



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 29th October 2015

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 29 October 2015, 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. Members of the public may be recorded or photographed during the meeting and should advise the Clerk *prior to the meeting* if there are any concerns about this.

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: 29 October 2015

Name of Councillor

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

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 29th October 2015

Place

The Council Chamber, South Street, Farnham

Prior to the start of the meeting prayers will be said by Revd. Canon Anne Gell Rural Dean of 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 or other interests, or of any gifts and hospitality, in line with the Town Council's Code of Conduct.

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Blagden, Cockburn, Fraser, Frost, Hargreaves, Hill, Hodge, Macleod, Mirylees, Potts, and Williamson.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to her being a councillor of Surrey County Council: Cllr Frost.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting.*

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 agree the Minutes of the meeting held on September 24th 2015

Appendix A

4 Questions and Statements by the Public

In accordance with Standing Order 10.1, the Town Mayor will invite members of the public present to ask questions or make statements.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

- 5 Town Mayor’s Announcements**
To receive the Town Mayor’s announcements.
- 6 Questions by Members**
To consider any questions from councillors in accordance with Standing Order 9
- 7 Working Group Notes**
To receive the notes and any recommendations of the following Working Groups:
 - i) Community Enhancement held on 30th September **Appendix B**
 - ii) Strategy and Finance held on 20th October 2015 **Appendix C**
- 8 Planning & Licensing Applications** **Appendices D, E**
 - i) To receive the minutes of the Planning & Licensing Consultative Group held on 5th October and 19th October
 - ii) To consider any significant Planning Applications

Part 2 – Items to Note

- 9 Actions taken under Scheme of Delegation**
- 10 Reports from other Councils**
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council
- 11 Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 12 Date of next Meetings**
To note the date of the next meeting as Thursday 10th December.

Part 3 – Confidential Items

- 13 Exclusion of the Press and Public**
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda in view of any confidential items under discussion (if required).

* * * * *

Council Membership:
Councillors: Mrs Pat Frost (Mayor), John Ward (Deputy Mayor), David Attfield, Patrick Blagden CBE, Carole Cockburn, Paula Dunsmore, John Scott Fraser, , Jill Hargreaves, Stephen Hill, Mike Hodge, Sam Hollins-Owen, Mike Hyman, Andy Macleod, Kika Mirylees, Julia Potts, Susan Redfern, Jeremy Ricketts, John Williamson.

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.

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



FARNHAM TOWN COUNCIL

A

Minutes
Council

Time and date

7.00pm on Thursday 24th September 2015

Place

The Council Chamber, South Street, Farnham

- * Pat Frost (Mayor of Farnham)
- * John Ward (Deputy Mayor)

- * David Attfield
- * Patrick Blagden CBE
- * Carole Cockburn
- * Paula Dunsmore
- * John Scott Fraser
- * Jill Hargreaves
- A Stephen Hill
- A Mike Hodge
- Sam Hollins-Owen
- A Mike Hyman
- * Andy Macleod
- A Kika Mirylees
- A Julia Potts
- A Susan Redfern
- * Jeremy Ricketts
- * John Williamson

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Rachel Aves (Team Leader)
Kevin Taitt (Team Leader)

There were 4 members of the public in attendance.

Prior to the meeting, prayers were said by Revd Michael Hopkins of the Farnham United Reformed Church.

C075/15 **Apologies for Absence**
Apologies were received from Cllrs Hill, Hodge, Hyman, Mirylees, Potts and Redfern.

C076/15 **Declarations of interests**
In addition to the standard declarations of personal interest by councillors and by those who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, all Councillors registered a personal interest in relation to planning application WA2015/1694 as the applicant was a fellow councillor. The Town Clerk allowed a dispensation in relation to this item.
Cllr Williamson declared a personal interest as Chairman of the Old Park Lane Residents Association in relation to planning application WA2015/1694.
Cllr Ricketts declared a pecuniary interest in relation to planning application WA2015/1694 as the applicant.

C077/15 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 30th July 2015 were agreed and signed by the Mayor as a correct record.

C078/15 **Questions and Statements by the Public**

- i) Mrs Sandars Members referred to the lead article in the Farnham Herald, which promised 'a multi-million pound overhaul of Farnham town centre's road network' concerned that there was no promise on when this significant spending and the scheme it would fund would emerge from the Surrey Highways' drawing board for consultation. Councillor Pat Frost highlighted major problems of congestion and air pollution but, to date, Surrey County Council's record in attending to these concerns had been abysmal. According to WBC's 2015 Air Quality Progress Report pollution levels in the town centre had again exceeded permitted limits. Mrs Sandars pointed out that it was eight years since Waverley published an Air Quality Action Plan for Farnham but it had gone nowhere. Many thousands of new homes were planned for Farnham and neighbouring areas in Hampshire and Surrey. These could all produce overwhelming levels of additional traffic to add impossible levels of congestion and pollution in Farnham and more worrying impacts on the health of local people and on the health of the local economy as residents, customers and visitors were deterred from coming into the town centre. Mrs Sandars asked what Farnham Town Council would do to pressure Surrey CC and Government for urgent and serious solutions?

In response the Mayor said that trying to regenerate the road network took time and it was hoped that a draft plan for the town centre would be available at the end of the year. Farnham Town Councillors sat on the Task Group that was looking at the problem and would be able to contribute to the process.

C079/15 **Town Mayor's Announcements**

- i) The Town Mayor reported on Farnham's further success in South and South East in Bloom with Gold for the Town Centre and Gold and Category winner for the Large Town entry which befitted from so much community input. The Mayor thanked the staff team led by Kevin Taitt and Michal Lagiewka and the community effort which heled the town score so highly.

- ii) The Mayor informed Council of her visit to Mayen Koblenz and that 2016 represented the 25th anniversary of the founding of the twinning partnership and it was hoped that the Andernach Orchestra would be visiting Farnham to put on a special concert.
- iii) The Mayor advised that Farnham had also hosted successful visits from the Andernach Stockerau Friendship Association and from the Waverley Mayen-Koblenz Friendship Association.
- iv) The Mayor complimented Farnham Rugby Club on hosting a very successful European Veterans Rugby Association Festival in September, noting it was the first time the festival had been held in the UK.

C080/15

Questions by Members

There were no questions from Members.

Part I – Items for Decision

C081/15

Tourism and Events Working Group

Cllr Hargreaves introduced the notes of the Tourism and Events Working Group meeting held on 3rd September 2015, at Appendix B to the Agenda. Councillor Hargreaves reported that the Music in the Meadow programme had worked successfully but that an alternative contingency for poor weather was being investigated.

Councillor Hargreaves provided an update on arrangements for the Food Festival and plans for Christmas which were progressing well with income and sponsorship on target.

Cllr Hargreaves provided an update on partnership working with retailers, Heritage Open Days, Craft Town and the University for the Creative Arts. Council also noted plans for celebrating the Queen's 90th birthday including supporting street parties, bunting and a photographic competition.

Council heard an update on the plans, being led by the Farnham Maltings, for the commemoration of the first two minutes silence in Castle Street that would be taking place in May 2016.

C082/15

Cemeteries and Appeals Working Group

Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working group held on 27th August and attached at Appendix C to the agenda.

Council was pleased to note the update on the Cemetery Chapels.

Cllr Cockburn reported on the successful tour undertaken by the Working Group to the Council's cemeteries and those in neighbouring areas to compare approaches to maintenance and management and inform the planned review of Farnham's cemeteries which would be considered by the Working Group at its November meeting.

Cllr Cockburn reported that Working Group members remained concerned that the implementation of the rules and regulations, especially in relation to planting and kerb memorials had been inconsistent and were disregarded. It was noted that a reminder of the current regulations would be put on the noticeboards advising that items and planting not allowed in the regulations (such as large rooted trees which disturb neighbouring graves and plastic in the cemetery) would be removed.

