



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 23rd January, 2020 at 7.00 pm

Place

Council Chamber - Town Council Offices, 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 23rd January, 2020, at 7.00 pm** in the Council Chamber - Town Council Offices. The Agenda for the meeting is attached.

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to customer.services@farnham.gov.uk by 5pm on the day before the meeting.

Recording of Council Meetings

This meeting is digitally recorded and retained until the minutes are signed.

Questions by the Public

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.

Members of the Public are welcome and have a right to attend this Meeting. Please note that there is a maximum capacity of 30 in the public gallery.



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

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

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

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

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

FULL COUNCIL: 23 January 2020

Name of Councillor

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

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 23rd January, 2020 at 7.00 pm

Place

Council Chamber - Town Council Offices, South Street, Farnham

Prayers

Prior to the meeting prayers will be said in the Council Chamber. Councillors and members of the public are welcome to attend.

1 Apologies

To receive apologies for absence.

2 Disclosures of Interest

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 Beaman, Blishen, Cockburn, Dickson, Edmonds, Gray, Hesse, Macleod, Martin, Merryweather, Mirylees, Neale, and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to him being a councillor of Surrey County Council: Cllr Macleod.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to customer.services@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. For this meeting a dispensation has been given to all councillors for the discussion on the precept.

3 Minutes

(Pages 7 - 12)

To sign as a correct record the minutes of the Farnham Town Council meeting held on 19th December 2019 (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.

Part 1 - Items for Decisions

7 Working Group Notes (Pages 13 - 42)

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

- i) Community Enhancement held on 8th January 2020 **Appendix B**
- ii) Strategy and Finance held on 14th January 2020 **Appendix C**
- iii) Tourism and Events held on 15th January 2020 **Appendix D**
- iv) Cemeteries and Appeals held on 16th January 2020 **Appendix E**

8 Planning and Licensing Applications (Pages 43 - 56)

To receive the minutes of the Planning & Licensing Consultative Group meetings held on: 23rd December 2019, and 6th January and 20th January 2020. **Appendices F, G and H**

9 Precept 2020/21 (Pages 57 - 60)

To agree the attached report and precept for 2020/21. **Appendix I**

10 Risk Management report (Pages 61 - 66)

To review and agree the annual risk management report. **Appendix J**

Part 2 - Items to Note

11 Timetable of meetings for the 2020/21 municipal year. (Pages 67 - 70)

To note the proposed timetable of meetings for 2020-21 at Appendix K.

12 Actions taken under the Scheme of Delegation

13 Reports from Other Councils

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

14 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

15 Date of Next Meeting

To note the date of the next meeting of Full Council on 12th March 2020.

16 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.

Item 3 - Confidential Items

17 Services to Farnham Awards

To receive the recommendations of the Services to Farnham Awards Panel. **Exempt Appendix L**

18 Any confidential matters (if required) arising from discussions of the Working Group notes.

19 NOTE: This meeting will be followed by a meeting of the Council acting as Trustee of the Farnham South Street Trust

Council Membership:

Pat Evans, Alan Earwaker, David Attfield, David Beaman, Roger Blishen, Carole Cockburn, Sally Dickson, Paula Dunsmore, Brian Edmonds, John "Scotty" Fraser, Michaela Gray, George Hesse, Andy MacLeod, Michaela Martin, Mark Merryweather, Kika Mirylees, John Neale and John Ward

This page is intentionally left blank



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00 pm on Thursday 19th December, 2019

Place

Council Chamber - Town Council Offices

Councillors

Councillor David Attfield
Councillor Roger Blishen
Councillor Carole Cockburn
Councillor Sally Dickson,
Councillor Paula Dunsmore
Councillor Alan Earwaker
Councillor Michaela Gray
Councillor Andy MacLeod
Councillor Michaela Martin
Councillor Mark Merryweather
Councillor Kika Mirylees
Councillor John Neale

Apologies for absence

Pat Evans (Mayor), David Beaman, Brian Edmonds, Alan Earwaker (late arrival), John "Scotty" Fraser, George Hesse, and John Ward

Officers Present:

Iain Lynch, Town Clerk
Sara Jones (Assistant Town Clerk- Interim)
Jenny de Quervain, Civic administrator

There was one member of the public and no members of the press in attendance.

Prior to the meeting, prayers were led by Revd Jane Walker, Farnham Area Dean.

C111/19 Election of Chairman

In the absence of the Mayor due to illness and the Deputy Mayor on a Civic appointment, Cllr Attfield was agreed as Chair of the meeting.

C112/19 Apologies

Apologies were received from Cllrs Pat Evans (Mayor), David Beaman, Brian Edmonds, Alan Earwaker, John "Scotty" Fraser, George Hesse, and John Ward

C113/19 Disclosures of Interest

In addition to the standard declarations by dual or triple hatted Councillors, Cllr Merryweather declared a disclosable pecuniary interest on agenda item 7 point 7, re Waverley Borough Council Asset Transfers to Farnham Town Council, arising from his position as WBC Portfolio Holder for Finance, Assets and Commercial Services.

C114/19 Minutes

The minutes of the Farnham Town Council meeting held on 7th November were agreed to be signed as a correct record.

C115/19 Questions and Statements by the Public

There were no questions or statements from the public.

C116/19 Town Mayor's Announcements

Cllr Attfield reported that Mayor's diary had continued to be busy with appointments that included a number of Remembrance services, a Britain In Bloom Celebration reception for volunteers, school christmas fayres, Christmas lights switch-ons and musical concerts. The Town Council's Christmas Market had been a great success and the Civic Candlelit Carol Service with the Farnham Youth Choir had been wonderful.

C117/19 Questions by Members

There were no questions by members in accordance with Standing Order 9.

C118/19 Notes of the Strategy & Finance Working Group held on 10th December 2019

Cllr Neale introduced the notes of the Strategy & Finance Working Group at Appendix B to the agenda.

The Working Group had given detailed consideration to the draft budget which had been drawn up based on a review of expenditure in 2019/20 and on the 2018/19 outturn. The budget included fees and charges broadly based on 2019/20 levels, given the continuing uncertainty in the economic climate and it was noted that allotment rents would be increasing to £60 in 2021. The budget included a sum for taking on transferred property on a freehold basis rather than a leasehold basis. Provision had been made for meeting some of the climate emergency challenges with the Community Initiatives Fund incorporating environmental projects. It was noted that the budget had been constrained as a result of efficiencies and because there were some earmarked reserves for some of the activity proposed.

Cllr Neale advised that the draft budget had therefore come out at £1,400,327 which after a small rise in the number of Band D properties meant there would be a shortfall in income of some £27,693. How this would be met (whether from reserves, precept or additional fees and charges) would be determined at the January meeting.

It was RESOLVED nem con:

- 1) To agree the budget report and that the budget for 2020/21 be set at £1,400,327.**
- 2) The standard Allotment Fee be increased to £60 with effect from 1st January 2021**

C119/19 Cllr Neale introduced the notes of the Task Groups reporting to Strategy & Finance. It was noted that the Infrastructure Planning Group work on the Design Statement was progressing. Cllr Cockburn advised that some submissions had been received and an initial draft would be circulated for wider consultation in the new year.

In terms of the Neighbourhood Plan, the Independent Examiner's report had been received and considered by Strategy & Finance. There were a number of proposed minor modifications which gave clarity and the Examiner's summary was excellent. He had said *"It is clear that the Farnham Neighbourhood Review Plan is the product of much hard work undertaken since early 2018 by the Town Council, the Neighbourhood Planning Team and by the many individuals and stakeholders who have contributed to the preparation and development of the Review Plan. In my assessment, the Review Plan reflects the aspirations and objectives of the Farnham community for the future development of their community up to 2032. The output is a Review Plan which should help guide the area's development over that period, making a positive contribution to informing decision-making on planning applications by Waverley Borough Council."* Council welcomed the Independent Examiner's report.

It was RESOLVED nem con that:

- 1) The minor changes proposed by the Independent Examiner of the Review of the Farnham Neighbourhood Plan be adopted;**
- 2) Waverley Borough Council be asked to expedite the Referendum.**

Cllr Earwaker arrived at this point.

C120/19 The Working Group had been advised that two consultations by Surrey County Council were underway but neither had been sent to the Town Council. One was for the future of the Highways service contract and the other was on Surrey CC priorities. It was agreed that the Town Clerk, in consultation with the Leader, respond to the SCC Reviews.

C121/19 Cllr Neale updated Council on a range of contract and property matters. Council noted that it had been agreed to refurbish the clock whilst the scaffolding was in place and that the worsening crack in the front of the town hall was being investigated by Drake & Kannemayer alongside other work they were carrying out for the Council. Council also noted that discussions on property transfers with Waverley Borough Council were progressing and that Montrose House was also under consideration and would be subject to a further report.

The Working Group had reviewed security following the recent break-in at the depot and it had been agreed to recommend the replacement of the external fence by Jackson's fencing who had installed the cemetery fencing after tender.

It was RESOLVED nem con that:

Council waives Standing Orders contracts to appoint Jackson Fencing to erect a new front fence and gate at the depot to improve security at an estimated cost of £10,000.

Council noted the research undertaken to replace one of the obsolete vehicles and that

C122/19 an Iveco Daily CNG gas vehicle was available at that would meet the Council's requirement. Other options and prices were being reviewed although it was noted that there were no electric vehicles available that would be able to tow or carry the weight of the equipment. The cost would be between £20k and £30k depending on the costs of additional items required.

It was RESOLVED *nem con that*:

The Town Clerk in consultation with the Assets Task Group be authorised to progress the purchase of a replacement vehicle for the Outside workforce at the most economically advantageous price.

C123/19 The Strategy & Finance Working Group had considered the proposed removal of telephone boxes by British Telecom. It was proposed that any boxes, particularly red ones, that could be repurposed (such as for defibrillators) should be adopted by Farnham Town Council whilst others which were in key locations where mobile coverage was poor should be retained.

It was RESOLVED *nem con that*:

- 1) Phone boxes in key areas with poor mobile coverage should be retained;**
- 2) The Town Clerk be authorised to progress phone boxes for community use.**

C124/19 **Planning and Licensing Applications**

Cllr Gray introduced the notes of the Planning and Licensing Consultative Group meetings held on 11th November (Appendix C), 25th November (Appendix D) and 8th December (Appendix E). The reports were agreed.

C125/19 **Actions taken under the Scheme of Delegation**

The Town Clerk reported that he had written to Surrey County Council for evidence that they owned the cobbles in Castle Street when previously they had denied on several occasions that this was the case.

The Town also reported that he had again chased Surrey County Council property team about the Library Gardens and requested a meeting early in the new year.

C126/19 **Reports from Other Councils**

Cllr MacLeod reported that the new flythrough for the Brightwell Scheme, commissioned from a UCA student was now on the website.

Cllr Cockburn advised that she had raised a question at the Surrey Local Committee about the lack of consultation on the County Council's proposed Hickley's Corner scheme and the need for a meeting with the Town Council. It was also noted that some research on weight restrictions in towns would be undertaken. Cllr Attfield advised that he had found it beneficial to take number of HGVs using small roads as a cut through and contacted the company's traffic manager reminding them that their 'O' Licence depended on their drivers traffic requirements.

Cllr Neale agreed that a meeting on Hickley's Corner was required and that one was scheduled for January with senior staff and the Deputy Leader of Surrey. In response, Cllr Cockburn said that it was important Surrey engaged directly with the Town Council.

Cllr Neale advised that Zac Ellwood had been appointed as the new Head of Planning at Waverley and that he would lead on place making.

C127/09 **Reports from Outside Bodies**

There were no reports from Outside Bodies.

C128/19 **Date of Next Meeting**

The date of the next meeting of full Council was agreed as Thursday 23rd January 2020 at 7pm and would be followed by the Council meeting as the South Street Trust.

Part Three

C129/19 **It was RESOLVED *nem con* to exclude members of the public and press from the meeting at in view of the confidential staffing items under discussion**

C130/19 Cllr Attfield reported on the meeting of the HR Panel and the actions agreed.

The Chairman closed the meeting at 8pm

Date

Mayor

This page is intentionally left blank



FARNHAM TOWN COUNCIL

B

Notes Community Enhancement Working Group

Time and date

4.00 pm on Wednesday 8th January, 2020

Place

Byworth Room - Town Council Offices

Attendees:

Members: Councillors Sally Dickson (Lead Member), Paula Dunsmore and Michaela Gray

Officers: Iain Lynch (Town Clerk), Iain McCready (Business and Facilities Manager), Stacey Wills (Community Enhancement and projects Officer temp), Stephanie Jones (Community Enhancement and projects Officer temp) and Sara Jones (Assistant Town Clerk interim)

1. Apologies for Absence

POINTS	ACTION
Apologies from Councillors Martin, Hesse and Fraser.	

