date approx £750 had been received for sponsorship • It was reported that the DVD for FIB had been commissioned and was now underway • Possible designs for the floral tribute at the Police Station were discussed. The dark green proposal was selected • Crocus planting by Rotary Club of Farnham in Dogflud Way in January 2011 was noted. • Purchase of planters. It was agreed that this should be deferred to the next meeting when a report on the success of sponsorship would be reported back • It was agreed that FIB 2011 should be launched on 26 May 2011 at 6pm 	<p>Kevin to place the order for plants</p> <p>Sheila to report back</p> <p>Sheila to arrange</p>

6. Rural planting in 2011

POINTS	ACTION
<p>The up to date situation regarding a further extension of FIB to the villages was discussed.</p> <ul style="list-style-type: none"> • Near Rowledge Village Hall • Wrecclesham-investigate a site near the cemetery and ask the Church to assist with watering • Weybourne-consider the millstream opposite the Post Office • Ridgeway -planters on the wall between the dress shop and the dry cleaners. Place a further 2 near the baker • The Bourne- consider the railings outside the paper shop <p>A proposed continuation of the 2010 sites was noted:</p> <ul style="list-style-type: none"> • Sandy Hill • Badshot Lea • Heathend • The Bourne • Folly Hill • Rowledge • Park View • The Ridgeway 	<p>Cath and Kevin to finalise sites</p> <p>Cath to contact and confirm arrangements</p>

7. South and South East in Bloom

POINTS	ACTION
<p>The working group agreed the following:</p> <ul style="list-style-type: none"> • To enter the town centre into the Town Centre category (£110) • To enter the Large Town category (£175) 	<p>Kevin to arrange for FTC entries</p>

<ul style="list-style-type: none"> • To support Middlebourne Gardens being entered into the Conservation Area of the Year (£40) • To support Hale Place being entered into Its your Neighbourhood <p>It was noted that judging of schools would take place on 8-22 June and other entries 4-15 July 2011</p>	<p>Kevin to discuss with Noel Moss</p> <p>Sheila to write to Hale Place</p>
--	---

8. Publicity

POINTS	ACTION
<p>The group</p> <ul style="list-style-type: none"> • Noted the 2011 FIB press release programme • Asked for further design work to be carried out on the FIB logo • Agreed the purchase of 2 new cross street banners once the logo was approved • Agreed the purchase of 3x3 tier planters • Agreed the purchase of stickers • Decided to defer the purchase of badges 	<p>Sheila to action</p> <p>Cath to action</p> <p>Sheila to action Kevin to action Cath/Sheila to action</p>

9. Royal Wedding

POINTS	ACTION
<p>Cllr Maines sought information on any proposals to celebrate the Royal Wedding on 29 April 2011.</p> <p>Agreed that this should be referred to the Tourism and Events Working group and their Opportunities Group</p>	<p>Cath/Helen to action</p>

10. Date of next meeting

POINTS	ACTION
<p>The next meeting will be held on Monday 14 March 2011 at 10am (Chairman aware that Sheila not in the office on that day)</p>	<p>Sheila to send agenda</p>



FARNHAM TOWN COUNCIL

H

Minutes Planning Consultative Group

Time and date

6.00pm on Thursday 27 January 2011

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Lead Member)
- 0 Cllr D J Attfield (Deputy Lead Member)
- 0 Cllr V Duckett
- * Cllr L Fleming
- 0 Cllr R D Frost
- * Cllr G Hargreaves
- 0 Cllr J E Maines
- * Cllr O'Grady
- 0 Cllr C Storey

* Present

o Apologies for absence.

PCG 000/10

PLANNING APPLICATIONS - CONSIDERATIONS

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

1 Apologies for Absence

Apologies for absence were received from Councillors Maines, Duckett, Storey, Attfield and Frost.