Strategy and Finance Working Group

C083/15

Cllr Ward introduced the notes of the Strategy and Finance Working Group meeting held on 15th September 2015, at Appendix D to the Agenda.

Cllr Ward advised that the Working group had considered three Grant applications including one from the Farnham Maltings for a special grant towards additional work during refurbishment as a result of the discovery of asbestos. Members noted the work and high reputation of the Maltings and that the work proposed was outside the original scheme of refurbishment and beyond the contingency in the contract. The Strategy & Finance Working Group had recommended a grant of £3,000 be paid, but a higher sum of £10,000 was proposed being a third of the additional expenditure. Cllr Cockburn suggested a grant of £5,000 could be paid with a further £5,000 held in reserve if required. In response to a question, the Town Clerk advised this would be an exceptional grant as the normal Community grant level was £2,000. It was proposed by the Mayor and seconded by Cllr Ricketts that a grant of £10,000 be paid. On a vote with five votes in favour and five votes against the proposal was carried on the casting vote of the Mayor.

**It was RESOLVED on the Mayor's casting vote that:
a contribution of £10,000 be made to the Farnham Maltings towards the costs of the removal of asbestos.**

C084/15

Cllr Ward said that the Working Group had considered support for community and resident groups wishing to hold events to celebrate the Queen's 90th birthday. A number of activities were proposed for support by the Council and it was agreed these should be led by the Tourism and Events Working Group.

It was RESOLVED *nem con* that:

- i) Farnham Town Council should assist with the costs of insurance for local communities wishing to arrange street parties to celebrate HM the Queen's 90th birthday;**
- ii) the Tourism and events Working Group should co-ordinate other activities to mark the occasion.**

C085/15

Council noted progress on a number of contracts and arrangements for the Councillor Strategic Planning Workshop that would be taking place in October. Council also heard on progress made in creating the Hale Chapels Trust to work with the Town Council in progressing the refurbishment of the Hale Chapels if funding could be achieved. It was agreed that the next stage was applying for Planning Permission and proposed that Robin Crane Associates who undertook the Chapels Study in 2013 should be commissioned to update the drawings and assist with seeking planning permission. Council noted that planning permission was a prerequisite for funding application success but also noted that if planning permission or sufficient grant funding was not achieved then the chapels may need to be demolished.

It was RESOLVED *nem con* that:

- i) Robin Crane Associates be invited to revise the drawings for a planning application;**
- ii) Planning permission be sought for the refurbishment of the chapels for community use;**
- iii) Officers work with the emerging Hale Chapels Trust in seeking funding for the refurbishment.**

C086/15 Cllr Cockburn prided an update on progress with the Neighbourhood Plan and on a recent meeting with other communities in Waverley that were progressing Neighbourhood Plans to exchange notes and try and ensure common terminology was being used in discussions with Waverley.

It was noted that the Waverley Strategic Housing Assessment numbers were still awaited and that the lack of Suitable Alternative Natural Greenspace was still an issue. Once it was resolved, the Neighbourhood Plan could go to the next stage. Farnham Town Council was meeting with natural England to clarify its interpretation of how the issue should be addressed, and seek its support.

Cllr Macleod reported on work being undertaken on Buildings of Local Merit and asked all councillors to review suitable buildings in each ward.

Cllr Ricketts left at this point

Planning & Licensing Consultative Group

C087/15 Cllr Ward introduced the minutes of the Planning & Licensing Consultative Group held on 10th and 24th August and on the 7th and 21st September at Appendices E , F, G and H to the agenda.

In response to the questions raised by the Consultative Group on 10th August, the Town Clerk advised that legal advice had been taken on relevant matters particularly in relation to the discharge of conditions. There had been some surprise by double hatted councillors that the haul road for the creation of the bridge was being dealt with by Waverley planning officers as a discharge of conditions rather than a separate planning application as its impact was potentially significant given the applicants 2012 comments that it would have a highly damaging impact upon the character and amenity of Borelli Walk and South Street and that there was difficulty in providing a satisfactory highway junction to South Street. The Clerk advised that any challenge to discharge of conditions was also time limited as had been discussed at the last Council meeting and he offered to amplify the advice received with individual councillors if required.

The Mayor advised that individual councillors could raise the matter with Planning enforcement directly if there were concerns that needed to be investigated, and that these concerns did not need to be raised through the Town Council first.

Cllr Williamson thought it was incumbent on Farnham Town Council to take advice to get action if something was being done incorrectly. Cllr Attfield felt that if Waverley Borough Councillors could not get the information they required they could not expect Farnham Town Council to do so.

It was proposed by the Mayor, seconded by Cllr Attfield, and agreed by 6 votes to 4 that no further action be taken on this issue.

C088/15 Councillor Cockburn reminded all councillors that it was essential that comments were provided by ward members on applications in each ward.

There was great concern about the number of Section 73 applications to remove conditions that had been set by Inspectors and the Local Planning Authority as these were fundamental to the granting of planning permission in the first place.

Cllr Williamson referred to application WA 2015/078 and the removal of trees which was detrimental to the street scene. It was agreed that the comments would be strengthened to strongly object.

Part 2 – Items Noted

C089/15 **Actions under the Scheme of Delegation**

None reported.

C090/15 **Reports from Other Councils**

None reported

C091/15 **Reports from Outside Bodies**

- i) Cllr Cockburn reported on the success of the Farnham Community Games, despite the weather, organised by the Farnham Sports Council. The Sports Council was doing an excellent job in getting people active.
- ii) Cllr Fraser reported on the Hale Recreation Committee meeting. There was concern over the wear on the cricket square and on the removal of a number of mature trees on the recreation ground by a local resident and surprise that Waverley Borough Council had claimed ownership of the ground when it was held in trust.
- iii) Cllr Cockburn reported on the development of the PLACE project which had resulted from the Farrell review. The design centred approach should be helpful in determining the development of areas such as Badshot Lea. It was noted that the Infrastructure Planning Group was the ideal group to develop ideas for the PLACE project.

C092/15 **Date of next meeting**

Members noted that the next Council Meeting would take place on Thursday 29th October.

The Town Mayor closed the meeting at 8.28pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 30th September 2015

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, Stephen Hill, Susan Redfern and Jeremy Ricketts.

Officers: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader), Lara Prior (Community Enhancement Officer)

In attendance: John Ely (Member of Farnham in Bloom Community Group)

1. Apologies

Apologies were received from Councillor Paula Dunsmore and John Williamson .

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 18th June 2014.

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom Community Group Report

POINTS	ACTION
Members noted that the Farnham in Bloom Community Group would be taking part in the Autumn Big Pick Week along with the Heath End Gardeners group in Hale.	
Members noted that the Community Group would be starting winter bulb planting with 3,000 bulbs and noted that Coxbridge roundabout and outside the Bengal Lounge in Wrecclesham would be planted.	
Members noted the new concept of Blooming Kids – horticultural	

sessions being developed for Spring half term 2016. It was suggested that the Community Group approach Kate Douglas at Waverley Borough Council who looks after estates such as Sandy Hill and The Chantry's to try and get these areas more involved.

Members thanked the Community Group for their contribution to the success of Farnham in Bloom 2015

John Ely (Member of the Farnham in Bloom Community Group) left the meeting at 09.45am.