2. Disclosure of Interest

POINTS	ACTION
There were no disclosures of interest.	

3. Notes of the last meeting

POINTS	ACTION
The notes of the previous meeting were agreed with a correction that Cllr Dunsmore was present.	

4. Public transport in Farnham

POINTS	ACTION
Councillor Dickson raised the ongoing problem of the pollution in Farnham and how the use of the local bus services can reduce this. She introduced Martin McDougall (Aldershot Area Manager for Stagecoach) and Laurie	1. Members were in agreement that Stagecoach and FTC

<p>James (Surrey County Council's Local Bus Service Manager) to discuss the current and planned service.</p> <p>Martin McDougall mentioned that Stagecoach had developed an app which showed real time updated bus times, allowed residents to buy their tickets in advance and shows all bus routes in the local area, making buses more accessible. It was agreed that Martin McDougall would forward the Stagecoach marketing team's information to FTC to set up ways FTC could help advertise the use of the app. Martin also spoke about ways they are trying to reduce the number of cars on the road, including offering a discounted plus weekly bus pass for the Blackwater Valley route, which allowed you to jump on and off the bus all week for around £17-£18. Stagecoach also plans to launch their Green Campaign this year.</p> <p>Members also discussed the idea of improving the local bus shelters with real time arrival signs, and decided that if it was feasible, the Union Road, Sainsbury's and Queens Head bus stops would all benefit from these signs. Laurie James mentioned that the cost of one of these signs was around £8000 a year plus maintenance etc. The app may be a more effective tool.</p> <p>Members discussed needing to collect data to have a clearer understanding of resident's use of public transport in Farnham; Stagecoach can offer us trends of 2019-2020.</p> <p>Councillor Dickson asked if having bus services run every 15 minutes would get more people using them, Laurie James felt this was unlikely to be able to go ahead, unless there was a large rise in funding as each route costs approximately £700,000 per annum.</p> <p>low emission bus was in the early stage of development, however by 2030 they should be more common. Currently it is not cost effective to replace existing buses with low emission buses, as it costs around £350,000-£400,000 per vehicle. In 4-5 years this cost should lower.</p>	<p>should work together to publicise the app to encourage more people in Farnham to use the buses.</p> <p>2. Laurie James would pass on further information regarding the real time signs and his colleague's information to discuss funding/possibility of introducing these.</p> <p>3. Laurie James and Martin McDougall to be invited back in 6 months' time to review the actions put in place.</p>
---	---

5. SCC/ Enterprise Car Club Scheme

POINTS	ACTION
<p>Richard Peplow from Surrey County Council presented the Surrey Car Club Scheme. He explained to members the basic idea of the car club was to reduce the amount of cars on the road by offering short and long term car hire based in the town 24 hours a day. There is an app and it is accessible to anyone with a license (full checks by DVLA are carried out). It is focused on the younger population, students, who don't want to own their own car and also businesses in the town to offer to employees. There is a cost per hour and a cost per mile with no mileage restriction. Currently Enterprise are Surrey's contracted car club supplier until May 2020. He explained the growth of interest in the car club, in Jan 2017 there were 311 users and Nov 2019 there were 1276. There is a car club car in use 7-8 hours a day on average. Currently there are 14 cars in Guildford and 7 in Woking, 6 of which are electric, with charging facilities needing to be in place before more can be added.</p> <p>Brightwells will have 3 car club bays. Members discussed possibility of adding bays to local car parks, Richard Peplow agreed to discuss with Waverley.</p>	<p>1. FTC Officers to draw up a geographical map showing potential spaces for the car club.</p> <p>2. Richard Peplow to send 2019 user report.</p> <p>3. Richard Peplow to Research into the possibility of having</p>

<p>Members also suggested the Memorial Hall would be a prime location for a bay to be positioned.</p> <p>The Woolmead Development will have 2 bays in the Town Centre, Richard mentioned the possibility of on-street bays but this is still to be confirmed other locations such as Badshot Lea were also discussed; The Kiln opposite the new development offers space to be used.</p> <p>In terms of user profiling, Richard explained that Como UK run an annual survey with a report of all customers.</p> <p>Actions were discussed amongst members and Richard Peplow stated that publicity to residents should be prioritized due to the time restraints on the new Brightwell's developments.</p>	<p>spaces in Waverley Borough Council's car parks.</p>
--	--

6. Farnham In Bloom

POINTS	ACTION
<ol style="list-style-type: none"> 1. Members received a verbal update on the recent activity of the Farnham In Bloom Community Group from its Chairman, John Ely which included plans to relaunch Bloomin Litter, preparation for the Big Meet, expansion of Bloomin Friends, engagement with Secondary Schools and the review of the Secret Garden judging. 2. Cllr Dunsmore requested leaflets/information to promote Farnham In Bloom volunteering opportunities when Councillors attend events. Officers agreed this would take the form of information about the relaunch of Bloomin' Litter. 3. Cllr Dickson suggested involving Environmental Officer at local schools 4. Members noted that the first Farnham In Bloom event is the Bloomin' Big Meet on 10th February. 5. Members discussed various ideas for the 30th Anniversary including feature planting, sculpture planting, video looking at past and future and Gostrey developments. Officers noted that Jamie Butterworth (London Stone) has offered to help with the ideas for a feature development in town. 6. It was noted that 50 trees from Squires were arriving in February and a few groups were interested in helping with planting. 	<p>The Business and Facilities Manager to arrange meeting.</p>

7. Allotments

POINTS	ACTION
<p>Members received an update on Farnham Allotments waiting list numbers and vacant plots. Members noted that FTC still waiting for the new allotment area in Weybourne from Waverley Borough Council.</p>	

<p>Members discussed access to Wrecclesham Allotments (Westfield Lane) and the planning application for the road to be resurfaced. Cllr Dickson questioned the geotextile layer and wondered if this was necessary if the ditch could be cleared.</p> <p>The Six Bells allotment site was also discussed in terms of the plot holders wanting to put in deer fencing. It was agreed this would be discussed at the allotment liaison meeting in February.</p>	<p>Farnham Town Council Officers to contact SCC about the geotextile layer and also the water issue.</p>
---	--

8. Farnham Biodiversity Action Plan

POINTS	ACTION
<p>Members reviewed the recent activity of the Biodiversity Action Group, noting that they had made very good progress to date.</p>	<p>To include the Swift project as an agenda item at the next meeting.</p>

9. Bush Hotel Bins

POINTS	ACTION
<p>Officers updated Members on a meeting that took place before Christmas with local businesses. These businesses are using the new bins. The users of the bins who didn't attend the meeting need to be contacted formally by letter. The number of bins has been reduced.</p>	<p>Officers to contact the Business owners who are not using the Bin store and an end date is to be set.</p>

10. Street Furniture

POINTS	ACTION
<ul style="list-style-type: none"> i. Members discussed the need of a new noticeboard outside the Co-op in Wrecclesham, which had been ordered and would be put up within the next week. Farnham Town Council was also buying 3 new bins, which will have the Heritage logo on. ii. The members believe that overall the graffiti is being kept on top of. Aim to ensure people know they can report through FTVC, Waverley or Surrey County Council's website. iii. Iain McCready told the members that all the FTC owned bus stops have been cleaned, however it was noted that the Brightwell's bus stop on East Street needed cleaning again. iv. Members noted that when banners were fitted on railings they seemed to get hit less. They discussed that bollards may be a better idea, and to make residents aware that if they witness a vehicle crashing into the railings they must report it. 	

11. Date of the next meeting

POINTS	ACTION
<p>The date of the next meeting is the 4th March 2020</p>	

The meeting ended at 7.00 pm

Notes written by iain.mccready@farnham.gov.uk

This page is intentionally left blank



FARNHAM TOWN COUNCIL



Notes Strategy and Finance Working Group

Time and date

9.30am Tuesday 14th January 2020

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors John Neale (Lead Member), David Attfield, David Beaman, Roger Blishen, Carole Cockburn, Alan Earwaker, Brian Edmonds, Mark Merryweather and Pat Evans (ex-officio).

Officers: , Sara Jones, Assistant Town Clerk, and Iain McCready (Business & Facilities Manager).

1. Apologies

None received

2. Declarations of Interest

There were no declarations of interest.

3. Notes of Meeting held on 10th December 2019

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Finance

POINTS	ACTION
i) Members received the Bank and Petty Cash Reconciliations to 31 st December 2019 along with the investments and reserves balances.	
ii) Members reviewed the Budget Comparison to 31 st December 2019 noting that income was above target at 109% of budget as a result of some specific grants which were ringfenced to specific projects whilst expenditure was running below budget at 68%, partly as a result of vacancies. It was noted that there were also larger items of spend underway or due in the final quarter including the new vehicle and items associated with the acquisition of new property.	

<p>iii) Members noted the Statement of Investments at 31st December 2019 and the spread of investments in different institutions, noting that the Financial Services Compensation Scheme did not apply to the Town Council.</p> <p>iv) The Investment Strategy was reviewed and agreed for recommendation to Council (attached as Annex I to these minutes).</p> <p>v) Members reviewed the general and earmarked reserves as at 31 December 2019 and considered the detail of why they were held and the continuing need to hold them. Members also reviewed the basis for the General Reserve noting the expected levels set out in Governance and Accountability (the Practitioners' Guide) and the Council's policy of retaining the Reserve at either six months' of operating expenditure or precept. With the current level of reserve the Council's balance was 47% of precept or 38% of operating expenditure.</p> <p>vi) Members noted the latest BACS and cheque payments which were available for inspection.</p>	<p>Recommendation to Council: The Investment Strategy for 2020/21 be adopted.</p>
--	--

5. Precept

POINTS	ACTION
<p>The Working Group noted the budget agreed at Council for 2020/21 was £1,400,327 and the shortfall between agreed income and expenditure of £27,693.</p> <p>In considering the level of precept, the Working Group reviewed whether it should use any of its reserves, increase further the income targets for services, or set unallocated in-year savings targets. The Working Group were aware of the pressures on principal authorities' budgets and the reductions in government grant to these with the results that there was an expectation that Towns and Parish Councils were having to take responsibility for some areas which were important locally. With Farnham Town Council taking on some £80,000 of costs with the transfer of land from the Borough Council and planning improvements, together with the emphasis on meeting the climate challenge, it was not considered prudent to use more reserves at this stage.</p> <p>The Working Group considered the rate of inflation at November 2019, with CPI at 1.5% and RPI at 2.2% and the fact that some people's incomes were linked to the rate of CPI which would bring additional pressure for those people if the increase were higher. The Working Group also recognised that the CPI rate did not necessarily compare with service inflation.</p> <p>The Working Group noted that in 2015/16 the Band D level of Council Tax in Farnham was just over £3 above the national average but in 2019/20 was about £3 below, underlining that the Council had shown continued restraint whilst increasing other income. In 2019/20 the average council tax precept for Town and parish councils was £67.18 against the Farnham level of £64.49.</p>	

<p>After further discussion, the Cllr Attfield proposed, Cllr Earwaker seconded and it was agreed to recommend to Council (with Cllr Edmonds against) that Farnham's precept be £1,146,027 with its share of the Council tax increasing by 3.1p per week (£1.60 per annum) from £64.49 to £66.09 per annum. This equates to a cost £1.27 per week per band D household for the services provided by Farnham Town Council.</p>	<p>Strategy & Finance recommends to Council that the precept for 2020/21 should be £1,146,027 equating to a Band D cost of £66.09 per annum (£1.27 per week).</p>
---	--

6. Risk Management

POINTS	ACTION
<p>The Risk Management report at Appendix I to the agenda was discussed and agreed for adoption by Council. It was noted that the Fixed electrical wiring tests would take place at Wrecclesham Community Centre and in West Street.</p> <p>It was noted that a full fire evacuation test would be taking place in the near future on a date when there was a council Working Group taking place.</p>	<p>Recommendation to Council: The Risk Management report be adopted.</p> <p>Councillors who would be interested in being Fire Wardens or First Aid trained should advise the Business and Facilities Manager.</p>