2 Disclosure of Interests

Name of Councillor	Application Number	Subject	Type of Interest	Reason
Cllr C G Genziani	WA/10/2174	28 Burnt Hill Road	Personal	Applicant is member of

				Council
Cllr L Fleming	WA/10/2174	28 Burnt Hill Road	Personal	Applicant is member of Council
Cllr G Hargreaves	WA/10/2174	28 Burnt Hill Road	Personal	Applicant is member of Council
Cllr O'Grady	WA/10/2174	28 Burnt Hill Road	Personal	Applicant is member of Council
Cllr C G Genziani	WA10/2178	2 Crondall Lane	Personal	Applicant neighbours property of a Councillor
Cllr L Fleming	WA10/2178	2 Crondall Lane	Personal	Applicant neighbours property of a Councillor
Cllr G Hargreaves	WA10/2178	2 Crondall Lane	Personal	Applicant neighbours property of a Councillor
Cllr O'Grady	WA10/2178	2 Crondall Lane	Personal	Applicant neighbours property of a Councillor

3 **Planning Applications Considered**

NMA Amendment to WA/2010/0301 to provide additional windows on north east elevation.
10/0214 11 Middle Avenue, Farnham

No comment - no plans received

WA Erection of double garage with ancillary workshop in roof space following demolition of
10/2174 existing garage. Whispering Pines, 28 Burnt Hill Road, Farnham

Concerned that roof space could be used as ancillary dwelling.

WA Erection of an extension following demolition of existing utility room (revision of
10/2177 WA/2010/1843). 11 East Avenue, Farnham
Previous comments on the 25.11.2010 were as follows: Concerned about the adverse impact on the residential amenities of the neighbouring properties.

Concerned that materials used should be in keeping with existing.

WA Erection of two storey side and rear extension. 2 Crondall Lane, Farnham
10/2178

Concerned at the possible adverse impact on the residential amenities of the neighbouring properties.

WA Loft conversion, insertion of windows and alterations.
10/2190 The Lodge, 44 Frensham Vale, Farnham

No objections.

WA Use of land for the storage of building materials and machinery together with the retention of
10/2193 2 storage buildings (follows invalid application WA/2010/1524)
Land at Rear of 120 Upper Hale Road, Farnham

There is not sufficient background history provided to determine what is happening on the site.

WA Variation under Section 73 of the Town & Country Planning Act to vary Condition 4 of
10/2199 WA/1994/0601 (to retain garages for parking) to allow conversion into living accommodation.
The Cedars, 2 Lickfolds Road, Rowledge

There is no compelling reason seen why this condition should be set aside.

WA Erection of two storey and single storey extension. 21 Sheepphouse, Farnham
10/2200

Concerned at the possible adverse impact on the residential amenities of the neighbouring properties.

WA Erection of 6 semi-detached dwellings following demolition of existing house and coach
10/2214 house. Land at 2 Shortheath Road, Farnham

Strongly object – the proposed application does not conform to the Farnham Town Design Statement. It is over development of the site with adverse affect on the infrastructure and accumulative affect of increased traffic.

WA Change of use of dwelling into 2 dwelling units. 3 Laburnum Road, Farnham
10/2215

Strongly object – the proposed development is unacceptable, over development of the site and out of keeping with the street scene with the increase in density of houses.

WA Change of use from shop (Class A1) to use as a supervised children's play area (Class D2) 6
10/2216 Cambridge Place, East Street, Farnham

No objections

WA Erection of replacement dwelling. Clumps End, Clumps Road, Farnham
10/2219

No objections

WA Certificate of Lawfulness under Section 192 for the erection of a single storey extension to
10/2224 the rear and side of dwelling. 12 Baldreys, Farnham.

No objections

WA Erection of two-storey and first floor extension. 37 Shortheath Crest, Farnham
10/2227

Concerned about the bulk and size of the proposed new extension and the adverse affect on the residential amenities of the neighbours.

WA Erection of single storey rear extension. 4 North Avenue, Farnham

10/2228

No objections

WA
10/2229

Erection of single and two storey extensions. 41 Middle Bourne Lane, Farnham

No objections

WA
10/2230

Erection of ground and first floor extensions, alterations, dormer windows and enlarged drive area (revision of WA/2010/1315). Chapel Road, Rowledge, Farnham. Previous comments on the 19.08.2010 were as follows: No objections although concerned about parking and accessibility.

Still concerned about the parking and accessibility.

WA
10/2231

Erection of a conservatory. 2 Vine Close, Wrecclesham

No objections

WA
10/2232

Erection of porch and single storey extension, roof extension and provision of dormer window (revision of WA/2010/0784). 10 Shortheath Crest, Farnham. Previous comments on the 10.06.2010 were as follows: Concerned about the intrusion upon the neighbours amenities. As per the Farnham Design Statement, Design guidelines for Shortheath and Boundstone: Extensions should be in keeping with the original dwelling and roofs should not be dominated by unsuitable dormer windows.