5. South and South East in Bloom/Britain in Bloom Results

POINTS	ACTION
<p>Members noted the South and South East in Bloom judges' feedback.</p> <p>Members noted that suggested areas for improvement could be easily rectified for next year.</p> <p>Members discussed that areas for improvement next year would include a new tree trail with the proposed route to be walked by Councillors; and a new heritage sign for The Victoria Garden had been agreed to go on the side of the Liberal Club; and other areas for development to include Middlebourne Gardens, and Farnham entrance points which could be improved with planters and updated signage.</p> <p>Members discussed The Bourne Beautification Project and the issue of keeping the hanging baskets and planters watered regularly. A water bowser has been brought for community use so members noted this could be stationed at the Bourne if a suitable place could be found subject to insurance constraints.</p> <p>Cllr Ricketts suggested that the judges did not follow a set route but that we worked towards a town where every area was of an equally high standard. It was agreed that the logistics of making this a reality would be very difficult but that more would be done to improve areas such as Castle Street and Lion & Lamb Yard. It was suggested that a competition was run in Castle Street for the best window box or that we could offer pre-planted ones as a 'thank you' to the residents and businesses who support the events we do.</p> <p>Members noted that the Britain in Bloom 2016 entrants would be announced by the end of October.</p>	<p>Tree trail to be progressed.</p> <p>Outside Services Team Leader to progress</p>

6. Sponsorship and Finance

POINTS	ACTION
<p>Members received an update on the latest budget and sponsorship for Farnham in Bloom.</p> <p>Members noted that the sponsorship income for 2015 was £14,780 against £14,290 for 2014 but it was unlikely that the target for 2015/16 would be reached.</p>	

<p>Members noted that the number of hanging baskets that were sponsored was down on last year from 93 in 2014 to 84 in 2015. It was noted that in-kind contributions had increased for 2015.</p> <p>Members suggested that the info tent at events was better utilized to gain and promote sponsorship and it was considered whether charity status could be approved for The Farnham in Bloom Community Group so that it could accept contributions and the idea of a promoted Just Giving page to collect donations was discussed.</p>	<p>Community Enhancement Officer to develop ideas further.</p>
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7. Awards Evening

POINTS	ACTION
<p>Members noted that the Farnham in Bloom Awards Evening would be held on the 8th October 2015 at Squire's Garden Centre and that Martin Billett, Chair of the FIB Community Group, would present the evening presentation as the Town Crier was unavailable.</p> <p>Members noted that Ken Kent, one of the main drivers behind Farnham in Bloom, would be awarded the Mayor's special award this year.</p> <p>Councillors agreed to host main the sponsors on the night.</p>	

8. Allotments

POINTS	ACTION
<p>Members noted that the Allotment Liaison Group meet twice a year and a meeting had just been held.</p> <p>Members noted that the empty allotment plots had been revised and there were now 43 people on the waiting list. 10 were non-residents and 8 only want a plot on Morley Road.</p> <p>Members were informed that all allotment holders were part of a special seed scheme that gives them 50% off and it was noted that Farnham in Bloom supporters could also utilise this offer.</p> <p>It was agreed that in 2016, allotment holders would plant all four tubs outside of Sainsbury's.</p> <p>Members received an update on the latest budget for the allotments and noted that staff allocations had been reviewed for 2015/16.</p>	

9. Surrey County Council Highways Localism Project

POINTS	ACTION
<p>Members noted the current level of activity on the Highways Localism project and that the contract had not yet been signed as a result of the unexplained basis for the 50% reduced contributions.</p>	<p>Town Clerk to progress</p>

10. Street Furniture Update

POINTS	ACTION
Members noted that after the success of the vinyl wrapped bus stops on South Street, Waverley officers had agreed to fund vinyl wrapping for two of their own bus stops (one in Upper Way and on Alma Lane). Members noted that there were no current requests for furniture.	Community Enhancement Officer to progress

11. Bins by Boots Opticians

POINTS	ACTION
Members received an update on the unsightly bins on the walkway between The Borough and Central car park and discussed what the next steps of action should be. Options explored were the possibility of imposing a bylaw (if possible) or taking a tougher stance whereby bins are removed if a cooperative arrangement cannot be found. Members commented that Guildford had adopted a tougher stance on this and as a result no bins could be seen within the town so it would be worth seeing how they had gone about this.	Outside Services Team Leader to progress

Councillor Carole Cockburn left the meeting at 11.07am.

12. Big Pick Week Autumn: 25th October – 1st November

POINTS	ACTION
Members noted the dates of the Autumn Big Pick Week. Members agreed to do a litter pick, with the date to be confirmed.	Community Enhancement Officer to confirm date to all Councillors

13. Winter Celebration 2015

POINTS	ACTION
Members noted that that Farnham in Bloom Winter Celebration would be taking place on Sunday 20th December and would be run by the Community Group. The format would be similar to previous years with the addition of a performance by The Dance Movement to showcase their In Bloom project and to help attract a younger audience.	Community Enhancement Officer to arrange

14. Risk Assessments

POINTS	ACTION
Members reviewed the risk assessments for the Community Enhancement Working Group activities. No changes were proposed.	

15. The Bourne Conservation Group

POINTS	ACTION
Members reviewed the Bourne Conservation Group Annual Report and commended the excellent work of the group as well as that done by the Bourne Residents' Association and Bourne Beautification project.	

16. Pilot Community Toilet Scheme

POINTS	ACTION
Members discussed the proposal of a new community toilet scheme initiated by The Queen's Head public house in The Borough. The proposal which would see additional toilet facilities available over longer hours with the Council agreeing to pay a small annual fee towards the upkeep. Members liked the concept of the scheme which worked successfully elsewhere with people having access to toilet facilities in shops, restaurants and pubs without having to make a purchase. Participating businesses would display a sticker promoting the scheme and would be listed on a map of the town. It was agreed this could improve facilities and help increase footfall in local businesses. It was agreed to recommend to Council that the concept be piloted.	Recommendation to Council that: A pilot Community Toilet scheme be developed in Farnham.

Iain Lynch (Town Clerk) left the meeting at 11.30am

17. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be Wednesday 18th November at 9.30am	

Meeting ended at 12.00pm

Minutes taken by Lara Prior



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 20th October 2015

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors Jill Hargreaves, Stephen Hill, Jeremy Ricketts, John Ward, John Williamson

In attendance ex officio: Cllr Pat Frost (Mayor)

Officers present:

Iain Lynch (Town Clerk),

Kevin Taitt (Team Leader – Outside Services) - part

18. Apologies

Apologies were received from David Attfield, Carole Cockburn

2. Declarations of Interest

There were no declarations of interest

3. Notes of Meeting held on 15th September 2015

POINTS	ACTION
The Notes of the previous meeting were agreed	

4. Councillor Strategic Planning Workshop held on 17th October 2015

POINTS	ACTION
<p>i) The Town Clerk advised that the notes of the workshop were being written up and would be circulated to all councillors so that those who had not been able to attend would have a flavour for the issues discussed. A report would then be prepared for the next Strategy & Finance Working Group prior to discussion at Council.</p> <p>ii) The Working Group felt that overall the Workshop had achieved its purpose giving some initial building blocks which would be turned into specific objectives of where the Council should be in four years' time in the next stage of</p>	

<p>the process.</p> <p>iii) The view of the Working Group was that the current vision for the Council in being ‘an effective voice for Farnham’ still seemed relevant.</p> <p>iv) There was need to put timescales on all the ideas that emerged and also consider whether the targets were both realistic and challenging enough. Where objectives were outside the responsibilities of the Town Council, it was important that the Town Council was able to influence the outcomes.</p> <p>v) It was agreed that one specific piece of work that could be carried out was to understand the amount of income generated by different authorities and organisation in Farnham and how much expenditure was then reinvested in the town. Cllr Williamson offered to work with the Town Clerk on this project.</p>	<p>Cllr Williamson and Town Clerk</p>
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5. Quarterly Finance