7. Grants 2020/21

POINTS	ACTION
<p>i) Members reviewed and considered applications for service agreements from organisations for Town Council funding for ongoing revenue costs that were outside the criteria for the Community Grants programme namely, 40 Degreez, Citizens Advice Waverley, Farnham Maltings, The Bungalow, Waverley Hoppa Service and The Gostrey Centre.</p> <p>ii) The funding proposed is as follows:</p> <ul style="list-style-type: none"> o Service level agreements: £53,500 o In year community grants: £17,500 o Grants funded from other budgets: £3,000 o Small Grants (in year allocation) £2,000 <p>iii) Members agreed to recommend funding as set out in Annex 2 to these notes.</p> <p>It was agreed that:</p> <ol style="list-style-type: none"> 1) The contribution to the Sea Cadets should be a pledge to be held in earmarked reserves until the remaining funding was confirmed. 2) The funding to Woodlarks would be conditional on the new vehicle meeting Euro 6 standards or equivalent. 3) A contribution to the Pilgrim marathon costs should be by way of advertising or sponsorship as in 2019. 4) The funding for the Kitty Milroy mural referred from the South Street Trust should be subject of a further report in March 5) Funding for pitch improvements and related matters could be funded via the Community Infrastructure Levy in future. 	<p>Farnham Town Council is RECOMMENDED to agree as set out in Annex 2</p> <p>i) service agreement contributions to Waverley Hoppa Service, Farnham Maltings, Citizens Advice Waverley, 40 Degreez, and The Gostrey Centre.</p> <p>ii) The award of community grants to organisations as set out.</p> <p>Officers to prepare a further report on the Kitty Milroy murals.</p> <p>Recommendation to Council: A review of the processes and allocation for</p>

Members noted the history and background of the current grants programme and agreed that it would be a useful point to review the current programme and processes.	grants be undertaken in the coming year.
--	---

8. Reports from Task Groups

POINTS	ACTION
<p>Infrastructure Planning Group. Councillor Cockburn provided an update on the progress of the Neighbourhood Plan and Design Statement. The Neighbourhood Plan Referendum is due on the 12th March, and the Design Statement first draft has been circulated for comment.</p> <p>Cllr Neale reported on a meeting with Surrey County Council over the Hickleys Corner proposal advising that Surrey were working up additional details prior to a consultation exercise .</p> <p>Community Infrastructure Projects It was noted that the Group had not met since the last Strategy & Finance Working Group but all councillors had been requested to identify suitable projects for funding from their own wards which would then be considered at the next meeting.</p> <p>Assets Task Group The Assets Task Group had met on 13th January at which a presentation had been given by the Ridgeway School on the proposed café in Gostrey Meadow on the site of the old Bowling pavilion. The project was welcomed by the Task Group and will be worked up in more detail. It was noted that the playground replacement could potentially be moved to be adjacent to the pavilion and additional publicly available toilets could be incorporated into the scheme.</p> <p>The Town Clerk advised that discussions would take place on a lease for the relevant land in due course, and that the additional toilet refurbishment would be on hold for the time being pending the further report. He also advised that a Management Plan for Gostrey would be prepared.</p> <p>HR Panel The report attached at Appendix K to the Working Group agenda was welcomed, and the composition of the Appeal Panels for the current year was noted. The Working Group noted that an informal job evaluation would be undertaken of three posts to see if a wider review was required. Cllr Attfield reported that the actions in recognising staff for their achievements in 2019 had been implemented and appreciated.</p> <p>The rates of pay for weekend working in 2020 had been agreed.</p>	<p>All councillors to submit potential projects for individual wards to Assistant Town Clerk by the end of January.</p> <p>Action: Business and Facilities Manager.</p>

9. Contracts Update

POINTS	ACTION
<p>The Business and Facilities Manager gave a verbal update on current contract progress. He also advised that some of the items stolen in the Depot Burglary had been recovered by Thames Valley Police. These would now be the property of the Council's insurers.</p> <p>It was noted that the report from Drake and Kannemeyer on Gostrey Meadow was due imminently and they had also been investigating the crack that had appeared at the front of the Council Offices.</p>	

10. Town Clerk update

POINTS	ACTION
<p>The Town Clerk advised that the Invest in Farnham Brochure was available for 2020 sponsors and requested that Councillors suggest anyone who may be interested in working with the Council.</p> <p>The dates for the three elector Coffee Mornings to be hosted by the Mayor in 2020 were noted with a separate email being circulated to all councillors.</p> <p>The Town Clerk advised that the Craft City assessment would be taking place on 22-24th February.</p>	<p>Councillors to suggest possible organisations to the Town Clerk.</p> <p>Mayor's Secretary to circulate dates to councillors.</p>

15. Date and time of next meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Tuesday 3rd March 2020 at 9.30am</p>	<p>Town Clerk to circulate agenda</p>

The meeting ended at 12.20pm.

Notes written by Iain Lynch

Investment Strategy 2020/21

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

This Strategy complies with the revised requirements set out in the Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003 and follows guidance in the Practitioners' Guide (2016) and MHCLG's Guidance on Local Government Investments. (Revised 2018).

Investment objectives and practice

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

- The Council's investment priorities are first the security of reserves, second the liquidity of its investments and thirdly the rate of return or yield.
- The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- All investments will be made in sterling
- Normally investments will be short term with a maturity of 12 months or less.

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

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

It is recognised that the assessment of risk has changed as a result of the recent economic climate but that the Council should aim for ratings (eg Fitch or equivalent short term F1 – long term rating A- and viability rating A-).

Investments will be spread over different providers where appropriate to minimise risk although it is recognised that the Council is not eligible to receive protection offered by the Financial Services Compensation Scheme. Significant changes in credit ratings will be immediately reported to the Town Council and the Town Clerk/Responsible Financial Officer will take action within delegated powers to protect Town Council assets.

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

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

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

The Town Clerk/Responsible Financial Officer is the Council's designated person in investing on behalf of the Council and is authorised to deal with administrative matters and give instructions on behalf of the Council. Any investments created or returned must be linked directly to the Council's current account.

Specified investments

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

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

- Deposits with banks, building societies, local authorities or other public authorities
- The CCLA Public Sector Fund – a mutual fund investing in appropriately rated institutions
- Institutions permitted by specific legislation (eg the Local Authorities Property Fund managed by CCLA)

Non-specified investments

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

Liquidity of investments

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

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

Long term investments

Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long term investments and no long term investments are currently envisaged.

End of year investment report

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

Review and amendment of regulations

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

Publication

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

Farnham South Street Trust

As Trustee of the Farnham South Street Trust, the Council considers the principles of prudent management of its finances, are of paramount importance. The Council will follow the same principles for the South Street Trust, and the Investment Strategy will be formally submitted to the South Street Trust for adoption.

The bank account of the South Street Trust is also with HSBC, and investments are with Blackrock.

2020/21 investment plan

HSBC is the Town Council's banker. The majority of funds not required for immediate use are currently invested in HSBC Fixed Rate Interest Moneymarket accounts. Rates may vary from day to day but are generally reasonably comparable with other providers of similar products. Amounts will be invested for up to one year with some funds kept in a call account. During the forthcoming year, the Council will keep under review its banking arrangements and whether a move to another provider is advantageous.

It is considered prudent to plan to spread the financial risk by obtaining facilities at least one other major high street bank or building society with high credit ratings. Currently investments are held with The Cambridge and Counties Bank; HSBC, Nationwide Building Society and CCLA. In addition, the Council invests in the Local Authorities Property Fund, managed by CCLA. Although this is technically not a long term fund, it is envisaged that funds will be invested for a longer period of time in order to recoup the costs of investments. Dividends are repaid to the Council as received in accordance with guidance, any investment is treated as expenditure and recorded in the accounts as such. Any receipt will be treated as income in the year it is repaid.

In relation to the South Street Trust, it is proposed that the fund managers are reviewed to ensure that the income for South Street Trust is optimised.

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

The Council has not planned to borrow monies in advance of specific spending needs for 20/21. However, a number of projects are proposed where this may be considered if the financial benefits are advantageous and, if required, borrowing approval would be sought from the Public Works Loan Board (PWLB).

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

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



Date: 23rd January 2020

Farnham Town Council Grants Programme for 20/21

1. Summary

- 1.1 This report summarises applications received for Community Grants in 2020/21 and for Strategy & Finance to recommend to Council to approve. grant applications have been received requesting grant from an allocated budget of £70,000. The report also makes recommendations for Service Agreements with key partners.

The funding proposed is as follows:

Service level agreements:	£53,500
In year community grants:	£17,500
Grants funded from other budgets:	£3,000
Small Grants (in year allocation)	£2,000

2. Background

- 2.1 The stated aims of the community grant scheme are to enable local people to participate in voluntary groups and activities; help the Town's voluntary groups to improve effectiveness; ensure the provision of services, needed by the Town's residents, via the voluntary sector; support organisations which meet the needs of people experiencing social and economic difficulties; ensure that there is equality of access and opportunity for all Farnham Town residents to the services it provides and funds.
- 2.2 Funding is given on the basis of need, merit of the project and overall benefit to the local community. Applicants must clearly show how any assistance given will benefit the people living in Farnham or the environment of Farnham. Funding will normally only be awarded up to a maximum value of £2,000. All funding given will be subject to monitoring and evaluation of the outcome of the grant
- 2.3 Grants are not intended to provide general funding for projects. Grants are awarded for specific costs. Organisations are required to provide a report on how previous monies awarded by the Town Council have been spent before they receive a further grant. Organisations should be not-for-profit and must have clearly stated aims and objectives. Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Farnham in general. No award will be made where spending has taken place prior to approval. Normally at least 50% matched funding will be required for any level of grant funding. Costs for general routine maintenance of buildings and equipment are not eligible. Grants will not be awarded for organisations to

pass on money to others. Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves. . If a project is not completed, the funding must be returned and is generally done so.

- 2.4 Grants are available to complete a one-off project or project that will require funding for up to a maximum of three years where normally a tapering grant contribution will be considered.

3. Service Level Agreements

Farnham Town Council operates a 'light touch' service level agreement where organisations are providing important social or community services that fit with the objectives of the Council.

Budget Centre	Organisation	SLA (Provisional allocations)
4801	Farnham Maltings	£13,000
4802	Citizens Advice Bureau	£17,500
4803	40 Degreez	£2,000
4806	Hale Community Centre	£1000
4808	Hoppa Community Transport in Farnham	£10,000
4809	Brightwells Gostrey Centre	£10,000
	Total	£53,500

Organisations that receive SLA contributions (usually £2,000 or above) can use their funding for general purposes as agreed and are groups that may receive funding over a longer period of time whilst their objectives and activities meet the outcomes desired by the Council.

4. Town Clerk's Small Grant

- 4.1 Town Clerk's Small Grant (budget centre 4804) has a budget of £2,000 which is used to support in year applications for sums of less than £250. Examples may be for materials for an event, to help fund the cost of a banner above the highway (grant is then transferred into the banners budget) and are not normally allocated to groups that have received a larger grant.

5. Applications to be funded from other budgets

- 5.1 Applications were received from the following organisations which are supported from specific service budgets as set out below.