No objections assuming the dormer window has been reduced in size.

WA
10/2242

Variation of condition 1 of WA/2010/1371 permission to allow A1 & A3 uses. 31 & 32 East Street, Farnham

No objections

WA
10/2243

Erection of dwelling and formation of vehicular access, drive and parking area. The Old Tennis Court, Gold Hill, Farnham

Object – not in keeping with the Farnham Town Design statement for this area.

WA
10/2246

Erection of replacement dwelling following demolition of existing buildings. Brocas Dene, Tilford Road, Farnham

No objections

WA
10/2248

Erection of extensions and alterations following demolition of existing conservatory. Beech House, 11 Jubilee Lane, Farnham

No objections

WA
11/0002

Erection of extensions and alterations; together with the insertion of a dormer window and solar tube (revision of WA/10/1680) Beavers, 8 High Street, Rowledge

Previous comments on the 11.11.200 were as follows: No objection, however subject to the Farnham Town Design statement Page 29; “Any new development should maintain the character of the Village and respect the local architecture in terms of scale, form and Materials.” These comments still stand.

WA Erection of replacement dwelling. Spruce Acres, Tilford Road, Farnham
11/0003

No objections

WA County matter application for continued use of workshop for use in repairing on-site plant,
11/0009 machinery and lorries without compliance with Condition 2 of planning permission
WA/02/1329 and GU02/1496 dated 10 March 2003 so as to allow use of the workshop to
continue until 31 December 2020. Homefield Sandpit, Guildford Road, Farnham

**No objections in principle, but would seek reassurance there would be no increase
in traffic.**

WA Erection of detached double garage. Little Spinners, 48 Echo barn Lane, Wrecclesham
11/0012

**No objections subject to the approval of Surrey Highways and the Arboricultural
Officer**

WA Installation of aluminium louvers. 107 West Street, Farnham
11/0015

No objections

WA Erection of a wall following removal of existing wall. 10 Castle Street, Farnham
11/0024

No objections subject to the approval of the Conservation Officer.

WA –Listed Building Consent for erection of a wall following removal of existing wall.
11/0025 10 Castle Street, Farnham

No objections subject to the approval of the Conservation Officer.

WA Erection of front and side single storey extensions. 1a Menin Way, Farnham
11/0026

No objections

WA Erection of extensions and alterations to form a two-storey building.
11/0027 28 Aveley Lane, Farnham

**Object – concerned that the roof materials are more suited to an industrial
building and not in keeping with the area. Concerned at the size of the proposed
building and parking facilities.**

The meeting closed at 7.15 pm.



FARNHAM TOWN COUNCIL



Minutes Planning Consultative Group

Time and date

6.00pm on Thursday 10 February 2011

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Lead Member)
- * Cllr D J Attfield (Deputy Lead Member)
- * Cllr V Duckett
- * Cllr L Fleming
- * Cllr R D Frost
- o Cllr G Hargreaves
- * Cllr J E Maines
- o Cllr O'Grady
- * Cllr C Storey

* Present

o Apologies for absence.

PCG 000/10

PLANNING APPLICATIONS - CONSIDERATIONS

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

1. Apologies for Absence

Apologies for absence were received from Councillors

2. Disclosure of Interests

There were no disclosures of interest.

3. Planning Applications Considered

1.

WA 11/0030 – Erection of extensions and alterations. 29 Lodge Hill road, Lower Bourne, Farnham

Concerned about the possible adverse effects on the residential amenities of the neighbouring properties. Materials should be in keeping with the existing.

2.

WA 11/0031 – Erection of single storey extension and alterations. 34 Ridgeway Road, Farnham

Concerned about the possible adverse effects on the residential amenities of the neighbouring properties. Materials should be in keeping with the existing.

3.

WA 11/0033 – Erection of extension to existing garage. Fernbrae Cottage, The Long Road, Farnham

No objections

4.

WA 11/0035 – Erection of extensions and alterations. 9 Lavender Lane, Farnham

No objections, but materials should be in keeping with the existing.

5.

WA 11/0037 – Alterations to elevations together with internal alterations including formation of courtyard. The Forge, 5 Upper Church Lane, Farnham

No objections subject to the approval of the Conservation Officer.