POINTS	ACTION
<p>1) The Working group welcomed the unqualified Audit from External Auditor BDO.</p> <p>2) The Working Group discussed the two matters raised in the Auditor’s Issues Arising Report along with the Officers’ response. The first matter related to the investment in the Public Sector Deposit Fund (PSDF) which the Auditor noted had been recorded in Box 8 as bank deposits and cash rather than as an investment in Box 9 on the form. The Auditor points out that Governance and Accountability – the Practitioners’ Guide says that investments “other than in interest bearing savings accounts, should be identified as long-term investments and recorded as expenditure” and that “The council need to determine and be able to demonstrate that the characteristics of the fund carry no risk to capital and then follow the appropriate proper practices as set out in the Practitioners Guide”.</p> <p>3) In response, Officers reported that the Council had provided details to the Auditor of the legislative background to the investment and advised the Working Group that there had been discussions for some time at a national level to recognise the benefits of this fund which only invested in Fitch triple A rated institutions (and if one investment dropped down a rating (eg co-op) then funds were withdrawn). It was considered that this method of investment is potentially safer than investing in the money market funds of a single bank. No institution can guarantee that capital invested with them has no risk to the capital invested, and the Council needs to be satisfied that the risk is acceptable for each investment. Officers further advised that the Joint Practitioners’ Advisory Group was reviewing the status of the PSDF and it was expected that there may be an amendment to the Practitioners’ Guide during the current financial year. As such it was recommended that</p>	<p>Recommendations to Council that:</p> <p>1) The unqualified Audit for 2014/15 be welcomed.</p> <p>2) The comments in the Issues Arising report on the Public Sector Deposit Fund be reviewed prior to the closure of the 2015.16 accounts.</p> <p>3) The need for an explicit minute on the review of reserves prior to precept setting be noted.</p> <p>Town Clerk to seek confirmation of the timing of the JPAG review.</p>

<p>Council notes the Auditor's comments and reviews the situation prior to the closing of the 2015/16 accounts.</p> <p>4) The Auditor had also commented that when setting the budget there was no specific mention that the Council should consider using its reserves prior to agreeing the precept. The Town Clerk advised that the Council had a long tradition of first discussing the budget strategy and secondly agreeing the precept level. It was accepted that the first phase in looking at the level of reserves was not specifically minuted although Council did follow the proper process. It was noted that the reserves levels (general and earmarked) are also presented to every quarterly meeting (set out in the trial balance) and at the end of year in the Statement of Accounts (produced by Farnham Town Council in addition to its formal obligations for transparency reasons). Council is asked to note the Auditor's comments and that it will again review the level of reserves prior to the setting of the 2016/17 budget.</p> <p>5) Members received the Income and Expenditure Summary and detailed accounts, noting that they were broadly as expected for the six month period, with expenditure being under 50% and overall income being on target, although some areas such as FIB sponsorship being below the challenging targets set for 2015/16.</p> <p>6) Members received the Trial balance to 30th September and noted that the detailed paperwork for invoices and payments was available for inspection.</p> <p>7) Members reviewed the Statement of Investments at 30th September and the Bank and Petty Cash reconciliations at 30th September.</p> <p>8) Members reviewed the debtors at 30th September and agreed that two long standing debts totalling £320 in total that were still unpaid from previous years be written off as uneconomical to pursue.</p> <p>9) It was agreed to recommend to Council that the longstanding debt of £1270 (including court costs) which the court Bailiffs had been unable to collect be written off as uneconomical to pursue.</p> <p>10) It was noted that the debts would not be forgotten and would be pursued if any service were requested in future from the debtors. Progress on chasing other debts over three months was noted.</p> <p>11) The Working Group noted that the 2016/17 Community Grants Round was open and that letters had been sent to local community groups and others who might be interested in applying or encouraging others to apply.</p>	<p>Town Clerk to action.</p> <p>Recommendation to Council that: The longstanding debt of £1270 that had been taken to the Small Claims Court be now written off as uneconomical to pursue.</p>
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6. Contracts Update

POINTS	ACTION
<p>The Team Leader – Outside Services and the Town Clerk provided a brief update on a number of contract issues including:</p>	

<ul style="list-style-type: none"> i. Timescales and arrangements for the repairs to the West Street Cemetery Wall. It was noted that the cost for purchasing the Heras fencing was not much more than the scheduled hire price and agreed that it was more economical to purchase as this would bring savings if there were any delays in the project. ii. The Working Group noted that after discussions with the tenderers, the contract for the pathways repairs was being split between two contractors Hutchings and Carter and John Britten. iii. The Working Group noted that usage data was being collected for the public conveniences. Members also noted that the Town Clerk had written to Waverley Borough Council about the electricity costs that were being charged to the Town Council. iv. The Mayor raised a concern about the vehicle washing in Central Car Park. She was concerned that this had previously been refused by Waverley because of the environmental pollution from the washing and would be raising the matter at Waverley. v. The prices for the works on the Gostrey Meadow War Memorial pathway were reviewed. It was noted that the prices were being compared against the specification to ensure that they were on a like for like basis. It was noted that an application for support from the War Memorials Trust had been prepared. It was agreed that officers should proceed with the most economically advantageous tender once the prices had been clarified but the cleaning for the memorial should be undertaken ahead of Remembrance Sunday. 	<p>Officers to review insurance arrangements.</p> <p>Team Leader Outside Services to progress.</p> <p>Outside Services Team Leader</p> <p>Outside Services Team Leader to clarify costs against specification.</p> <p>Recommendation to Council: The contract for the pathway repairs be let to the most economically advantageous tenderer.</p>
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Cllr Hargreaves left at this point

7. Infrastructure Planning Group update

POINTS	ACTION
<p>Members received an update on the work and timetable for the Neighbourhood Plan (attached at Annex I to these Notes) and agreed that ideally the Referendum should take place in the first half of July if possible.</p>	

8. Request by Porthaven Care Homes to create a footpath on Farnham Town Council land

POINTS	ACTION
<p>Members noted the request that had come in from the Porthaven Care Group to change the access to the former Brethren site in West Street which would involve construction on Town Council land. The Town Clerk would progress the matter as agreed to ensure that the Town Council's interests were protected.</p>	<p>The Town Clerk to discuss further with the Porthaven Group.</p>

9. Town Clerk Update

POINTS	ACTION
<p>The Town Clerk reported on a number of matters including:</p> <ul style="list-style-type: none">i) A Home Office Consultation reforming the powers of police staff and volunteers. It was noted that this could have an impact on local groups and that the paper should be circulated to councillors.ii) A County Council Consultation on Community Recycling Centres (CRC). It was noted that the Farnham CRC was substandard and needed investment. The Mayor advised that she had advocated the relocation of the site to somewhere where a purpose-built facility could be accommodated.	Town Clerk

10. Date and Time of Next Meeting

POINTS	ACTION
Members noted that the next meeting was scheduled to take place on Tuesday 1st December 2015 at 9.30.	Town Clerk to circulate agenda

Meeting ended at 12.40

Notes written by Iain Lynch

Programme for Farnham Neighbourhood Plan (Oct 2015 Update)

Task	Date
<ul style="list-style-type: none"> • Production of draft Scoping Report and draft sustainability objectives • HRA Screening • General review of the draft Plan and advise on the Content and Format • Identification of gaps or missed opportunities 	March 2014
<ul style="list-style-type: none"> • Further Evidence Base 	April/ August 2014
<ul style="list-style-type: none"> • Preparation of Regulation 14 Farnham Neighbourhood Plan Options with Allocations including meetings with Town Council steering group • Prepare Evidence Base papers • Prepare Stage B Sustainability Appraisal and Appropriate Assessment 	September 2014
<ul style="list-style-type: none"> • Stakeholder Update and Next Steps 	September 2014
<ul style="list-style-type: none"> • Town Council Members briefing 	13 October 2014
<ul style="list-style-type: none"> • Town Council Strategy & Finance Committee 	14 October 2014
<ul style="list-style-type: none"> • Full Council 	23 October 2014
<ul style="list-style-type: none"> • Community Engagement in Options Plan with Allocations 	November/December 2014
<ul style="list-style-type: none"> • Review and respond to Community Engagement 	January/February 2015
<ul style="list-style-type: none"> • Town Council Strategy & Finance Committee 	3 March 2015
<ul style="list-style-type: none"> • Full Council 	12 March 2015
<ul style="list-style-type: none"> • Further evidence base/ SANG; liaise with infrastructure providers; liaise with developers; liaise with WBC etc) 	April – October 2015
<ul style="list-style-type: none"> • Production of the final Regulation 15 Farnham Neighbourhood Plan • Update Evidence Base Papers • Prepare Stage C Sustainability Appraisal and Appropriate Assessment • Test Conformity of Policies to the adopted Waverley Borough Local Plan (2002) and emerging Local Plan • Preparation of the Consultation Statement • Preparation of the Basic Condition Statement 	November – January 2015
<ul style="list-style-type: none"> • Habitats Regulation Assessment (HRA) 	December 2015
<ul style="list-style-type: none"> • Town Council Members briefing 	8 th January 2016
<ul style="list-style-type: none"> • Town Council Strategy & Finance Committee 	12 th January 2016
<ul style="list-style-type: none"> • Full Council 	21 st January 2016
<ul style="list-style-type: none"> • Community Engagement in Regulation 15 Farnham Neighbourhood Plan (statutory 6 week period) (NB This stage is under review by Government) 	February-March 2016
<ul style="list-style-type: none"> • Submission of Farnham Neighbourhood Plan 	End of March 2016
<ul style="list-style-type: none"> • Waverley Borough Council publish the submitted Farnham Neighbourhood Plan (Regulation 16) (statutory 6 week consultation period) 	April 2016
<ul style="list-style-type: none"> • Examination 	June 2016
<ul style="list-style-type: none"> • Referendum 	July 2016