Organisation	Fund from	Allocations
VC Meudon Community Amateur Sports Club (Farnham Cycle Race)	Tourism and Events budget.	£2,000
Farnham Carnival	Tourism and Events. Shared costs with Picnic in the Park	£1,500
Blackwater Valley Countryside Partnership	Community Enhancement for environmental improvements and advice to local groups.	£1,500

6. Community Grants 2020/21

- 6.1 A copy of proposed allocations is attached at Annex 2A for Council's approval.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Strategy & Finance Comment
Andrew Windsor Almshouses	Andrew Windsor door upgrade project	£10,000 – 15,000	£2000	£500	The grant will be spent on essential works to the frontage of the Castle Street Almshouses. The historic Grade 2 listed properties require front doors to be restored, repainted as well as restoration work to the doors to all garden stores in the communal garden for use by all the residents.	Restoring these historic front doors will enhance the character of Castle Street and Farnham and benefit the 11 elderly residents.
Challengers	Farnham Play Summer Holidays	£35660	£1414	£750	This grant would go towards the Farnham Summer Play scheme which allows children with complex or challenging behaviour needs to attend the scheme. Funding would cover activity costs and transport costs including a drumming workshop, farm day and messy day.	This project will provide a supportive play scheme for local disabled children and many of these families experience both social and economic difficulties. 27% live in Farnham.
Creative Response Arts Ltd	Write Well	£5,190.90	£1900	£800	Funding would allow two-hour weekly writing workshops to bring confidence to writers to share their work and no previous experience is needed.	A creative writing arts-worker will facilitate these workshops. Filled out application form for South Street Trust but not eligible for that fund for this project.
Enterprise 19	The Art Basement	£3,750	£1,600	£1000	Following on from the successful application for funding last year, this project would continue to develop the conversion of the Art Basement. This includes the completion of Dark Room space to include a drying cabinet/work bench and COSH cupboard, equipping smaller studio, equipping space to display work and photographic and screen-printing equipment. These spaces will then be used by Young Adults with Learning Disabilities (YALD) for arts and craft activities.	This enhances participation in Surrey Open Studios and contributions to Farnham Craft Town. It also increases the range of activities and experiences for YALD. 40% Farnham residents.
PADEG	Unseen Artists - Art from the Community 2020	£800	£700	£250	An annual two day show of community art to celebrate, promote and encourage amateur creativity, especially those for whom art has a direct therapeutic value. The grant will pay towards gallery rental and publicity.	Funding will allow the continuation of this annual show of community art. Also funded by South Street Trust.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Strategy & Finance Comment
Farnham Brass Band	Bass drum, Carol books and hymn books.	£700	£700	£350	To update and repair the bass drum and purchase new up to date Band Carol books and new Band hymn books. These include large format versions.	This funding will allow the band to continue to play an integral part in the musical life of Farnham.
Farnham Community Farm	Shelter for all: a yurt for Farnham Community Farm	£6,200	£2,000	£1500	To provide comfortable and safe shelter for staff, volunteers and visiting groups. The current shelter (end of a polytunnel) is unsuitable for many reasons. They have sourced a British built 24ft insulated yurt which will provide space which can be used in all weathers.	By funding this additional shelter, they will be able to increase their engagement with local groups and volunteers around Farnham.
Farnham Sea Cadets	New roof for unit building	£115,000	£2,000	£2000**	To replace current leaking roof sheeting and remove old once funding amount has been reached. The new roof will allow rooms on the upper floor to be used. These will be used as classrooms and overnight accommodation for sea cadets.	Funding will allow this organisation to make use of more rooms and also these spaces can be let out to other Farnham organisations. Make this funding a pledge, seen as an encouragement and given when they have raised the remaining funds.
Farnham Sinfonia	Concerts and related receptions in 2020	£9,163 (after deducting ticket sales)	£1,186.50	£500	The grant will pay for the hire of the venues, St Andrews for the concerts and St Thomas on the Bourne for the receptions.	The local community will benefit from these musical concerts.
Farnham Theatre Association	'a Tale of Two Theatres' book publication	£1400	£650	£200	Publication of book to be promoted in the year 2020. The grant money will provide start-up funding for printing an initial quantity for the launch. The book provides a resource for the community in outlining the history of the Castle and Redgrave Theatres.	The book will be an educational resource for schools, colleges and UCA. Proposed to fund from 2019/20 Grant fund as the launch is March 2020.
Hale Carnival Committee	Hale Carnival	£14,434	£2000	£500	Funds will be used to provide adequate toilets/rubbish, St John Ambulance and security facilities for the Hale Carnival.	Money raised from the carnival is given to local causes.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Strategy & Finance Comment
Helen Arkell Dyslexia Charity	Dyslexia Support in Farnham	£5,700	£1,900	£800	This project offers free specialist dyslexia assessments and tuition to disadvantaged children and adults in Farnham.	46% of users live in Surrey and a smaller percentage from Farnham.
Home Start in Waverley	Farnham Volunteer Training	£1800	£1800	£500	To train up to five new home visiting volunteers in the Autumn term of 2020. This will replace volunteers who have resigned and will enable them to maintain the current services to Farnham families.	Funding will support vulnerable families.
Old Kiln Museum (Rural Life Centre)	Frensham Building Conservation project	£7,100	£2,000	£1,500	The guttering on the Frensham Building needs replacing. The aim is to secure the building so that it can protect the archives and the collection from damage caused by rainfall. They will re-enforce the guttering in order to prevent leaks.	The community and visitors will benefit by using the improved facilities and archives.
Opportunities	New Beginnings	£1528	£1400	£750	The aim of the project is to help people of all ages to cope more easily with pressures of their lives and to adopt a more positive attitude. Funding would enable us to employ a reflexologist, mindfulness and wellbeing expert.	Funding would support and help people of all ages, primarily from Sandy Hill many with health issues or experiencing unemployment.
New Ashgate Gallery Trust Ltd	Sculpture and Community	£18,542 (£3452 of eligible costs)	£2,000	£750	To support the new Craft Town Public Art commission, funding would be used to offer the following activities: - Be a Sculptor for a day (two community craft workshops on how to create your own sculpture), What is Public Art (a study day with 3 speakers) and a Talk by the winner of the Craft Town Sculpture Commission.	Funding will allow the community to gain new skills and explore the creative process free of charge so there will be no economic barrier for participation. Each activity also celebrates Farnham as a Craft Town.
Roots for the Future	Farnham Tree Planting	£2,195	£1,100	£100	Funding to support a community tree planting workshop in Upper Hale, Sandy Hill area. This would involve 60 people planting around 100 native tree saplings.	Target participants are children, families and older people from local social housing and socio-economically disadvantage. Taking place in Feb/March 2020 so fund from 19/20 if appropriate.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Strategy & Finance Comment
Rotary Club of Farnham Weyside	The Farnham Pilgrim Marathon and Half Marathon	£12499	£2000	0	The grant would be used to cover costs to host the event.	Funds raised at this event goes to approximately 8 local charities. FTC to offer to sponsor the running bibs and fund from the tourism budget.
Rowledge and Bourne Ringers	Purchase of a lower A flat hand bell	£720.00	£720.00	£400	Funding would allow the purchase of an A flat bell. The addition of this bell would allow a larger range of music to be played.	
Rowledge Cricket Club	Community Outdoor Cricket nets	£13766	£2000	£500	The grant will go towards vital refurbishment, resurface and improvement works to the club's non-turf cricket practice area.	They have 700 members who will benefit but also those visiting the Recreation Ground can benefit from them too. Future applications could be funded by CIL.
Sandy Hill Inclusive Partnership	Women in Sandy Hill (WISH)	£2000	£2000	£500	Funding will allow art/craft sessions to support women	Accounts with Hale Community Centre. Proposed funding would cover 6 sessions.
Space2grow	Construction of a cantilever bridge and associated works.	£2500.00	£2,000.	£500	Funding would allow the construction of a cantilever bridge to link up the space2grow acre with the Bishops Meadow therefore connecting Farnham's two gold award winning projects.	This project will have benefit to 15 groups (schools, youth organisations and mental health groups) that use the acre at space2grow.
The Parenting Space	The Parenting Space – Talking Teens	£2,250	£1,500	£1,200	To provide the 'Family Links' accredited 'Talking Teens' parenting course to local families at space2grow.	Both schools and local parents have requested a need for these courses which will benefit families and children.
The Woodlark Centre	Ford Tourneo Vehicle Project	£18995	£2000	£1000	Funding will go towards the purchase of a pre-owned Ford Tourneo Grand Connect 1.5 TDCI. This will provide better and efficient transportation of their residents and ensure that they can access all services provided by Farnham.	The residents would benefit greatly from this funding. Currently there are cancellations of hospital appointments, classes and social activities due to a lack of transport.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Strategy & Finance Comment
						Agree to fund on the proviso they use a Euro category 6 vehicle.
Total		£296,892.90	£38570.5	£16850		

Town Clerk's Small Grant (budget centre 4804) has a budget of £2,000.

Applications to be funded from other budgets:

Organisation	Fund from	Provisional allocations
Badshot Lea Community Association	Town Clerk's small grant	£173.40
VC Meudon Community Amateur Sports Club	Tourism and Events budget.	£2000
Farnham Theatre Association	18/19 grants balance	£200

This page is intentionally left blank



FARNHAM TOWN COUNCIL

D

Notes

Tourism & Events Working Group

Time and date

9.30 am on Wednesday 15th January, 2020

Place

Byworth Room - Town Council Offices

Attendees:

Members: Councillors Alan Earwaker (Lead Member), David Beaman, Roger Blishen, Kika Mirylees, Michaela Martin and John Neale

Officers: Oliver Cluskey (Events Manager) Sara Jones (Assistant Town Clerk), Iain Lynch (Town Clerk)

In attendance: Councillors Pat Evans (ex officio), George Hesse

1. Apologies

POINTS	ACTION
None were received.	

2. Disclosures of Interests

POINTS	ACTION
None were made.	

3. Notes of the last meeting

POINTS	ACTION
<p>The Notes of the meeting held on Tuesday 5th November 2019 were agreed.</p> <p>Issues raised in previous meeting were noted.</p> <p>Gin Festival - Events Manager had contacted 10 local vineyards who all expressed interest in Fizz/Gin Festival.</p> <p>Road Closure – Events Manager had contacted Waverley who are happy to include letter with car parking permit renewals.</p> <p>Sustainability festival – Constructive meetings with Farnham Community Farm and event is taking shape. Meeting to finalise responsibilities and</p>	

finance split due.
Literary Festival – Cllr Mirylees expressed interest in being involved.

4. Recent events

POINTS	ACTION
<p>Christmas Light Switch On It was agreed that the event was well organised and a success. The Ice sculpture was a good addition but could have been more prominent on a platform or stage The Events Manager informed the committee that there were huge issues with power and additional items brought by stallholders. Matting for some of the grass areas where vehicles enter was discussed and it was agreed that reinforced edges next to paths should be progressed. The Town Clerk said both issues would be part of the Gostrey Meadow management plan.</p> <p>Christmas Market Members agreed that it was a successful event. The Events Manager spoke about trying to encourage more local craft makers for next year. This could be done by using the Ivy Club as a 'craft zone' and offer 50% off. There was a positive response to this. Cllrs discussed purchasing fairy lights for the stalls on Castle Street as despite efforts by FTC to encourage decorating the stalls, it was noted a lot of the stalls did not decorate their stalls.</p> <p>Cllr Hesse said there may have been issues with drivers not adhering to the road closure signs by Downing Street.</p>	<p>Recommendation to Council: Subject to Officers seeking the most economically advantageous price, Officers to arrange for the path edges to be reinforced to minimise damage to grass and to extend the power around Gostrey Meadow with costs met from the 2019/20 Tourism and Events Budget.</p> <p>OC to look into cost of purchasing battery powered fairy light for stalls</p>

5. Future events

POINTS	ACTION
<p>Music in The Vineyard Flyer for the events was distributed and it was noted that the event was a good collaboration with the Vineyard. It was also noted that the bands that were booked were done so with the demographic of clientele in mind.</p> <p>The Mayor's forthcoming Charity events were discussed.</p> <p>Sustainability Festival The Working Group noted this event replaces the Spring Festival and is in collaboration with Farnham Community Farm. The content fits the Council's sustainability and climate change agenda.</p> <p>Music in the Meadow There was a discussion about adjusting the programme to attract youth to the Sunday events. Caution should be taken as the events were well attended by regular clientele and there was a risk of putting something on that would put existing people off. It was agreed to look at alternative bands that could appeal to a younger audience whilst still not putting off existing attendees. Marketing would clearly state what type of music was on each week. To find out what appeals to younger audience it was suggested the Younger People Task Group consider how these aspirations could be met. A large festival was briefly discussed. It was noted that there could be a</p>	<p>Cllr Mirylees to find out if WBC are promoting a battle of the bands event.</p> <p>Events Manager to attend Younger People Task Group meeting.</p>

<p>£50,000 risk and it was agreed not to pursue further at this stage.</p> <p>World Craft Cities The Town Clerk advised that the evaluation panel was due to visit during 22nd – 24th February, coinciding with the Maltings 'Unravel' event.</p>	
---	--

6. Market on West Street

POINTS	ACTION
<p>A potential West Street market was discussed. There were two 'antiques/brocante/arts and craft' market proposals that had just been submitted but too late to discuss at the meeting. Concerns were raised on the impact and style of market but overall it was positive. It was agreed that a more detailed report on proposals would be presented at the next meeting. The frequency of the market would be discussed but it was agreed that there should be an experiment first. It was agreed that February would be too soon for the first market.</p>	<p>Officers to get proposals/presentations for next meeting.</p> <p>Events Manager to draft report for next meeting.</p>

7. Childrens Business Fair

POINTS	ACTION
<p>The Children's Business Fair supporting young entrepreneurs was discussed. They will be holding their first event at The Maltings in May. The company had asked FTC for support by School introductions and help with sponsorship. Talk of further support and more involvement was discussed, including participation at the Farmers' Markets, Food Festival and Christmas Market. The idea was welcomed by the working group.</p>	

8. Sponsorship

POINTS	ACTION
<p>Invest in Farnham brochure was handed out. FTC officers to contact all existing Sponsors. Councillors to approach any suitable businesses not on list.</p>	<p>All</p>

9. Date of next meeting

POINTS	ACTION
<p>Date of next meeting will be 9.30am on Wednesday 25th March in the Byworth room.</p>	

Notes written by Oliver.Cluskey@farnham.gov.uk

This page is intentionally left blank



FARNHAM TOWN COUNCIL

E

Notes Cemeteries and Appeals Working Group

Time and date

9.30 am on Thursday 16th January, 2020

Place

Byworth Room - Town Council Offices

Attendees:

Members: Councillors Carole Cockburn (Lead Member), David Attfield, Alan Earwaker, Kika Mirylees and John Neale

Officers: Iain McCready (Business and Facilities Manager) and Adrienne Owen (Cemeteries and memorials Administrator)

1. Apologies for Absence

POINTS	ACTION
Apologies were received from Cllr Fraser.	