6.

WA 11/0038 – Listed Building consent for alterations to elevations together with internal alterations including formation of courtyard. The Forge, 5 Upper Church Lane, Farnham

No objections subject to the approval of the Listed Buildings Officer.

7.

WA 11/0039 – Application for new planning permission to replace extant permission WA/2007/2709 for the demolition of garage, shed and conservatory and erection of an extension and alterations. 44 Badshot Park, Farnham

No comment

8.

WA 11/0042 – Erection of two modular buildings. Tootsies Day nursery, Weydon Lane, Farnham

Strongly object, inadequate parking facilities on an already congested and busy bus route.

+

9.

WA 11/0043 – Erection of extension and alteration to existing garage 28 Echo Barn lane, Farnham

No objections.

10.

WA 11/0051 – Roof conversion including provision of dormer windows (revision of Wa/2010/1875). 10 Grove End Road, Farnham

Same comments, no objection provided neighbours residential amenities are not adversely affected.

11.

WA 11/0059 – Erection of extensions and alterations. 58 Lynch Road, Farnham

No objections.

12.

WA 11/0060 – Certificate of Lawfulness under Section 192 for extensions, alterations, chimney and flue. 3 Old Park Lane, Farnham

No objections.

13.

WA 11/0061 – Erection of single storey extension linking the house and garage Randalls, Crondall Lane, Farnham

No objections, but materials should be in keeping with the existing.

14.

WA 101/0062 – Erection of educational classroom/tree house and associated works (revision of WA/2010/0622). Frensham Heights School, Frensham Heights Road, Farnham

Strongly object, this proposal is in an open area which has not been developed. It is in the Area Beyond the Green Belt and is in the Area of Great Landscape Value.

15.

WA 11/0065 – Erection of a two storey extension (revision of WA/2010/1985) 18 Upper South View, Farnham

No objections.

16.

WA 11/0068 – Certificate of Lawfulness under section 192 for the erection of a two storey extension. 20 Gong Hill Drive, Farnham

No objections.

17.

WA 11/0074 – Certificate of Lawfulness under section 192 for the erection of a single storey extension. Grovers Cottage, Runwick Lane, Farnham

No objections.

18.

WA 11/0076 – Erection of a car port. 74 Broomleaf Road, Farnham

Concerned about the proximity of the proposed car port to the boundary with neighbouring property.

19.

WA 11/0078 – Change of use from skin care studio (use Class D1) to 2 residential units 102 – 103 West Street, Farnham

Concerned about the lack of parking facilities for the proposed residential and subject to the approval of the Listed Buildings Officer.

20.

WA 11/0079 – Listed Building Consent for internal alterations. 102 – 103 West Street, Farnham

Concerned about the lack of parking facilities for the proposed residential and subject to the approval of the Listed Buildings Officer.

21.

WA 11/0084 – Change of use, extensions and alterations to existing house to create 5 flats following demolition of single storey and garage. 17 St James Terrace, Farnham

This is overdevelopment of the site, inadequate parking and narrow, congested access roads.

22.

WA 11/0088 – Erection of a utility/day room building ancillary to existing gypsy site and revised site layout. Bridge View, Old Bridge Road, Farnham

Overdevelopment of the site, narrow access lane and concerned these are not mobile homes. Concerned this is becoming a housing estate rather than a gypsy site and should therefore conform to official planning regulations.

23.

WA 11/0092 – Erection of two storey side extension 37 Tor Road, Farnham

Concerned about the adverse effect on the residential amenities of the neighbouring properties and loss of hedge between properties. The materials should be in keeping with the existing property.

24.

WA 11/0093 – Certificate of Lawfulness under Section 192 for the erection of a rear dormer extension and formation of room in roof space. 47 St Georges Road, Farnham

Strongly object, the proposed development is not in keeping with the existing properties and undermines the character of the street scene as stated in the Farnham Design Statement. (p.21)

25.

WA 11/0100 – Conversion of two flats to form single dwelling with alterations including new windows and doors (revision of WA/2010/1352). 8 Fullers Road, Farnham

No objections.

26.

WA 11/0103 – Erection of ground floor extension, porch and additions to roof to provide first floor accommodation. 5 Bryn Road, Wrecclesham, Farnham

No objections

27.