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 5 October 2015

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr P Blagden
Cllr C Cockburn
Cllr P Dunsmore
Cllr J S Fraser
Cllr A Macleod
Cllr J Ward
Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon, Iain Lynch

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

Cllrs Hargreaves, Hyman, Mirylees and Ricketts

2) Declarations of Interest

There were no declarations of Interest.

3) Applications Considered by the Planning & Licensing Consultative Group on Monday 5 October 2015

NMA/2015/0152 Farnham Castle

Amendment to WA/2015/0303 to provide alterations to elevations.

9, LARKFIELD ROAD, FARNHAM GU9 7DB

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement.

WA/2015/1776 Farnham Castle

Erection of two storey side extension.

2 HILL VIEW ROAD, FARNHAM GU9 7BJ

Farnham Town Council objects to this application. There is a large window proposed, which overlooks the neighbouring property, significantly reducing the neighbours' privacy.

CA/2015/0098 Farnham Castle

FARNHAM CONSERVATION AREA.

Works to and removal of trees.

4 UPPER CHURCH LANE, FARNHAM GU9 7PW

Farnham Town Council objects to the removal of trees in the conservation area but is unable to comment in detail on the specific trees, due to insufficient information available about which trees are being requested to be removed.

WA/2015/1774 Farnham Castle

Erection of first floor side extension.

3 RUNWICK COTTAGES, RUNWICK LANE, FARNHAM GU10 5EG

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement.

WA/2015/1813 Farnham Castle

Erection of extensions and alterations and detached carport following demolition of existing conservatory and outbuildings.

3 BYWORTH ROAD, FARNHAM GU9 7BT

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement.

TM/2015/0116 Farnham Firgrove

Application for works to a tree subject of Tree Preservation Order 09/11.

24A HILLARY ROAD, FARNHAM GU9 8QX

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.

WA/2015/1788 Farnham Firgrove

Erection of two storey side extension and alterations.

51 BRIDGEFIELD, FARNHAM GU9 8AV

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement and with the existing materials.

WA/2015/1812 Farnham Firgrove

Erection of porch and rendering of ground floor brickwork.

17A ST JOHNS ROAD, FARNHAM GU9 8NU

Farnham Town Council has no objections subject to the alterations being in keeping with the existing materials.

WA/2015/1741 Farnham Hale and Heath End

Erection of ground and first floor extensions (revision of WA/2015/1171). **Previous comments on 29.06.2015 were as follows: Farnham Town Council has no objections, subject to the extension being in keeping with the Farnham Design statement.**

28 ALMA LANE FARNHAM GU9 0LH

Farnham Town Council objects to the proposed extensions which are not in line with the extension guidelines at Waverley Borough Council and not in keeping with the Farnham Design Statement. The extensions also overlook the neighbours' amenities.

TM/2015/0130 Farnham Hale and Heath End

Application for works to trees subject of Tree Preservation Order Far83.

8A VICARAGE LANE, FARNHAM GU9 0PF

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.

TM/2015/0123 Farnham Upper Hale

Application for works to trees subject of Tree Preservation Order 10/10.

GLENWOOD, 3 NUTSHELL LANE, FARNHAM GU9 0FE

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.

WA/2015/1771 Farnham Shortheath and Boundstone

Erection of single storey side extension following the demolition of the existing conservatory

2 GORSE LANE, WRECCLESHAM GU10 4SD

Farnham Town Council has no objections, subject to the extension being in keeping with the Farnham Design statement.

TM/2015/0114 Farnham Shortheath and Boundstone

Application for works to a tree subject of Tree Preservation Order WA300.

14 THE OLD ORCHARD, FARNHAM GU9 8UR

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.

NMA/2015/0150 Farnham Wrecclesham and Rowledge

Amendment to WA/2014/1995 to provide alterations to the size of porch. **Previous comments on 24.11.2014 were as follows: Farnham Town Council has no objections**

22 MEADOW WAY, ROWLEDGE GU10 4DY

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement.

TM/2015/0127 Farnham Wrecclesham and Rowledge

Application for works to trees subject of Tree Preservation Order 09/01.

1,2,3 GREYSTEAD PARK, WRECCLESHAM GU10 4NB

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.

TM/2015/0121 Farnham Wrecclesham and Rowledge

Application for removal of a tree subject of Tree Preservation Order 11/10.

3, FAIRACRES, ROWLEDGE GU10 4AQ

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.

WA/2015/1818 Farnham Wrecclesham and Rowledge

Erection of extensions and alterations including dormer windows.

LITTLE ACORNS, 10 KINGS LANE, WRECCLESHAM GU10 4QB

Farnham Town Council has no objections, subject to the extensions and alterations being in keeping with the Farnham Design Statement.

TM/2015/0128 Farnham Moor Park

Application for works to and removal of trees subject to Tree Preservation Orders 07/15 and 06/06.

COMPTON HILL, 14 OLD COMPTON LANE FARNHAM GU9 8BS

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.

WA/2015/1797 Farnham Weybourne and Badshot Lea

Erection of two storey extension and alterations including a dormer window.

12 LOWER WEYBOURNE LANE, FARNHAM, GU9 9HQ

Farnham Town Council has no objections, subject to the extensions and alterations being in keeping with the Farnham Design Statement and with the existing materials.

WA/2015/1815 Farnham Bourne

Erection of single storey extension and alterations following demolition of existing conservatory.

24 STREAM FARM CLOSE, FARNHAM GU10 3PD

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement and existing materials.

TM/2015/0125 Farnham Bourne

Application for works to a tree subject of Tree Preservation Order Far64.

26 VICARAGE HILL, FARNHAM GU9 8HJ

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.

CA/2015/0097 Farnham Bourne

GREAT AUSTINS FARNHAM CONSERVATION AREA.

Removal of tree.

14 CLIFFE, GREAT AUSTINS FARNHAM GU9 8JG

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.

TM/2015/0113 Farnham Wrecclesham and Rowledge

Application for works to remove a tree subject of Tree Preservation Order 21/05.

OAKLEIGH, WRECCLESHAM HILL, FARNHAM GU10 4JN

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.

WA/2015/1754 Farnham Wrecclesham and Rowledge

Erection of single storey rear extension.

3 SHORTHEATH CREST, FARNHAM GU9 8SA

Farnham Town Council has no objections, subject to the extension being in keeping with the Farnham Design statement.

WA/2015/1740 Farnham Castle

Application under Section 19 to vary Condition 1 of WA/2015/0201 (approved plans) to allow internal and external alterations. **Previous comments on 09.02.2015 were as follows:**

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

3 CASTLE STREET, FARNHAM GU9 7HR

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement and the approval of the Listed Buildings Officer.