2. Declarations of Interest

POINTS	ACTION
There were no disclosures of interest.	

3. Minutes of the previous meeting

POINTS	ACTION
The minutes of the last meeting on the 7 th November 2019 were agreed.	

4. Maintenance of the Cemeteries

POINTS	ACTION
<ol style="list-style-type: none">1. Grounds Maintenance,2. The Working Group were informed on how the current maintenance schedule is progressing and noted that the weather	

<p>over the last three months had been very wet and the Council's Outside Workforce had been struggling with the final cut of the grass for the year. The Business and Facilities Manager informed the Working Group that despite the poor weather the Outside Workforce had been able to progress with work in the Garden of Reflection. The Working Group were informed that more white flowering plants will be planted in the next month.</p> <p>3. Railings and the new railings project, The Working Group were shown a quotation from John Cooksley from the Rural Life Centre's Old Kiln Forge regarding the Cemetery gates at West Street and to replace the missing railings in the old part of the Cemetery boundary. The working Group have asked that a more detailed proposal be presented to the next scheduled meeting in April.</p> <p>4. West Street Cemetery improvements, The Business and Facilities Manager asked the Working Group to consider placing new benches into the old part of the Cemetery as there was only one in situ. The Working Group thought that this was a good idea and could be funded from the current Budget.</p>	<p>The Business and Facilities Manager to progress.</p>
---	---

5. Cemetery Regulations

POINTS	ACTION
<p>1. Memorial Planting, The Working Group noted the work Farnham Town Council Officers had undertaken implementing and enforcing the current Rules and Regulations with regard to over planting of graves.</p> <p>2. Memorial Trees, The Working Group were shown 3 quotations from local stonemasons (Stonecrest, Haven and Alan Prince) with regard to the supplying of a Memorial Tree signs to be placed in all Cemeteries denoting the Memorial Tree in that Cemetery for families to place chimes etc onto it. The Working Group preferred the design from Stonecrest asked Farnham Town Council Officers to progress this work and it will be funded within the current financial budget for memorials.</p>	<p>The Business and Facilities Manager to progress</p>

6. Finance

POINTS	ACTION
<p>The Working Group noted the Current financial position. The Working Group asked for a report on the current Fees and charges for the next scheduled meeting.</p>	<p>The Business and facilities Manager to action</p>

7. Recent Appeals

POINTS	ACTION
<p>The Working Group noted that there had not been any recent appeals.</p>	

8. Memorial Update

POINTS	ACTION
The Cemeteries and Memorials Administrator gave a verbal update to the Working Group. The Working Group were informed that memorial testing would be starting in Green Lane Cemetery this year and that a price for the work had been received and another was due in. The Working Group noted the progress.	The Cemeteries and Memorials Administrator to action.
The Working Group agreed that the garden of Reflection Memorial stone should be cleaned regularly to stop the build up of moss and algae.	The Business and facilities Manager to progress

9. Items for future meetings

POINTS	ACTION
<ol style="list-style-type: none">1. Garden of Reflection, The Working Group were shown some designs of Columbaria for the outside edge of the Garden of Reflection. The Working Group discussed the proposal and asked for a report showing design and costings be brought for their consideration at the next scheduled meeting in April.2. Hale Chapels, The Working Group requested the Hale Chapel update be included into the next Scheduled meeting with proposals from Architect Damian Blower.	The Business and Facilities Manager to action.

10. Date of the next meeting

POINTS	ACTION
The date of the next scheduled meeting is the 2 nd April 2020	

The meeting ended at 11.00 am

Notes written by Iain.McCready@farnham.gov.uk

This page is intentionally left blank



FARNHAM TOWN COUNCIL

F

Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 23rd December, 2019

Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN

Planning & Licensing Consultative Working Group Members Present:

Councillor Brian Edmonds (Lead Member)
Councillor Roger Blishen
Councillor Alan Earwaker
Councillor John "Scotty" Fraser
Councillor Michaela Gray
Councillor Michaela Martin
Councillor John Neale

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Beaman and Hesse.

2. Disclosure of Interests

None were received.

3. Applications for larger developments

WA/2019/1905 Farnham Weybourne and Badshot Lea

Officer: Rachel Kellas

Outline Application for residential development of up to 140 dwellings with all matters reserved except for access.

LAND AT LOWER WEYBOURNE LANE FARNHAM

Farnham Town Council maintains its objections to development at Land at Lower Weybourne Lane. This is not an approved site in the Farnham Neighbourhood Plan, it is outside the Built Up Area Boundary, contrary to policies FNPI for new development, FNPI0 protect and enhance the countryside, FNPI1 preventing

coalescence between the local areas of Weybourne and Badshot Lea and Farnham and Aldershot Strategic Gap RE3 and not compliant with FNP30. The proposed entrance is in a section of Lower Weybourne Lane in flood zone 2. The junction at the top and bottom of Lower Weybourne Lane are both unsuitable for the additional traffic movement generated by 140 dwellings. This application site, for the same number of dwellings, was refused by the Secretary of State on 28 March 2019 (WA/2014/0391).

WA/2019/1926 Farnham Moor Park

Officer: Patrick Arthurs

Outline application, with access to be determined, for the erection of up to 146 dwellings including 54 affordable dwellings; together with the provision of Suitable Alternative Natural Greenspace (SANG) and other associated works.

LAND WEST OF AND OPPOSITE OLD COMPTON LANE, WAVERLEY LANE, FARNHAM
Farnham Town Council maintains its objections to development at Land West of and Opposite Old Compton Lane, Waverley Lane. This is not an approved site in the Farnham Neighbourhood Plan, it is outside the Built Up Area Boundary, contrary to policies FNPI for new development, FNPI10 protect and enhance the countryside and not compliant with FNP30. The proposed site is in an area of High Landscape Sensitivity and High Landscape Value making it unsuitable for development. The access being undetermined is unacceptable in this application. Waverley Lane is unsuitable for the additional traffic movement generated by 146 dwellings.

4. Applications Considered

Farnham Bourne

WA/2019/1971 Farnham Bourne

Officer: Carl Housden

Erection of a dwelling and associated works following demolition of existing dwelling and garage. WOODBURY, 19 VICARAGE LANE, THE BOURNE GU9 8HN

Farnham Town Council objects to the replacement dwelling being out of character and not compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and having a negative impact on FNP7, being adjacent to the Old Church Lane Conservation Area, and FNP8 as within the South Farnham Arcadian Area. Local Plan Part I Policies CCI and CC2 must be adhered to.

WA/2019/1983 Farnham Bourne

Officer: Philippa Staddon

Erection of extensions and alterations following demolition of existing porch.

JASMINE LODGE, LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Farnham Town Council has no objections subject to the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP5 and FNPI6 and no negative impact on the neighbours' amenity.

Farnham Castle

WA/2019/1927 Farnham Castle

Officer: Ruth Dovey

Listed Building consent for internal and external alterations including display of adverts.

30 LION AND LAMB YARD, FARNHAM GU9 7LL

Farnham Town Council has no objections subject to the alterations being confirmed compliant, especially the materials and colour, with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNP2, FCAMP and Shopfront Design Guide supplementary planning guides and approval from the Heritage Officer.

WA/2019/1972 Farnham Castle

Officer: Carl Housden

Erection of a detached garage and studio.

LOWNDES END, LONG GARDEN WALK WEST, FARNHAM GU9 7HX

Farnham Town Council has no objections subject to the detached garage and studio being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policies FNP2 and FNP16 and no negative impact on the neighbours' amenity. The detached garage must be Conditioned ancillary to Lowndes End. Access on to Long Garden Walk must be in forward gear to ensure the safety of pedestrians with limited the visibility at the junction with Lowndes Passage.

Farnham Firgrove

WA/2019/1907 Farnham Firgrove

Officer: Mr Chris Turner

Certificate of Lawfulness under Section 192 for alterations to roof space to provide habitable accommodation including dormer windows.

18 ST GEORGES ROAD, FARNHAM GU9 8NB

Farnham Town Council objects to flat roof dormers not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNP16 or Residential Extension SPD.

WA/2019/1911 Farnham Firgrove

Officer: Mr Chris Turner

Erection of two storey extensions and alterations following demolition of existing detached garage.

23 WAVERLEY LANE, FARNHAM GU9 8BB

Farnham Town Council has no objections subject to the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, materials be in keeping with existing and no negative impact on the neighbours' amenity.

WA/2019/1917 Farnham Firgrove

Officer: Ruth Dovey

Application under Section 73 to vary Condition 1 of WA/2017/2273 (approved plans) to allow repositioning of approved garage/carport.

19 LANCASTER AVENUE, FARNHAM

Farnham Town Council has no objections subject to the maintaining of the green boundary being Conditioned to protect the street scene.

WA/2019/1967 Farnham Firgrove

Officer: Liz Amott

Erection of extensions and alterations following demolition of existing conservatory.

54 FIRGROVE HILL, FARNHAM GU9 8LQ

Farnham Town Council has no objections subject to the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham

Neighbourhood Plan Policy FNPI6, materials be in keeping with existing and no negative impact on the neighbours' amenity.

Farnham Hale and Heath End

WA/2019/1915 Farnham Hale and Heath End

Officer: Ruth Dovey

Outline application for the erection of detached dwelling with all matters reserved.

LAND AT 9 WELLINGTON LANE, FARNHAM GU9 9BA

Farnham Town Council objects to erection of a dwelling at Land at 9 Wellington Lane not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI. This is restrictive site has no vehicle access or parking provision on a very congested 'rat-run' with part one-way access and a children's nursery to the north-west, access to The Fairway to the south-west and a two-way section to the south-east. The elevated position of the proposed dwelling with have a negative impact on the neighbours' amenity on Wellington Lane and Upper Weybourne Lane to the rear.

Farnham Moor Park

WA/2019/1906 Farnham Moor Park

Officer: Mr Chris Turner

Erection of a stable building.

LAND EAST OF BRIDLEWAY 186 CENTRED COORDINATES 486985 147072

CROOKSBURY ROAD, FARNHAM

Farnham Town Council objects to erection of a building at this location not being compliant with Farnham Neighbourhood Plan Policies FNPI and FNPI0 outside the built up area boundary, being inappropriate development in size, scale and materials in a countryside setting. Access for additional vehicles is not acceptable on a bridle way.

Application invalid

WA/2019/1909 Farnham Moor Park

Officer: Ruth Dovey

Erection of retaining walls.

18 MOOR PARK LANE, FARNHAM GU9 9JB

WA/2019/1910 Farnham Moor Park

Officer: Liz Amott

Erection of first floor extensions.

CREIGHTON, 7 TONGHAM ROAD, RUNFOLD GUI0 1PH

Farnham Town Council objects to the first floor extension not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, having a negative impact on the street scene and the neighbour's amenity with the bulk being against boundary of the property.

WA/2019/1968 Farnham Moor Park

Officer: Liz Amott

Erection of a two storey extension (revision of WA/2019/0746).

41 BROOMLEAF ROAD, FARNHAM GU9 8DQ

Farnham Town Council has no objections subject to the extension being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan

Policy FNPI6, materials be in keeping with existing and no negative impact on the neighbours' amenity.

Farnham Shortheath and Boundstone

WA/2019/1912 Farnham Shortheath and Boundstone

Officer: Philippa Staddon

Erection of a building with temporary residential use to then be converted into a double garage (revision of WA/2019/0907).

OAK RIDGE, 2 VINE LANE, WRECCLESHAM GU10 4TD

Farnham Town Council objects to retrospective planning applications. A previous application WA/2019/0907 was withdrawn at this location for the temporary use of the garage as accommodation. It is not appropriate for the garage to be used for short term accommodation or commercial letting.

WA/2019/1956 Farnham Shortheath and Boundstone

Officer: Liz Amott

Erection of a garden building.