WA 11/0105 – Erection of ground floor and first floor extensions including dormer windows. 21 Aveley Lane, Farnham

Materials should be in keeping with the other properties in the vicinity.

28.

WA 11/0107 – Application for a new planning permission to replace extant permission WA/2008/0225 for change of use of ground floor restaurant to additional residential accommodation (to combine with first floor flat to form a two storey single dwelling. Bay Tree Restaurant, 61 Frensham Road, Farnham

No objections.

29.

WA 11/0109 – Erection of a conservatory. Stables, Yatesbury Close, Farnham

No objections.

30.

WA 11/0114- Erection of a detached dwelling following demolition of existing dwelling. 56 Middle Bourne Lane, Farnham

No objections, but material should be in keeping with the street scene.

31.

WA 11/0123 – Erection of a new spa building and two sauna buildings, re-location of swimming pool. Land at Monkton Lane, Monkton Lane, Farnham

Strongly object, the development on green open space. Concerned about the further impact on the traffic within the villages and also concerned about the impact on the other local facilities ie Nuffield Health Centre and Farnham Sports Centre. If WBC is minded to approve this application Farnham Town Council requests 106 funding be made available to provide pedestrian control of Badshot Lea Road/St George's and Lower Weybourne Lane junction crossroads.

32.

AG 11/0001 – G.P.D.O Parts 6 & 7 erection of agricultural open fronted barn. Grovers Cottage, Runwick Lane, Farnham

No comment

33.

AG 11/0002 – G.P.D.O Parts 6 & 7 construction of an access track. Grovers Cottage, Runwick Lane, Farnham

No comment

34.

AG 11/0003 – G.P.D.O Parts 6 & 7 erection of agricultural secure storage barn Grovers Cottage, Runwick Lane, Farnham

No comment

35.

NMA 11/0007 – Amendment to WA/2010/1882 to remove side facing dormer and add roof light to west facing roof. 16 Wings Road, Farnham

No objections

36.

NMA 11/0008 – Amendment to WA/2007/0430 to provide internal alterations to sports hall, spa, first floor and external fenestration to sports hall and spa.
Land at Monkton Lane, Monkton Lane, Farnham

Strongly object, the development on green open space. Concerned about the further impact on the traffic within the villages and also concerned about the impact on the other local facilities ie Nuffield Health Centre and Farnham Sports Centre. If WBC is minded to approve this application, Farnham Town Council requests 106 funding be made available to provide pedestrian control of Badshot Lea Road/St George's and Lower Weybourne Lane junction crossroads.

37.

NMA 11/0009 – Amendment to WA/2009/0599 to provide a reduction in window width on front, side and rear elevations. 11a Greenhill Road, Farnham

No objections

38.

NMA 11/0012 – Amendment to WA/2010/1929 to provide a change to materials used for construction of new front, external infill wall. 8 Old Park Lane, Farnham

No objections

39.

TM 11/0004 - Application for works to a tree subject of Tree Preservation Order WA123
22 Alma Lane, Farnham

No objections subject to the approval of the Arboriculturalist.

40.

TM 11/0008 – Application for works to trees subject to Tree Preservation Order FAR 21
Dalwood, 4 Gold Hill, Farnham

No objections subject to the approval of the Arboriculturalist.

41.

WA 11/0133 – Erection of single storey rear extension and construction of dormer window. 7 Broomwood Way, Farnham

No objections

42.

WA 11/0135 – Erection of single storey extension. 17 Fox Road, Farnham

No objections

43.

WA 11/0137 – Erection of a detached dwelling. Land at Bourne House, Lodge Hill Road, Farnham

Strongly object, this is overdevelopment of the site and concerned about the increase in density of houses and destruction of large gardens and green space in

BE3, and contrary to Farnham Town Design Statement.

44.

WA 11/0138 – Erection of single storey rear extension. 16 Tor Road, Farnham

Concerned that extension should be in keeping with existing property.

45.

WA 11/0141 – Erection of single storey extension (revision of WA/2010/2037)
88 Weydon Hill Road, Farnham

Concerned about the possible adverse affect on the neighbours amenities and materials should be in keeping with the existing.

46.

WA 11/0143 – Erection of a roof extension, dormer windows and alterations
Tadpole Cottage, Brooklands Way, Farnham

Concerned at the proximity to the neighbours and possible adverse affect on the neighbours' amenities.