WA/2015/1746 Farnham Castle

Change of Use of existing workshop (Class B1c) to form a dwelling with associated garden and creation of a wildlife area beyond the proposed garden.

THE WORKSHOP, WEYDON MILL LANE, FARNHAM GU9 7QL

Farnham Town Council has no objections but is concerned about flood risk on the site and would ask that this be considered in detail.

WA/2015/1739 Farnham Castle

Application under Section 73 to vary Condition 1 of WA/2015/0200 (approved plans) to allow internal and external alterations. **Previous comments on 09.02.2015 were as follows:**

Farnham Town Council has no objections.

3 CASTLE STREET, FARNHAM GU9 7HR

Farnham Town Council has no objections.

WA/2015/1755 Farnham Castle

Change of use from warehouse (Class B8) to mixed use office and residential; erection of first floor extensions to create habitable roof space; alterations to elevations together with associated works following demolition of associated outbuildings.

2A BRIDGE SQUARE, FARNHAM GU9 7QR

Farnham Town Council objects to this application, which is in the Conservation Area. The neighbours' amenities will be overlooked, there is a lack of privacy and light and no appropriate access for emergency vehicles.

WA/2015/1810 Farnham Castle

Application under Section 73A to vary Condition 3 of WA/2013/1325 (details of proposed modifications to access arrangements). **Previous comments on 12.09.2013 were as follows: It is difficult to comment further due to inadequate information.**

BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR

Farnham Town Council has no objections.

WA/2015/1803 Farnham Castle

Insertion of 11 windows into existing building.

THE OLD HOP KILN, 1 LONG GARDEN WALK, FARNHAM GU9 7HX

Farnham Town Council has no objections.

WA/2015/1795 Farnham Castle

Erection of extension following demolition of garage.

11 CRONDALL LANE, FARNHAM GU9 7BG

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement.

WA/2015/1807 Farnham Castle

Erection of extensions, external steps and wall together with alterations to levels and associated landscaping.

5 HAZELL ROAD, FARNHAM GU9 7BW

Farnham Town Council has no objections subject to the extensions being in keeping with the Farnham Design Statement.

WA/2015/1768 Farnham Moor Park

Listed Building Consent for internal and external alterations.

THE OLD CHAPEL, MOOR PARK HOUSE, MOOR PARK HOUSE WAY, FARNHAM GU10 1FH

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement Farnham and would note that the developer had promised 10Ha of common amenity space to support this development. To date only 7Ha has been provided. Farnham Town Council would seek to recover this additional land for the benefit of residents.

WA/2015/1767 Farnham Moor Park

Change of Use from office (Class B1(c)) to form a residential dwelling and associated alterations (revision of WA/2015/1196). **Previous comments on 13.07.2015 were as follows: Farnham Town Council has no objections, but would note that the developer had promised 10Ha of common amenity space to support this development. To date only 7Ha has been provided. Farnham Town Council would seek to recover this additional land for the benefit of residents.**

THE OLD CHAPEL, MOOR PARK HOUSE, MOOR PARK HOUSE WAY, FARNHAM GU10 1FH

Farnham Town Council has no objections, but would note that the developer had promised 10Ha of common amenity space to support this development. To date only 7Ha has been provided. Farnham Town Council would seek to recover this additional land for the benefit of residents.

WA/2015/1736 Farnham Moor Park

SHOWROOM BUILDING, THE PACKHOUSE,

TONGHAM ROAD, RUNFOLD

GU10 1PJ Change of use of building from (Class A1) Art Gallery to (Class A3) Cafe/Restaurant.

Farnham Town Council has no objections.

WA/2015/1786 Farnham Moor Park

Erection of replacement dwelling and garage following demolition of existing dwelling and garage.

11 WITCHINGS, MONKS WELL, FARNHAM GU10 1RH

Farnham Town Council has no objections subject to the proposed dwelling being in keeping with the Farnham Design Statement.

WA/2015/1737 Farnham Weybourne and Badshot Lea

Certificate of Lawfulness under Section 192 for the erection of a single-storey rear extension.

34 WOODBOURNE, FARNHAM GU9 9EE

Farnham Town Council has no objections.

WA/2015/1816 Farnham Weybourne and Badshot Lea

Erection of single storey extension following demolition of existing conservatory.

27 PENFOLD CROFT, FARNHAM GU9 9JD

Farnham Town Council has no objections.

WA/2015/1738 Farnham Wrecclesham and Rowledge

Erection of 3 dwellings and associated works.

LAND AT ROSEMEAD COTTAGE, RIVER LANE, WRECCLESHAM GU9 8UD

Farnham Town Council strongly objects to the application, which is on a flood risk area on pasture land where there is a history of flooding.

Important green spaces outside the settlement boundary should not be inappropriately developed. This is an important site on the edge of the village and the proposals are unsuitable for this site.

DW/2015/0047 Farnham Wrecclesham and Rowledge

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.461m, for which the height would be 3.375m, and for which the height of the eaves would be 2.325 m.

23 SHORHEATH CREST, FARNHAM GU9 8SA

Farnham Town Council has no objections.

WA/2015/1819 Farnham Wrecclesham and Rowledge

Erection of extensions and alterations.

34 ECHO BARN LANE, WRECCLESHAM GU10 4NH

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement.

WA/2015/1820 Farnham Bourne

Certificate of Lawfulness under Section 191 for the existing use of Hedgehog Cottage as a dwelling house.

WAVERLEY COURT FARM, MONKS WALK, FARNHAM GU9 8HT

Farnham Town Council has no objections.

WA/2015/1826 Farnham Bourne

Certificate of Lawfulness under Section 192 for erection of conservatory following demolition of existing garage.

15 BLACK POND LANE, LOWER BOURNE GU10 3NW

Farnham Town Council has no objections.

WA/2015/1782 Farnham Bourne

Erection of extensions and alterations following demolition of existing outbuilding and extensions; erection of detached garage following demolition of existing (revision of WA/2015/0618). **Previous comments on 13.04.2015 were as follows: Farnham Town Council objects – this proposal is out of proportion with the existing building.**

5 VICARAGE HILL, FARNHAM GU9 8HG

Farnham Town Council objects – this proposal is out of proportion with the existing building.

WA/2015/1773 Farnham Firgrove

Erection of two storey side and single storey front extension following demolition of existing garage. 36 WAVERLEY LANE, FARNHAM GU9 8BJ

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement.

WA/2015/1809 Farnham Upper Hale

Certificate of Lawfulness under Section 192 for erection of an outbuilding.

LADYACRE HOUSE, OLD PARK LANE, FARNHAM GU10 5AA

Farnham Town Council feels this application should be a full planning application and that any outbuilding must remain ancillary to the main dwelling.

WA/2015/1808 Farnham Upper Hale

Certificate of Lawfulness under Section 192 for erection of extensions and alterations to roof following demolition of existing annex and extension.

LADYACRE HOUSE, OLD PARK LANE, FARNHAM GU10 5AA

Farnham Town Council is concerned that this is a substantial application and should be a full planning application.

The meeting closed at 10.15am

Notes by Ginny Gordon



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 19 October 2015

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr P Blagden
Cllr C Cockburn
Cllr J S Fraser
Cllr M Hyman
Cllr A Macleod
Cllr J Ward
Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon, 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

Cllrs Dunsmore, Hargreaves, Mirylees and Ricketts

2) Declarations of Interest

There were no declarations of Interest.

3) Applications Considered by the Planning & Licensing Consultative Group on Monday 19 October 2015

Farnham Bourne

WA/2015/1850 Farnham Bourne

Erection of dormer extension together with alterations to provide habitable roof space (revision of WA/2015/0995). **Previous comments on 29.06.2015 were as follows: Farnham Town Council has no objections subject to any adverse effect on the neighbours' amenities. Farnham Town Council has no objections subject to any adverse effect on the neighbours' amenities.**

GREENSIDE, 4 OLD FRENHAM ROAD, LOWER BOURNE GU10 3PU

Farnham Town Council has no objections subject to any adverse effect on the neighbours' amenities.