PIPPINS, VINE WAY, WRECCLESHAM GU10 4TB

Farnham Town Council has no objections subject to the garden building being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, no negative impact on the neighbours' amenity and being conditioned ancillary to the dwelling house Pippins.

WA/2019/1957 Farnham Shortheath and Boundstone

Officer: Carl Housden

Certificate of Lawfulness under Section 192 for erection of a single storey rear extension and alterations.

THE FRANCHISE, 9B GREEN LANE, FARNHAM GU9 8PT

Farnham Town Council has no objections subject to the extension being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, materials be in keeping with existing and no negative impact on the neighbours' amenity.

Farnham Weybourne and Badshot Lea

WA/2019/1865 Farnham Weybourne and Badshot Lea

Officer: Mr Chris Turner

Change of use from Public House (use class A4) to children's nursery (use class D1) together with extension and alterations; resurfacing of garden area to form children's play area and associated works.

THE ELM TREE PUBLIC HOUSE, 14 WEYBOURNE ROAD, FARNHAM GU9 9ES

Farnham Town Council objects to the change of use from Public House (Class A4) to Children's Nursery (Class D1). Vehicle and pedestrian access to the site is dangerous, a traffic management plan is required given the vicinity to the junction with Upper Weybourne Road and Lower Weybourne Lane and William Cobbett School, Heath End School and All Hallows Catholic School. No comments have yet been received from Surrey Highways on vehicle access and safe pedestrian access to the site. The application is not compliant with Farnham Neighbourhood Plan Policy FNP30, air quality is of concern and should be measured at this location. Parking provision of 28 spaces is being retained, is this sufficient as the capacity of the nursery has not been specified and staffing numbers are proposed at 14, taking half

of the existing car parking spaces. Further information is required to fully evaluate the suitability of this location for a children's nursery.

WA/2019/1950 Farnham Weybourne and Badshot Lea

Officer: Liz Amott

Erection of a porch.

22 NEWCOME ROAD, FARNHAM GU9 9DJ

Farnham Town Council has no objections subject to the materials being in keeping with existing and no negative impact on the neighbour's amenity.

5. Date of next meeting

6th January 2020.

The meeting ended at 11.15 am

Notes written by Jenny de Quervain

This page is intentionally left blank



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 6th January, 2020

Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN

Planning & Licensing Consultative Working Group Members Present:

Councillor Brian Edmonds (Lead Member)
Councillor David Beaman
Councillor Roger Blishen
Councillor Alan Earwaker
Councillor John "Scotty" Fraser
Councillor Michaela Gray
Councillor George Hesse
Councillor Michaela Martin

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillor Neale.

2. Disclosure of Interests

3. Applications for larger developments

Defer to 20/01/20

PC/2019/0031 Farnham Moor Park

Officer: Rachel Kellas

Consultation from a neighbouring authority for reserved matters application pursuant to outline application 16/P/00222, permitted on 26/01/2018, to consider appearance, landscaping, layout and scale in respect of the erection of 254 dwellings.

LAND AT MANOR FARM, THE STREET, TONGHAM GU10 1DG
Guildford Borough Council

4. Applications considered

Applications Considered

Farnham Bourne

WA/2019/2011 Farnham Bourne

Officer: Philippa Staddon

Change of use and alterations to "New Stables" (building A) to provide a residential holiday let.
REDHILL HOUSE, TILFORD ROAD, LOWER BOURNE GU9 8HS

Farnham Town Council has no objections subject to the alterations to "New Stables" being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, Residential Extensions SPD and Local Plan Part I Policy CCI and CC2. "New Stables" to be conditioned ancillary to Redhill House to prevent it becoming an independent dwelling in the future by way of another 'change of use' application.

WA/2019/2012 Farnham Bourne

Officer: Philippa Staddon

Change of use and alterations to "Store Barn" (building B) to provide a residential holiday let.
REDHILL HOUSE, TILFORD ROAD, LOWER BOURNE GU9 8HS

Farnham Town Council has no objections subject to the alterations to "Store Barn" being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, Residential Extensions SPD and Local Plan Part I Policy CCI and CC2. "New Stables" to be conditioned ancillary to Redhill House to prevent it becoming an independent dwelling in the future by way of another 'change of use' application.

WA/2019/2016 Farnham Bourne

Officer: Daniel Holmes

Erection of extensions and alterations following demolition of existing detached garage/outbuilding.

21 DENE LANE, LOWER BOURNE GU10 3PW

Farnham Town Council has no objections subject to the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, Residential Extensions SPD and Local Plan Part I Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity.

CA/2019/0193 Farnham Bourne

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA
WORKS TO TREES

10 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity especially in the Great Austins Conservation Area covered by Farnham Neighbourhood Plan Policy FNP5.

TM/2019/0211 Farnham Bourne

Officer: Mr A Clout

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE
PRESERVATION ORDER 02/00

14 BOURNE FIRS, FARNHAM GU10 3QD

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. Farnham Town Council objects to the removal of trees, replacements required if removal is necessary.

Farnham Castle

WA/2019/2020 Farnham Castle

Officer: Philippa Staddon

Alterations to elevations and roof space including erection of dormer windows to provide additional habitable accommodation and relevant demolition of an existing unlisted outbuilding in a Conservation Area.

CEDAR COURT, CASTLE HILL, FARNHAM

Farnham Town Council objects to the alterations and erection of dormer windows and roof lantern on the main roof not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP2 and FNPI6 and Residential Extensions SPD and having a negative impact with overlooking and light pollution from its elevated position below the outer curtain wall of Scheduled Monument of Farnham Castle.

Farnham Town Council has no objections to the demolition of the unlisted garages subject to sufficient parking provision within the boundary of Cedar Court.

CA/2019/0194 Farnham Castle

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO TREES

MERRIOTT HOUSE, 26 WEST STREET, FARNHAM GU9 7DR

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

Councillor Beaman departed at 10.25am

Farnham Hale and Heath End

WA/2019/2015 Farnham Hale and Heath End

Officer: Daniel Holmes

Certificate of Lawfulness under Section 192 for the erection of a porch.

5 WEST AVENUE, FARNHAM GU9 0RH

Farnham Town Council has no objections subject to the porch being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials be in keeping with existing.

WA/2019/2017 Farnham Hale and Heath End

Officer: Philippa Staddon

Erection of extensions together with alterations to outbuildings.

THE MANOR HOUSE, NUTSHELL LANE, UPPER HALE GU9 0HG

Farnham Town Council has no objections subject to the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and Local Plan Part I Policy CC1 and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity.

Farnham Moor Park

WA/2019/2019 Farnham Moor Park

Officer: Carl Housden

Erection of extensions and alterations including the provision of ancillary accommodation.
THE CHAPTER HOUSE, 13 MONKS WELL, FARNHAM GU10 1RH

Farnham Town Council has no objections subject to the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and Local Plan Part I Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity.

Farnham Shortheath and Boundstone

TM/2019/0210 Farnham Shortheath and Boundstone

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 22/10
THORNHILL HOUSE, 21 BURNT HILL WAY, FARNHAM GU10 4RN

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

WA/2019/2007 Farnham Shortheath and Boundstone

Officer: Philippa Staddon

Erection of extensions and alterations.
7 FIRFIELD ROAD, FARNHAM GU9 8SJ

Farnham Town Council has no objections subject to the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and Local Plan Part I Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2019/2010 Farnham Shortheath and Boundstone

Officer: Mr Chris Turner

Erection of first floor extensions and alterations.
CHESILBOURNE, 11 GORSE LANE, WRECCLESHAM GU10 4SD

Farnham Town Council objects to the flat roof dormer not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNPI6 and Residential Extensions SPD. Farnham Town Council has no objections to the side extension and alterations subject to these being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD, Local Plan Part I Policy CCI and CC2 and no negative impact on the neighbour's amenity.

Farnham Weybourne and Badshot Lea

WA/2019/2004 Farnham Weybourne and Badshot Lea

Officer: Mr Chris Turner

Erection of 4 dwellings together with alterations to elevations of existing dwelling.
9 COPPICE CLOSE, FARNHAM GU9 9DQ

Farnham Town Council strongly objects to the erection of 4 dwelling at 9 Coppice Close. This application is not compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP1, is gross overdevelopment of a restrictive site not suitable development. The proposed 3 storey dwellings are not in keeping with the surrounding properties and will have a negative impact of the neighbours' amenity. The parking provision is not sufficient with only 2 spaces

proposed for 4 dwellings. The alterations to the existing dwelling are not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNPI6 and the Residential Extensions SPD.

Farnham Wrecclesham and Rowledge

WA/2019/1988 Farnham Weybourne and Badshot Lea

Officer: Daniel Holmes

Erection of a fence.

3 BADSHOT LEA ROAD, BADSHOT LEA GU9 9JR

Farnham Town Council objects to retrospective planning applications. Green infrastructure such as hedgerows should be retained. Maintenance is essential to ensure no obstruction is caused to pedestrians or restriction of sightlines for safe road crossing at this point. The replacement fence is dominate in this prominent location at the start of the village and has a negative impact on the street scene and wildlife.

WA/2019/2014 Farnham Wrecclesham and Rowledge

Officer: Carl Housden

Erection of extensions and alterations.

JAYSWOOD, WRECCLESHAM HILL, WRECCLESHAM GU10 4JN

Farnham Town Council questions the parking provision on the adjacent land. Confirmation of ownership required to demonstrate sufficient parking within the boundary of the property with the alterations and loss of the double garage. Farnham Town Council has no objections subject to the extensions being confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNPI6 and the Residential Extensions SPD and Local Plan Part I Policy CCI and CC2.

5. Appeals

PROPOSAL: Erection of a dwelling and associated works (revision of WA/2018/1787)

SITE ADDRESS: Land At Rear Of Trackers, 8 Burnt Hill Road, Wrecclesham

PLANNING INSPECTORATE REFERENCE: APP/R3650/W/19/3225484

Farnham Town Council maintains its objections to the erection of a dwelling at land at rear of Trackers, 8 Burnt Hill Road. The development is not compliant with Farnham Neighbourhood Plan FNPI or the Farnham Design Statement. The light pollution caused by the extensive of glazing will have a negative impact on the neighbours' amenity on Longhope Drive and disrupt the natural pattern of wildlife. The loss of trees is unacceptable given the sylvan nature of the site and contrary to Local Plan Part I Policy CCI and CC2. Submitted to PINS 08/01/20.

6. Date of next meeting

20th January 2020.

At 9.00am, prior to the Planning & Licensing Consultative Group meeting, Councillors are invited to attend a presentation of a proposed development at Land at Harts Yard, between West Street and Long Garden Walk. An extant application for 13 dwellings was granted on 8 June 2015 (WA/2015/0545).

The meeting ended at 10.47 am

Notes written by Jenny de Quervain

This page is intentionally left blank

FARNHAM TOWN COUNCIL



Report
Council;

Date: 23rd January 2020

Precept 2020/21

Purpose

To agree precept for 2020/21

Introduction

- 1 A local council precepts on the billing/collection authority (Waverley) for an amount which it requires to deliver its agreed programme of activities for the forthcoming year. Unlike the major precepting authorities (Waverley BC, Surrey CC, Surrey Police Authority) which set a rate for the various bands described as a Band D equivalent figure, a parish sets a budget and precept. This amount is payable by the collection authority, regardless of how much is collected, as a result of the levy set by the precepting council (eg Farnham).
- 2 It is good practice however, to do the calculation to understand what the Band D levy (or Council Tax amount) is going to be, in both cash and percentage increase terms, as this helps explain the budget impact to electors.
- 3 As part of the provisional Local Government Finance Settlement (SFA) announced in December, the Government again announced additional funds available for Adult Social Care via a precept of 2% on top of the 2% cap for principal authorities (or £5 if greater for shire district council Band D bills).
- 4 The Government created legislation which allows a restriction on increases in Council tax. Town and Parish Councils do yet not face the risk of being 'capped' and are increasingly taking on or contributing to services being cut or stopped as a result of pressure on the principal authorities. The Secretary of State has confirmed that the referendum 'capping' principles will not be extended to the Town and Parish Council tier of local government but Town and Parish Councils are expected to demonstrate restraint and meet certain criteria when setting increases that are not a direct result of taking on additional responsibilities. However, as in previous years this likely to be dependent upon:
 - the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs, and;
 - the Government seeing clear evidence of restraint in the increases set by the sector as a whole.