47.

WA 11/0145 – Erection of first floor extension and integrated garage. 75 Burnt Hill Road,
Farnham

Concerned about the adverse impact on the neighbours amenities and the impact on the street scene.

48.

WA 11/0146 – Erection of first floor extension, loft conversion and re-roofing of house and conservatory. 2 The Green, Badshot Lea, Farnham

Concerned about the adverse affect on the street scene. This is out of character and overdevelopment of the site.

49.

WA 11/0147 – Certificate of Lawfulness under section 191 for the use of land as residential curtilage. 19 Knowle Farm, Old Park Lane, Farnham

Strongly object, In allowing this it could be used in future for residential purposes and a precedent could be set for the future.

50.

WA 11/0148 – Erection of single storey extension. 30 West End Grove, Farnham

No objections

51.

WA 11/0149 – Erection of single storey extension, erection of roof extension, loft conversion, provision of dormer windows and alterations. Oak Lodge, 7 Sandrock Hill Road, Wrecclesham, Farnham

No objections

52.

WA 11/0158 – Erection of garage and plant room building with ancillary accommodation

above following demolition of existing outbuildings. Ashdown House, 18 Longdown Road, Farnham

Strongly object, this is garden grabbing – residential development in the garden and not in line with the Farnham Town Design Statement. The proposed development will also have an adverse impact on the local traffic.

53.

WA 11/0159 – Erection of single storey extension. 33 Tor Road, Farnham

No objections

54.

WA 11/0161 – Erection of 2 semi-detached dwellings. Land at 21 Wellington Lane, Farnham

Object, this is loss of green space, lack of infrastructure in the area and implications of more traffic – see Farnham Town Design Statement.

The meeting closed at 7.00 pm.



FARNHAM TOWN COUNCIL

J

Minutes Planning Consultative Group

Time and date

6.30pm on Thursday 24 February 2011

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Lead Member)
- * Cllr D J Attfield (Deputy Lead Member)
- Cllr V Duckett
- * Cllr L Fleming
- Cllr R D Frost
- * Cllr G Hargreaves
- * Cllr J E Maines
- * Cllr O'Grady
- 0 Cllr C Storey

* Present

o Apologies for absence.

PCG 000/10

PLANNING APPLICATIONS - CONSIDERATIONS

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

1. **Apologies for Absence**

Apologies for absence were received from Councillors

2. **Disclosure of Interests**

There were no disclosures of interest.

3.

Planning Applications Considered

FAO TIM LIPSCOMBE

WA 10/1285 – Land off St Georges Road, Badshot Lea – PP-00946510

Strong objections – the plans do not reflect the current structure on site. The Inspector’s report says there will be trees/hedges and shrub planting of native species. The details/numbers/species and sizes of plants should be stipulated. Very concerned about the size and mass of the utility block.

1.

NMA 11/0015 – Amendment to WA/2010/1188 to provide re-orientation of the proposed siting of the dwelling. Land adjacent 1 Wicket Hill, Farnham

No comment

2.

NMA 11/0016 – Amendment of WA/2010/1668 to add a mezzanine Floor to the building. Plot 7, Coxbridge Business Park, Alton Road, Farnham

No comment

3.

NMA 11/0021 – Amendment to Wa/2010/0734 to provide alterations to roof pitch and change fenestration. Cedar court, Tilford Road, Farnham

No comment

4.

NMA 11/0022 – Amendment to WA/2010/0634 to provide change to proposed brickwork to block work and render on first floor extension. 23 Brambleton Avenue, Farnham

No comment

5.

TC 11/0001 – G.P.D.O Part 24; siting and appearance of equipment cabinet
Land outside Farnham Police Station, Longbridge, Farnham

6.

TC 11/0002 – G.P.D.O Part 24;siting and appearance of equipment cabinet
Outside 1 -12 Vernon Court, West Street, Farnham

No comment

7.

TC 11/0003 – G.P.D.O; Part 24, siting and appearance of equipment cabinet
Land at The Hart, Farnham

No comment

8.

TC 11/0004 – G.P.D.O; Part 24, siting and appearance of equipment cabinet
Land Adjacent to 10 Castle Street, Farnham

No comment

9.