WA/2015/1861 Farnham Bourne

Erection of single storey extension.

SOUTH FARNHAM SCHOOL, SCHOOL LANE, FARNHAM GU10 3PE

Farnham Town Council has no objections.

NMA/2015/0157 Farnham Bourne

Amendment to WA/2015/1143 to provide alterations to elevation of garage. **Previous comments on 29.06.2015 were as follows: Previous comments on 23.02.2015 were as follows: Farnham Town Council has no objections subject to the garage being conditioned to garage use only.**

49A SLEEPY HOLLOW, LODGE HILL ROAD, LOWER BOURNE GU10 3RD

Farnham Town Council retains the same comments - no objections subject to the garage being conditioned to garage use only.

SLEEPY HOLLOW, 49A LODGE HILL ROAD, FARNHAM GU10 3RD

Farnham Town Council has no objections.

WA/2015/1924 Farnham Bourne

Certificate of Lawfulness under Section 192 for the erection of a single storey front extension.

THE OLD GRANARY, HILLSIDE ROAD, FARNHAM GU10 3AJ

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and with existing materials.

WA/2015/1893 Farnham Bourne

Erection of single storey rear extension and alterations following demolition of existing conservatory.

FAREKNOWE, 1A GREENHILL ROAD, FARNHAM GU9 8JN

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and with existing materials.

Farnham Firgrove

NMA/2015/0158 Farnham Firgrove

Amendment to WA/2015/1095 for alterations to roof line. **Previous comments on 29.06.2015 were as follows: Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design statement.**

5 AVON ROAD, FARNHAM GU9 8PF

Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design statement.

Farnham Hale and Heath End

WA/2015/1892 Farnham Hale and Heath End

Erection of single storey side extension and alterations.

9 THE CRESCENT, FARNHAM GU9 0LE

Farnham Town Council has no objections subject to the alterations and extensions being in keeping with the Farnham Design Statement and with existing materials.

WA/2015/1836 Farnham Hale and Heath End

Erection of a single storey rear extension and alterations.

2 BEAM HOLLOW, FARNHAM GU9 0NA

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement and all materials in keeping with the existing.

WA/2015/1895 Farnham Hale and Heath End

Approval of reserved matters (Appearance and Landscaping) following the outline approval for the erection of 4 dwellings. (WA/2014/1947) **Previous comments on 10.11.2014 were as follows:**

Farnham Town Council objects to this application and is concerned at the lack of pub parking when there is little alternative parking in the area.

LAND AT THE LOBSTER POT, 40 UPPER HALE ROAD, FARNHAM GU9 0NS

Farnham Town Council has no objections.

WA/2015/1873 Farnham Hale and Heath End

Erection of two-storey side extension following demolition of existing garage.

4 WILLOW WAY FARNHAM GU9 0NT

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement and all materials in keeping with the existing.

Farnham Moor Park

WA/2015/1831 Farnham Moor Park

Erection of extensions and alterations with associated ancillary works.

36 PARK ROAD, FARNHAM GU9 9QN

Farnham Town Council has no objections subject to the alterations and extensions being in keeping with the Farnham Design Statement and with existing materials.

WA/2015/1838 Farnham Moor Park

Erection of extension and alterations.

HILL HOUSE, 13 COMPTON WAY, FARNHAM GU10 1QY

Farnham Town Council has no objections subject to the alterations and extensions being in keeping with the Farnham Design Statement and with existing materials.

NMA/2015/0163 Farnham Moor Park

Amendment to WA/2015/0309 to provide alterations to size of garden room; alterations to elevations. **Previous comments on 09.03.2015 were as follows: Farnham Town Council has no objections subject to the extension being in line with the Farnham Design statement.**

11 LITTLE OAKS, STONEYFIELDS, FARNHAM GU9 8DU

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design statement.

WA/2015/1835 Farnham Moor Park

Change of Use of DI (Holistic Therapies) to BIa (Office).

8 EAST STREET, FARNHAM GU9 7RX

Farnham Town Council has no objections.

WA/2015/1867 Farnham Moor Park

Use of existing chapel to provide dwelling together with erection of single storey extension and installation of roof lights.

ST MARYS PARISH CHURCH OLD COMPTON LANE FARNHAM GU9 8EG

Farnham Town Council objects to the loss of a valuable passing space for pedestrians and vehicles in a very narrow lane and the proposed demolition of a historic wall front and is also concerned about drainage issues on the site.

WA/2015/1882 Farnham Moor Park

Erection of two-storey side extension and alterations.

LITTLEWAYS, 1A FORGE CLOSE, FARNHAM GU9 9PX

Farnham Town Council has no objections subject to the alterations and extensions being in keeping with the Farnham Design Statement and with existing materials.

WA/2015/1888 Farnham Moor Park

Erection of a two storey rear extension and alterations.

Farnham Town Council has no objections subject to the alterations and extensions being in keeping with the Farnham Design Statement and with existing materials.

6 THE CLOSE, FARNHAM GU9 8DR

Farnham Town Council has no objections subject to the alterations and extensions being in keeping with the Farnham Design Statement and with existing materials.

Farnham Shortheath and Boundstone

WA/2015/1832 Farnham Shortheath and Boundstone

Erection of single-storey side and rear extensions and alterations.

FARTHINGS, 4 BIRDAVEN, FARNHAM GU10 4PB

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement.

WA/2015/1891 Farnham Shortheath and Boundstone

Erection of single storey extension.

50 LITTLE GREEN LANE, FARNHAM GU9 8TB

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and the materials in keeping with existing.

WA/2015/1910 Farnham Shortheath and Boundstone

Erection of two storey extension, alterations and ancillary work.

53A SANDROCK HILL ROAD, WRECCLESHAM GU10 4RJ

Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design Statement and the materials in keeping with existing.

Farnham Upper Hale

WA/2015/1874 Farnham Upper Hale

Erection of extension and alterations.

10 PARISH CLOSE, FARNHAM GU9 0SA

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design statement.

WA/2015/1889 Farnham Upper Hale

Erection of extensions and alterations.

4 FOLLY LANE NORTH, FARNHAM GU9 0HX

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design statement.

WA/2015/1887 Farnham Upper Hale

Construction of vehicle crossover and dropped kerb.

108 ALMA LANE FARNHAM GU9 0LP

Farnham Town Council has no objections.

Farnham Weybourne and Badshot Lea

WA/2015/1869 Farnham Weybourne and Badshot Lea

Erection of side extension.

48 WOODSIDE ROAD, FARNHAM GU9 9DT

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design statement.

TM/2015/0135 Farnham Weybourne and Badshot Lea

Application for works to trees subject of Tree Preservation Order 01/02.

8 NUTBOURNE, FARNHAM GU9 9EH

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2015/1876 Farnham Weybourne and Badshot Lea

Listed Building consent for erection of a two storey rear extension following demolition of two existing flat roof additions.

GREEN LANE FARMHOUSE, GREEN LANE, BADSHOT LEA GU9 9JL

Farnham Town Council has no objection subject to the approval of the Listed Buildings Officer and the extension being in keeping with the Farnham Design Statement.

WA/2015/1875 Farnham Weybourne and Badshot Lea

Erection of a two storey rear extension following demolition of two existing flat roof additions.
GREEN LANE FARMHOUSE, GREEN LANE, BADSHOT LEA GU9 9JL

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement.

WA/2015/1877 Farnham Weybourne and Badshot Lea

Refurbishment and alteration of the detached ancillary outbuildings
GREEN LANE FARMHOUSE, GREEN LANE, BADSHOT LEA GU9 9JL

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer and the alterations being in keeping with the Farnham Design Statement.

WA/2015/1839 Farnham Weybourne and Badshot Lea

Certificate of Lawfulness under Section 192 for the erection of single storey side extension.
CHANDLERS COTTAGE, WEYBOURNE ROAD, FARNHAM GU9 9EN

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement.