The Local Councils sector as a whole receives just 1.8% of money raised by Council tax (£554m out of £31.4billion). In recent years, more services have been taken on by the

Town and Parish sector from principal authorities as a result of structural change or pressures on Finance. In 2019/20 the average Parish increase was 4.9% whilst Farnham was 2.99%. The average council tax precept for Town and parish councils is £67.18 against the Farnham level in 2019/20 of £64.49.

The table below shows how Farnham has managed to minimise its precept increases over the past five years

Year	FTC precept	Average national parish precept	FTC increase	National average parish increase
2015/16	£57.59	£54.12	1.27%	3.3%
2016/17	£59.83	£57.4	3.89%	6.1%
2017/18	£61.03	£61.03	2%	6.3%
2018/19	£62.62	£64.04	2.6%	4.9%
2019/20	£64.49	£67.18	2.99%	4.9%

Farnham's Budget 2020/21

- 5 The figures provided by Waverley Borough Council for 2020/21 show 17,341.2 Band D properties for Farnham after being adjusted for a 99% collection rate (up from 17102.9 in 2019/20). The Collection rate is significant since any loss or surplus is shared between the major precepting authorities (Surrey, Waverley and the Police authority), but not Town and Parish Councils. It is interesting to note that there has not been a loss on the Collection fund in the last ten years, but a substantial surplus shared between the principal authorities.
- 6 At the Council meeting in December, Members approved a gross budget of £1,400,327 and, after discretionary income of £254,300 is taken into account, a revised net budget of £1,146,027. In this budget, Council has absorbed the costs of the freehold transfer of properties from Waverley Borough Council (approximately £80,000 per annum); made provision to begin to meet the environmental challenges facing the community as a result of climate change; identified capital projects for further investment in Gostrey Meadow and public conveniences; agreed the principle of supplementing or taking on services which had reduced standards from the principal authorities; pledged to continue to maintain its delivery of Farnham Town Council's high performing services.
- 7 Farnham's Town Council's share of the total Council tax bill for a Band 'D' property in Farnham in 2019/20 of £1,960.89 was just £64.49. (The rest was made up of Surrey County Council £1,453.50; Waverley Borough Council £182.33; and Surrey Police £260.57).

This same Band D rate would, if applied in 2020/21, raise £1,118,334 for Farnham Town Council. With the addition of the Council Tax Support Grant (£9,100) and budgeted income from services of £245,200 the total income for Farnham Town Council would be £1,372,634 a shortfall of £27,693.

This represents an increase of £1.60 per annum (some 3.1 pence per week) per band D property if funded through the precept making the cost for Farnham Town Council Services for the average Band D household £66.09 per annum (£1.27 per week).

A 1% increase in precept would bring just over £11,180 of additional income for Farnham Town Council at a cost of just over 65p per band D dwelling per annum.

- 8 Inflation at November 2019 was running at 1.5% (Consumer Price Inflation) and 2.2% by the RPI (Retail Price Index). However, the Strategy & Finance Working Group noted that

inflation on services provided by the Town Council may be significantly higher than the basket of goods and services used to make up CPI and RPI. It was also noted that salary settlements had generally been higher than these rates in the past year as they had fallen behind in real terms over several years. The Working Group were aware of the pressures on those whose own income (eg pensions) were pegged to CPI and who were facing increased pressures on their own household incomes.

- 9 In determining the level of precept Council should consider whether it wishes to:
- 1) use any of its reserves to meet the shortfall;
 - 2) increase further the income targets for services, or
 - 3) set unallocated in-year savings targets.

The Strategy & Finance Working Group considered all these options and also whether to reduce the precept level further; applying a freeze on the Farnham Town Council proportion of the Council tax; or whether funding the agreed budget with an increase in the precept was the most prudent thing to do. The Working Group debated a number of scenarios and whether any of the earmarked reserves could be released but felt that a modest rise in the precept was required given the continuing uncertainty of services being taken on by the Town Council as a result of reductions in services at the Borough and County Council levels following the removal of government grants and the redistribution of funds by the government to other parts of the country.

It was therefore agreed to recommend to Council a precept level of £1,137,027. This represents a modest increase of 3.1 pence per week (£1.60 per annum) equating to 2.48% for the Farnham element of the council tax for a typical Band D property. The total cost for Band D for Farnham Town Council would be £66.09 per annum (£1.27 per week).

Recommendation

It is recommended that Council

Sets a precept of £1,146,027 for 2020/21 equating to a Band D cost of £66.09 per annum (£1.27 per week).

This page is intentionally left blank



FARNHAM TOWN COUNCIL



23rd January 2020

Risk management Review 2019-20

Introduction

- 1 As part of the Accounts & Audit Regulations and Health & Safety At Work Legislation, the Town Council is required to maintain an effective programme of risk management and ensure that all policies and procedures in place are subject to regular review
- 2 Each year, the Council reviews a range of risks affecting the organisation in each of the service areas and as a corporate body. It is assisted in its task by a number of advisors including the Internal and External Auditor and by Ellis Whittam the Council's HR and Health and Safety advisors. This report deals with the whole range of risks and builds on work already undertaken by the individual Working Groups in the autumn cycle. In 2018, new areas of activity relating to data protection were introduced nationally and the Council took action to mitigate risks associated with this.

Background

- 3 Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.
- 4 Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, and can impact on the ability to achieve desired outcomes. The authority generally and members individually are responsible for risk management.
- 5 Risk management is an ongoing activity that comprises four elements:
 - identifying risks;
 - assessing risks;
 - addressing risks; and
 - reviewing and reporting.

Identifying risks

- 6 In order to manage risk, an authority needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process.
- 7 The specific risks which individual authorities and service areas face varies in accordance with the range, nature, complexity and scale of the organization. For this reason each Working Group

reviews its own risks in the autumn cycle of meetings to identify any key risks to achieving successfully priorities and service objectives.

- 8 There are some overall categories of risks which are covered by Strategy & Finance and Council as a whole.
- financial – loss of money;
 - security – fraud, theft, embezzlement;
 - property – damage to property;
 - legal – breaking the law or being sued;
 - IT – failure of IT systems or misuse; and
 - reputational – actions taken could harm the authority's public reputation.

Addressing risks

- 9 Risk is unavoidable, and every organisation needs to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk within the organisation, is called internal control and may involve one or more of the following standard responses:
- **Tolerate** the risk - for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified (e.g. because they would be disproportionate); and for unavoidable risks, e.g. terrorism.
 - **Treat** the risk - a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
 - **Transfer** the risk – buying in a service from a specialist external body or taking out insurance. Some risks cannot be transferred, especially reputational risk.
 - **Terminate** the activity giving rise to the risk - it may be best to stop (or not to start) activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.
- 10 During 2019-20, Farnham Town Council has undertaken a number of activities to minimise risk. These include erecting fencing in West Street cemetery, regular inspections of cemeteries and allotments, continuing to invest in pathway repairs, removal of dangerous trees, investment in training and personal protective equipment for staff.

Assessing risks

- 11 Through the Working Groups the potential consequences of a risk occurring (the impact) and the likelihood are reviewed in a matrix with a Scoring range 1-3 (Low, medium, high). The two factors are multiplied to create a combined risk value and specific attention is given to any risk scoring six or above.

Managing risk

- 12 Some risks are managed through the Council's Insurance policies:
- The protection of physical assets owned by the authority – buildings, furniture, equipment, etc. (loss or damage).
 - The risk of damage to third party property or individuals as a consequence of the authority providing services or amenities to the public (public liability).
 - The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).
 - Loss of cash through theft or dishonesty (fidelity guarantee).
 - Legal liability as a consequence of asset ownership (public liability).
- 13 Areas where risk is managed by working with third parties include the following:
- Security for vulnerable buildings, amenities or equipment (eg Shield Security)
 - Maintenance of buildings, amenities or equipment.

- The provision of services being carried out under agency/partnership agreements with principal authorities.
- Banking and investment arrangements
- Ad hoc provision of amenities/ facilities for events to local community groups.
- Equipment lease or hire where needed
- Professional services (planning, surveying, arboricultural, accountancy, legal etc.).
- Health and safety (Contract with Ellis Whittam for an annual inspection and advice, external training for first aid, evac chair etc;

Workplace Health and Safety

- 14 Health & Safety risk assessments are an examination of anything in the workplace that could cause people to suffer injury or ill health whilst they are at work. Staff and councillors have individual responsibility to avoid risk and report matters or unsafe practices that may give cause to a risk.

All employers have a legal obligation to carry out risk assessments under *The Management of Health & Safety at Work Regulations 1999*. As well as complying with the legal requirement and having the potential to save money, risk assessments are useful in determining:

1. training programmes
2. the adequacy of information available
3. personal protective equipment needs
4. health surveillance levels

- 15 Farnham Town Council has an annual General Risk Assessment Report commissioned from Ellis Whittam. This report is based on a day-long examination of the systems in place at the Council. The key findings of the report after the most recent visit by Jonathan Ely, the Ellis Whittam Safety Advisor, on 27th August 2019 are set out below. They include a SWOT analysis and a Safety Action Plan with suggested completion dates and a named member of staff responsible for completing the item.

The number of 'Actions required' as a result of the eight surveys since 2011/12 is as follows:

	No. of Action Points	No. requiring immediate or short term action.
2011/12	72	5
2012/13	39	2
2013/14	13	0
2014/15	7	1
2015/16	18	1
2016/17	29	5
2017/18	3	0
2018/19	3	2

2019 (Chart below) shows the 3 points from the current inspection. All 3 points have been actioned and are being monitored.

Date	Priority	Sub Point	Comment	Action	Completed date
27/08/2019	Medium	Housekeeping	Removal of waste , debris in office areas around desks	Loft space has been reordered and trip hazards removed. General desk areas have been cleared but need to be monitored	01/11/2019

27/08/2019	Medium	Emergency Lighting inspections	Arrange for an annual inspection and keep records	This has been actioned and records are being kept.	28/08/2019
27/08/2019	Low	Ladder inspections	Ladders and stepladders should be formally inspected each month and records kept	This has been actioned.	01/10/2019

16 External contractors undertake the following on behalf of the Council:

1. **Electrical Installations** – All buildings are tested every five years for the condition of its fixed electrical wiring. The Council Offices and the Depot are due in 2021, Wrecchesham Community Centre, West Street Chapel, Victoria Gardens, Gostrey Meadow toilet block, the Hart toilet block and the Central Car Park toilet block are scheduled to be tested again early in 2020. Portable Electrical Appliance Testing is undertaken annually for those items that require testing and periodically in accordance with the type of item as required.
2. **Gas Installations** – the boilers at the Council Offices and Wrecchesham Community Centre are safety-checked every year.
3. **The Lift** at the Council offices is inspected quarterly in accordance with insurance requirements
4. **Fire** – A fire risk assessment was undertaken by an external consultant in December 2011 and subsequently in house.
5. **Legionella** Testing takes place annually
6. **Asbestos**. As required
7. **Risk**. The Council subscribes to the Local Council Risk Service managed by Zurich and officers attend seminars organised by Zurich.