TM 11/0010 – Application for works to trees subject of Tree Preservation Order WA194. 1 Shortheath View, School Hill, Wrecclesham

No objections subject to the approval of the Arboricultural Officer.

10.

TM 11/0012 – Application for works to trees subject of Tree Preservation Order 16/99
15 Parkside, Farnham

No objections subject to the approval of the Arboricultural Officer.

11.

TM 11/0013 – Application for works to a tree subject of Tree Preservation Order 49/99
2 Douglas Grove, Farnham

No objections subject to the approval of the Arboricultural Officer.

12.

WA 11/0168 – Erection of a garage following demolition of existing garage.
66 Upper Hale Road, Farnham

No objections

13.

WA 11/0179 – Erection of extensions to provide a flat (revision of WA/2010/1281)
1 – 4 Great Austins, Tilford Road, Farnham

Previous comments on 19.08.2010 were as follows: No objections provided materials are in keeping with the building.

No objections provided materials are in keeping with the building.

14.

WA 101/0182 – Erection of extension to form a one bedroom dwelling together with extension to existing dwelling. 34 Waynflete Lane, Farnham

Strongly object. This is infill development and garden grabbing. Concerned about the adverse affect on the street scene and the impact of the traffic.

15.

WA 11/0185 – Application for new planning permission to replace extant permission WA/2008/1384 for the erection of a two storey extension and alterations.
23 High Street, Rowledge

Cannot comment as no detailed information available.

16.

WA 11/0186 – Erection of single storey extension and alterations. 107 Greenfield Road, Farnham

No objections.

17.

WA 11/0187 – Display of non-illuminated sign. 17 Lion and Lamb Yard, Farnham

No objections.

18.

WA 11/0189 – Extension to roof and conversion of roof space to habitable accommodation. 3 Parklands Close, Farnham

No objections but would request the materials are in keeping with the original building.

19.

WA 11/0195 – Consultation on a County Matter for details of landfill gas monitoring, groundwater monitoring, noise monitoring and dust monitoring submitted pursuant to Conditions 8,10,13 and 17 respectively of Appeal Decisions APP/B3600/A/95/257618 and APP//B3600/A/95/257619 both dated 27 August 1996, for the retention of existing plant and extraction of sand with progressive restoration in phases to agriculture. Land at Princess Royal sandpit, Guildford Road, Farnham

No comment

20.

WA 11/0196 – Consultation on a County Matter for the continued temporary use of three storage bays for the storage of limestone scalplings and sand, without compliance with Condition 1 of planning permission WA/08/1866 dated 20 February 2009, so as to allow the storage bays to remain in use until 31 December 2011, or upon completion of five new storage bays along the southerly boundary of the site (permitted under planning permission WA/09/0856), whichever is sooner. Land at Homefield Sandpit, Guildford Road, Runfold.

No comment.

21.

WA 11/0198 – Erection of two storey rear extension and conversion of existing roof space to habitable accommodation and alterations. 16 Abbots Ride, Farnham

No objections.

22.

WA 11/0217 – Erection of two storey extension following demolition of existing garage. Lodge Hill House, Lodge Hill Road, Farnham

No objections.

23.

WA 11/0221 – Application for new planning permission to replace extant permission WA/2008/0652 for the siting of a commemorative sculpture.

Roundabout At Crosby Way, Farnham

Concerned about the impact on the street scene. The proposed sculpture is grossly out of scale with the roundabout and historically inappropriate as the subject of the sculpture has no connection with that part of the town.

Concerned about the impact on the residential amenities of neighbouring properties.

24.

WA 11/0223 – Erection of front and rear extensions, erection of garage/workshop and alterations. 25 Heath Lane, Farnham

The meeting closed at 7.15pm.



K

Farnham Town Council

Briefing note on activity in the run up to elections (the purdah period)

The Purdah Period

Special rules apply from the period from the Notice of Election to the day of the election. This is known as the purdah period. This year, the purdah period starts on Friday 25th March and ends on 5th May 2011. Although the council will retain its responsibility to undertake its functions and, as such, it will largely be “business as normal”, special consideration must be given to publicity and to some areas of decision-making.

The convention of purdah originates with the Treasury, where it has long been established that the Chancellor of the Exchequer should avoid discussing a budget prior to its official announcement in order to prevent any repercussions in financial markets.