WA/2015/1865 Farnham Weybourne and Badshot Lea

Erection of first floor rear extensions and alterations.
64 & 66BADSHOT LEA ROAD, BADSHOT LEA GU9 9LT

Farnham Town Council has no objections subject to the alterations and extensions being in keeping with the Farnham Design Statement and all materials in keeping with existing.

WA/2015/1912 Farnham Weybourne and Badshot Lea

Display of illuminated and non-illuminated signs.
J SAINSBURY PLC, WATER LANE, FARNHAM GU9 9NJ

Farnham Town Council has no objections.

WA/2015/1911 Farnham Weybourne and Badshot Lea

Erection of canopy to provide collection facilities.
J SAINSBURY PLC, WATER LANE, FARNHAM GU9 9NJ

Farnham Town Council has no objections.

WA/2015/1900 Farnham Weybourne and Badshot Lea

Erection of detached dwelling and associated works (revision of WA/2014/2351). LAND AT 34 ST GEORGES ROAD, BADSHOT LEA GU9 9LY

Previous comments on 12.01.2015 were as follows: Farnham Town Council objects. The street parking in St Georges Road and the rest of the village has been an issue for many years. The proposed development will further compromise the street parking problems in St Georges Road and the village as a whole. The proposed 3 storey

property, within the garden of No.34, is disproportionate and out of character to the surrounding dwellings, which were former farm workers cottages with their associated cottage gardens and this is “garden grabbing”.

Farnham Town Council is concerned about impact on the amenities to the neighbours to the West of the proposed development and the street scene should be protected in order to maintain the historical and rural charm of this end of the village. The proposed development is clearly shown within Flood Zone 2 on the AE Flood Map and the council is concerned about the usual infrastructure issues.

LAND AT 34 ST GEORGES ROAD, BADSHOT LEA GU9 9LY

Farnham Town Council objects. The street parking in St Georges Road and the rest of the village has been an issue for many years. The proposed development will further compromise the street parking problems in St Georges Road and the village as a whole. The proposed 3 storey property, within the garden of No.34, is disproportionate and out of character to the surrounding dwellings, which were former farm workers cottages with their associated cottage gardens and this is “garden grabbing”.

Farnham Town Council is concerned about impact on the amenities to the neighbours to the West of the proposed development and the street scene should be protected in order to maintain the historical and rural charm of this end of the village. The proposed development is clearly shown within Flood Zone 2 on the AE Flood Map and the council is concerned about the usual infrastructure issues

WA/2015/1880 Farnham Weybourne and Badshot Lea

Erection of single-storey rear extension.

34 PENFOLD CROFT, FARNHAM GU9 9JD

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and the materials in keeping with existing.

Farnham Wrecclesham and Rowledge

TM/2015/0141 Farnham Wrecclesham and Rowledge

Application for works to a tree subject of Tree Preservation Order 17/07.

32 WEY MEADOW CLOSE, FARNHAM GU9 8TX

Farnham Town Council is concerned about the amount of works to trees across Farnham.

TM/2015/0143 Farnham Wrecclesham and Rowledge

Application for works to a tree subject of Tree Preservation Order 03/05.

81 BOUNDSTONE ROAD, ROWLEDGE GU10 4AT

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

TM/2015/0139 Farnham Wrecclesham and Rowledge

Application for removal of a tree subject to Tree Preservation Order 09/01.

1 GREYSTEAD PARK, FARNHAM GU10 4NB

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2015/1841 Farnham Wrecclesham and Rowledge

Erection of a detached garage/store.

THE ORCHARD HOUSE, 2A SCHOOL ROAD, ROWLEDGE GU10 4BW

Farnham Town Council has no objections.

WA/2015/1925 Farnham Wrecclesham and Rowledge

Certificate of Lawfulness under Section 191 for erection of an extension.

FRENHAM VALE HOUSE, GARDENERS HILL ROAD, LOWER BOURNE GU10 3JB

Farnham Town Council objects to this overdevelopment. The scale is not in keeping and impinges on neighbouring dwellings. There has been a number of rejections on this property in the past including Lawful certificates.

Farnham Castle

WA/2015/1828 Farnham Castle

Listed Building Consent for internal alterations and new external signs.

33 THE BOROUGH, FARNHAM GU9 7NJ

Farnham Town Council has no objections.

WA/2015/1829 Farnham Castle

Display of non-illuminated signs.

33 THE BOROUGH, FARNHAM GU9 7NJ

Farnham Town Council has no objections.

WA/2015/1849 Farnham Castle

Erection of extensions and alterations.

31 LARKFIELD ROAD, FARNHAM GU9 7DB

Farnham Town Council has no objections subject to the alterations and extensions being in keeping with the Farnham Design Statement and materials in keeping with existing.

WA/2015/1909 Farnham Castle

Application for advertisement consent for one fascia sign to display the store name, one illuminated hanging sign, and two vinyl signs.

7 WEST STREET, FARNHAM GU9 7DN

Farnham Town Council has no objections.

WA/2015/1866 Farnham Castle

Erection of extensions and alterations.

88B PENNYS WEST STREET FARNHAM GU9 7EN

Farnham Town Council objects to the alterations and extensions which are not in keeping with the Farnham Design Statement.

WA/2015/1886 Farnham Castle

Listed Building Consent for internal and external alterations.

7A CASTLE STREET, FARNHAM GU9 7HR

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.

WA/2015/1885 Farnham Castle

Erection of loggia and construction of terrace following demolition of existing conservatory together with internal and external alterations.

7A CASTLE STREET, FARNHAM GU9 7HR

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer and all internal and external alterations being in keeping with the Farnham Design Statement.

TM/2015/0138 Farnham Castle

Application for removal of trees subject of Tree Preservation Order Far23.

HAMILTON HOUSE, CASTLE HILL, FARNHAM GU9 7JG

Farnham Town Council is concerned about the amount of trees being removed across Farnham and the impact this is having on the landscape and rural nature of the town centre and the villages.

CA/2015/0103 Farnham Castle

FARNHAM CONSERVATION AREA. Works to trees.

38 RED LION LANE, FARNHAM GU9 7QN

Farnham Town Council is concerned about the removal of trees in the Conservation Area and other parts of the town.

CA/2015/0107 Farnham Castle

FARNHAM CONSERVATION AREA.

Removal of 1x liquidambar & 1x walnut tree.

HAMILTON HOUSE, CASTLE HILL, FARNHAM GU9 7JG

Farnham Town Council is concerned about the removal of trees in the Conservation Area and other parts of the town.

WA/2015/1904 Farnham Castle

Erection of single storey side extension.

14 MOUNT PLEASANT, FARNHAM GU9 7AA

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and with existing materials.

Appendix D

Licensing Applications

An application has been received for a variation of premises licence.

The application is for Live music 09:00-01:00 Sunday to Wednesday and 09:00-02:00 Thursday to Saturday; Late night refreshment 23:00-00:30 Monday to Wednesday, 23:00-02:00 Thursday to Saturday and 23:00-01:00 Sunday; On and off sales of alcohol 09:00-00:00 Sunday to Wednesday and 09:00-01:00 Thursday to Saturday; and Opening hours 09:00-01:00 Sunday to Wednesday and 09:00-02:00 Thursday to Saturday. For all licensable activities “An additional hour on the day preceding a Bank Holiday” and “From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

The Botanist (formerly Cafe Rouge), 4-5 Town Hall Buildings, The Borough, Farnham

Farnham Town Council objects to the proposed licensing hours on the basis of crime and disorder and public nuisance. Increasingly buildings in the town centre are being converted to dwellings and the Town Council would suggest that the hours be permitted to be more in line with nearby premises, such as the Marlborough Head, the Slug and Lettuce and other public houses in the town centre:-

Sun - Thu 11:00 - 23:00

Fri - Sat 11:00 - 0:00

The meeting closed at 10.30am

Notes by Ginny Gordon and Rachel Aves