Financial risks and related Issues

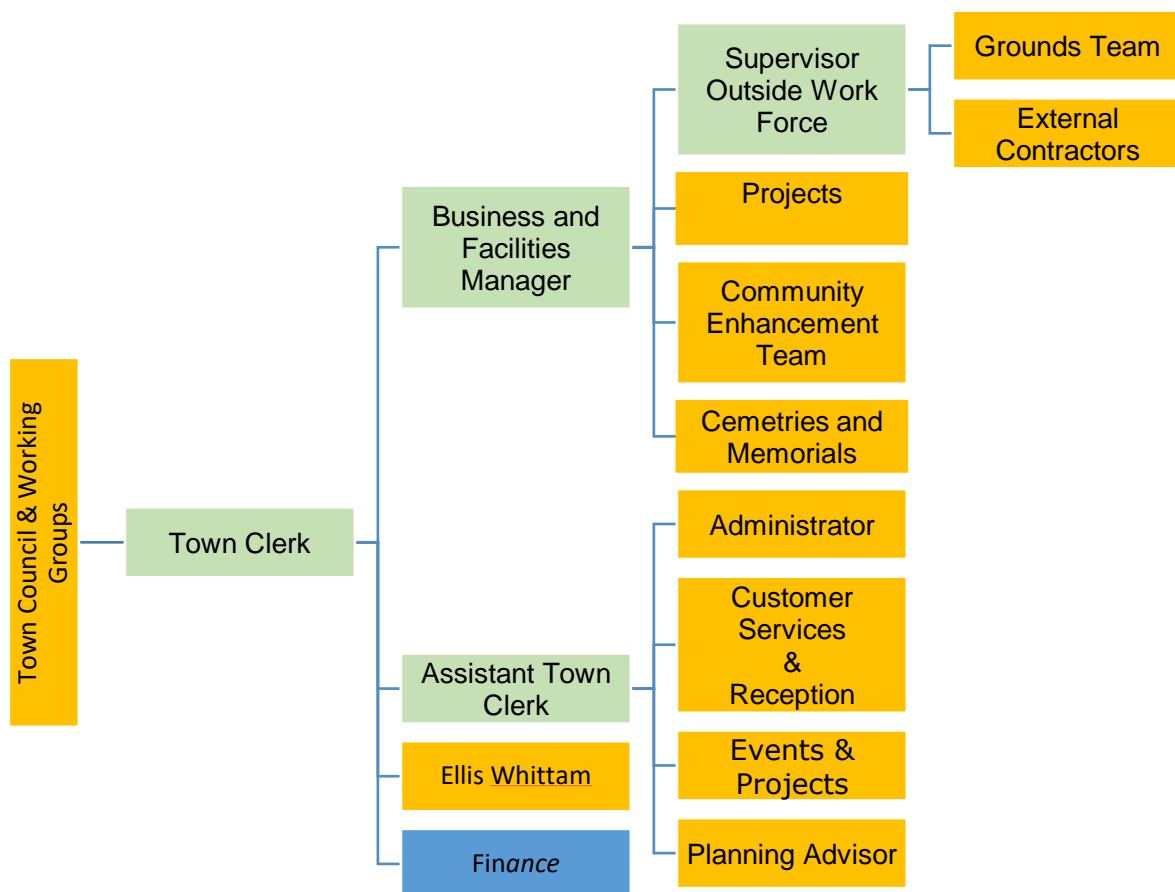
- 17 The new General Data Protection Regulation has brought in new duties on protecting personal data and reporting where lapses occur.
- 18 The financial risks of the organisation are considered as part of the independent Internal Auditor's work. The most recent visit was in December 2019 with the Internal Auditor's Interim report due following the second visit to Council in January 2020. The Internal Auditor uses as a basis for his work the *Governance and Accountability – a Practitioners' Guide to proper practices*, and the related checklists therein. Potential loss of income is managed by having adequate reserves in accordance with audit guidelines and effective fidelity insurance cover. There is effective separation of duties to ensure that more than one person is involved in financial transactions to minimise the potential risk for fraud. Risks of absence of key personnel for an extended period are covered by the creation of process manuals on main areas of activity and work shadowing so other staff are aware of work requirements wherever possible and some key personnel insurance cover. In the event of an extended absence of the Town Clerk, locum support is available through the Surrey and Sussex Association of Local Councils.
- 19 The Financial Regulations were last adopted by Council in April 2018 and will be reviewed in 2020 and Standing Orders were updated in January 2019.

Recommendations to Council

- i) The Risk Management report be welcomed and recommended for adoption;
- ii) The work done by the Working Groups in managing risk be noted.

Farnham Town Council Organisation Chart for the Management of Health and Safety 2019

(Health and Safety Management Group highlighted)



This page is intentionally left blank

CALENDAR OF DATES: MUNICIPAL YEAR 2020 - 21

Meeting	Date	Time
Planning & Licensing Consultative Group	Mon 04 May 2020	09:30
Greenhouse Open Day	Wed 06 May 2020	
Early May Bank Holiday	Fri 08 May 2020	
Annual Meeting of Council and election of Mayor.	Thu 14 May 2020	19:00
Farnham Walking Festival	Sat 16 May 2020	to Sun 7 June 2020
Planning & Licensing Consultative Group	Mon 18 May 2020	09:30
Farmers' Market	Sun 24 May 2020	10.00 - 13.30
Sustainability Festival	Sun 24 May 2020	tbc
Late May Bank Holiday	Mon 25 May 2020	
FCAMP quarterly meeting	Thu 28 May 2020	14:00
Music in the Meadow	Sun 31 May 2020	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 01 June 2020	09:30
Tourism and Events Working Group	Wed 03 June 2020	09:30
Music in the Meadow	Sun 07 June 2020	15:00 - 17:00
Community Enhancement Working Group	Wed 10 June 2020	09:30
Cemeteries and Appeals Working Group	Thu 11 June 2020	09:30
Music in the Meadow	Sun 14 June 2020	15:00 - 17:00
Civic Service	Sun 14 June 2020	15:00
Planning & Licensing Consultative Group	Mon 15 June 2020	09:30
Strategy & Finance Working Group	Tue 16 June 2020	09:30
Music in the Meadow	Sun 21 June 2020	12:00 - 17:00
Armed Forces Week - Flag Raising Ceremony	Mon 22 June 2020	10.00 - 11.00
Wellbeing Task Group	Wed 24 June 2020	17:30
Council	Thu 25 June 2020	19:00
Farnham Carnival	Sat 27 June 2020	14:00-21:00
Picnic in the Park	Sun 28 June 2020	
Farmers' Market	Sun 28 June 2020	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 29 June 2020	09:30
Music in the Meadow	Sun 05 July 2020	15:00 - 17:00
Town Centre Litter Pick ahead of judging TBC	TBC	
Town Centre Litter Pick ahead of judging TBC	TBC	
S & SEIB Large Town Judging TBC	TBC	
S & SEIB Town Centre Judging TBC	TBC	
Music in the Meadow	Sun 12 July 2020	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 13 July 2020	09:30
Music in the Meadow	Sun 19 July 2020	15:00 - 17:00
Strategy & Finance Working Group	Tue 21 July 2020	09:30
Farmers' Market	Sun 26 July 2020	10.00 - 13.30
Music in the Meadow	Sun 26 July 2020	15:00 - 17:00

CALENDAR OF DATES: MUNICIPAL YEAR 2020 - 21

Planning & Licensing Consultative Group	Mon 27 July 2020	09:30
Council	Thu 30 July 2020	19:00
Music in the Meadow	Sun 02 August 2020	15:00 - 17:00
Music in the Meadow	Sun 09 August 2020	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 10 August 2020	09:30
Music in the Meadow	Sun 16 August 2020	15:00 - 17:00
Farmers' Market	Sun 23 August 2020	10.00 - 13.30
Music in the Meadow	Sun 23 August 2020	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 24 August 2020	09:30
FCAMP quarterly meeting	Thu 27 August 2020	14:00
Music in the Meadow	Sun 30 August 2020	15:00 - 17:00
Summer Bank Holiday	Mon 31 August 2020	
Tourism and Events Working Group	Wed 02 September 2020	09:30
Wellbeing Task Group	Wed 02 September 2020	17:30
Music in the Meadow	Sun 06 September 2020	15:00 - 17:00
Allotment Show	Sun 06 September 2020	
Planning & Licensing Consultative Group	Mon 07 September 2020	09:30
Strategy & Finance Working Group	Tue 08 September 2020	09:30
South & South East in Bloom Awards TBC	Fri 11 September 2020	
Gin & Fizz Festival at The Maltings	Fri 11 & Sat 12 September 2020	19:00- 23:00
Heritage Open Days	Fri 11 September 2020	to Sun 20 September 2020
September Food & Drink Fortnight	Fri 11 September 2020	to Sun 27 September 2020
Council	Thu 17 September 2020	19:00
Planning & Licensing Consultative Group	Mon 21 September 2020	09:30
Community Enhancement Working Group	Wed 23 September 2020	09:30
Cemeteries and Appeals Working Group	Thu 24 September 2020	09:30
Farmers' Market	Sun 27 September 2020	10.00 - 13.30
Food Festival	Sun 27 September 2020	10.00 - 16.00
Planning & Licensing Consultative Group	Mon 05 October 2020	09:30
Farnham in Bloom Awards (Schools)	Thu 08 October 2020	16:00
Farnham in Bloom Awards Evening	Thu 08 October 2020	18:00
Strategy & Finance Working Group	Tue 13 October 2020	09:30
Autumn Big Pick	Sat 17 October 2020	to Sat 24 October 2020
Planning & Licensing Consultative Group	Mon 19 October 2020	09:30
Council	Thu 22 October 2020	19:00
Farmers' Market	Sun 25 October 2020	10.00 - 13.30

CALENDAR OF DATES: MUNICIPAL YEAR 2020 - 21

Blooming Kids gardening workshops	Thu 29 October 2020	10:00
HODS Thank you reception	Fri 30 October 2020	18:30
Planning & Licensing Consultative Group	Mon 02 November 2020	09:30
Tourism and Events Working Group	Wed 04 November 2020	09:30
Schools Remembrance Service	Fri 06 November 2020	10:30
Remembrance Sunday (Gostrey Meadow War Memorial)	Sun 08 November 2020	10:45
Community Enhancement Working Group	Wed 11 November 2020	09:30
Venison Dinner (Farnham Castle)	Thu 12 November 2020	19:00
Christmas Lights Switch-On (Gostrey Meadow)	Sat 14 November 2020	13.00 -18.00
Planning & Licensing Consultative Group	Mon 16 November 2020	09:30
Cemeteries and Appeals Working Group	Thu 19 November 2020	09:30
Farmers' Market	Sun 22 November 2020	10:00 - 13:30
FCAMP quarterly meeting	Thu 26 November 2020	14:00
Planning & Licensing Consultative Group	Mon 30 November 2020	09:30
Strategy & Finance Working Group	Tue 01 December 2020	09:30
Christmas Civic Carol Service, St Andrew's	Thu 03 December 2020	19:00 for 19:30
Council (Budget) Provisional	Thu 10 December 2020	19:00
Christmas Market, Castle Street, The Borough, Bush	Sun 13 December 2020	10:00 - 16:00
Planning & Licensing Consultative Group	Mon 14 December 2020	09:30
Farmers' Market	Sun 20 December 2020	10:00 - 13:30
OFFICES CLOSED BETWEEN CHRISTMAS AND NEW YEAR	Thu 24 December 2020	14:00
OFFICES RE-OPEN	Mon 04 January 2021	09:00
Planning & Licensing Consultative Group	Mon 04 January 2021	09:30
Strategy & Finance Working Group	Tue 12 January 2021	09:30
Community Enhancement Working Group	Wed 13 January 2021	09:30
Planning & Licensing Consultative Group	Mon 18 January 2021	09:30
Council (Precept)	Thu 21 January 2021	19:00
Farmers' Market	Sun 24 January 2021	10.00 - 13.30
Music in The Vineyard	Sun 24 January 2021	15:00 - 17:00
Cemeteries and Appeals Working Group	Thu 28 January 2021	09:30
Planning & Licensing Consultative Group	Mon 01 February 2021	09:30
Allotment Liaison Group	Wed 03 February 2021	17:15
Tourism and Events Working Group	Wed 03 February 2021	09:30
Planning & Licensing Consultative Group	Mon 15 February 2021	09:30
Services to Farnham Awards	Mon 22 February 2021	18:00
Annual Allotment Lecture (provisional)	Wed 24 February 2021	17:00
FCAMP quarterly meeting	Thu 25 February 2021	14:00
Farmers' Market	Sun 28 February 2021	10.00 - 13.30
Music in The Vineyard	Sun 28 February 2021	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 01 March 2021	09:30
Strategy & Finance Working Group	Tue 02 March 2021	09:30
Community Enhancement Working Group	Wed 03 March 2021	09:30

CALENDAR OF DATES: MUNICIPAL YEAR 2020 - 21

Commonwealth Day Flag raising	Mon 08 March 2021	10:00
Council	Thu 11 March 2021	19:00
Planning & Licensing Consultative Group	Mon 15 March 2021	09:30
Tourism and Events Working Group	Wed 24 March 2021	09:30
Annual Town Meeting of Electors (Barley Room, Farnham Maltings) TBC	Thu 25 March 2021	19:00
Great British Spring Clean	Sat 27 March 2021	09:30
Farmers' Market	Sun 28 March 2021	10.00 - 13.30
Music in The Vineyard	Sun 28 March 2021	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 29 March 2021	09:30
Cemeteries and Appeals Working Group	Thu 01 April 2021	09:30
Good Friday	Fri 02 April 2021	
Easter Monday	Mon 05 April 2021	
Planning & Licensing Consultative Group	Mon 12 April 2021	09:30
Strategy & Finance Working Group	Tue 20 April 2021	09:30
Farmers' Market	Sun 25 April 2021	10.00 - 13.30
Music in The Vineyard	Sun 25 April 2021	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 26 April 2021	09:30
Council (appointment of Working Groups & accounts)	Thu 29 April 2021	19:00
Early May Bank Holiday	Mon 03 May 2021	
Council (Annual)	Thu 13 May 2021	19:00