By extension, the principle of avoiding active engagement on politically sensitive matters has been applied to pre-election periods. This facilitates democratic due process, since the governing party does not use its power for potentially unfair electoral advantage, nor commit its successor to significant decisions that it would not wish to have made.

As the convention of observing purdah is not codified in law, it is subject to extension by bodies which choose to adopt it. In particular, since purdah is a 'self-denying ordinance', it is within the power of local authorities to adopt their own version of the convention in the period leading up to local elections. It can be argued that in a Town Council, the restrictions may not need to apply to the same extent as in Principal authorities or the civil service. However, it is wise to follow the convention as it minimises the potential for challenge.

Statutory guidance on publicity during the purdah period is found in the “Code of Recommended Practice” on local authority publicity as issued by the Secretary of State in 1998 and amended in 2001:

“The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election. Publicity should not deal with controversial issues or report views, proposals or recommendations in such a way that identifies them with individual members or groups of members.

However, it is acceptable for the authority to respond in appropriate circumstances to events and legitimate service enquiries provided that their answers are factual and not party political. Members holding key political or civic positions should be able to comment in an emergency or where there is a genuine need for a member level response to an

important event outside the authority's control. Proactive events arranged in this period should not involve members likely to be standing for election.”

In practice this means that any candidate who is directly involved in the election should not be provided with any publicity except in an emergency or exceptional circumstances prompted by events outside the council's control. If publicity is necessary it should be objective and factual. Care should be taken to ensure that it does not deal with controversial political issues and does not personalise these issues

The objective of this guidance is to prevent the council, as a corporate body, influencing, through its own publicity, support for any particular candidate or political party. It does not restrict what members say or do in their individual capacity --however they must be careful not to breach the terms of the Members' Code of Conduct and not to improperly use council facilities.

DECISION MAKING AND OTHER BUSINESS OF THE COUNCIL

There is no statutory restriction on the council's decision-making, meetings, or political debate during the purdah period. Events/meetings must not be used or planned to generate publicity for the election campaign. Members must consider other available options, such as deferring announcements or having officers attend rather than members.

If these options are not possible it may be necessary to avoid photographs being taken for publicity purposes and/or ensure that members either do not make speeches. If possible all parties/candidates should be represented at any event during the purdah period for equity. Should officers be required to attend an event they should try and avoid sharing the stage with the candidates.

These rules apply to all events organised by the council directly, as well as those events which are sponsored by the council. Agendas for meetings held in the purdah period must not be set in order to create a political advantage for any one party. In addition care must be taken to ensure that officers are not put in a position of appearing to endorse one candidate and their policies above another.

Newsletters and other regular publicity may continue during the purdah period but extra care should be taken. Press releases must not be used to explain party political differences or to promote a party whose candidate is standing in the election.

There is a general presumption as a result of the Code of Recommended Practice against undertaking new campaigns during the purdah period in any area that might be considered controversial in relation to the election. Care should also be taken in relation to current or ongoing campaigns prior to and during the purdah period. In particular campaigns that are liable to be misrepresented as being party political should be stopped until after the election.

USE OF COUNCIL'S FACILITIES

The council's powers, facilities and resources cannot be used for electoral campaigning or political purposes. The resources and facilities of the council may be used only in connection with or in support of council business

The basic rule applies throughout the year in different guises, irrespective of the electoral cycle but the purdah period requires greater care and is covered by statutory guidance.

The council's headed stationery, logos and designs must not be used or replicated in any stationery or information for electioneering purposes. The use of the council's resources for the purposes of a candidate's election, as well being unlawful in itself, may also amount to an unlawful donation which would have to be repaid.

USE OF COUNCIL PREMISES

The Representation of the People Act 1993 provides that election candidates have a right to use rooms in schools or other public buildings for public meetings. The rooms must be provided free of charge but are subject to the following conditions:-

- The meeting must be open to all members of the public and not restricted to ticket holders or members only.
- The purpose of the meeting must be to advance the candidate's prospects of victory at the election.
- The room must be suitable.
- The room must be used at reasonable times, not causing any disruption to the activities it is normally used for, and the candidate must give reasonable notice of wishing to use it.
- Candidates must pay for the costs of heating, lighting and cleaning the room, in preparation for the meeting and for restoring it to its usual condition after the meeting

Iain Lynch
Town Clerk (Interim)
March 2011