



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 12th March, 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 12th March, 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 5 pm on the day before the meeting.

Recording of Council Meetings

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

Questions by the Public

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: 12 March 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 12th March, 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 by Revd Jacqueline Drake-Smith of St Peter's Wrecclesham. 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.

3 Minutes (Pages 7 - 16)

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 23rd January 2020. **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 I - Items for Decisions

7 Working Group Notes (Pages 17 - 26)

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

- I) Strategy and Finance held on 3rd March 2020
 - To review the Internal Auditor's report
- II) Any updates from other Working Groups.

**Appendix B
Annex I**

8 Planning and Licensing Applications (Pages 27 - 52)

To receive the minutes of the Planning & Licensing Consultative Group meetings held on: 3rd February, and 17th February and 2nd March 2020.

**Appendices C, D
and E**

9 Pensions Triennial Actuarial Review (Pages 53 - 68)

To review the report from the Pensions Triennial Actuarial Review 2019 Outcome and agree the recommendation.

Appendix F

To review the Discretions Policy and agree the recommendation.

Annex 2

Part 2 - Items to Note

10 Actions taken under the Scheme of Delegation

11 Reports from Other Councils

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

12 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

13 Date of Next Meeting

To note the date of the next meeting of Full Council on 30th April 2020.

14 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 (if required) in view of any confidential items under discussion.

Item 3 - Confidential Items

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

Council Membership:

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

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FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00 pm on Thursday 23rd January, 2020

Place

Council Chamber - Town Council Offices

Councillors

Councillor Pat Evans (Mayor)
Councillor Alan Earwaker (Deputy Mayor)
Councillor David Attfield
Councillor David Beaman
Councillor Roger Blishen
Councillor Carole Cockburn
Councillor Sally Dickson
Councillor Paula Dunsmore
Councillor Brian Edmonds
Councillor John "Scotty" Fraser
Councillor George Hesse
Councillor Andy MacLeod
Councillor Michaela Martin
Councillor Mark Merryweather
Councillor Kika Mirylees
Councillor John Neale

Apologies for absence

Michaela Gray and John Ward

Officers Presents:

Iain Lynch, Town Clerk
Iain McCready, Business and Facilities Manager
Sara Jones, Assistant Town Clerk

There were 5 members of the public and 1 member of the press in attendance.

Prior to the meeting, prayers were led by Revd Hannah Moore of The Parish of Badshot Lea and Hale.

C131/19 Apologies

Apologies were received from Cllr Gray and Cllr Ward.

C132/19 **Disclosures of Interest**

In addition to the standard declarations by dual or triple hatted Councillors, Cllr Beaman declared a disclosable interest on agenda item 7, re Farnham Town Council Community grants arising from his position as WBC Portfolio Holder for Wellbeing. Cllr Merryweather declared a disclosable interest on agenda item 9 re the Precept 20/21 arising from his position as WBC Portfolio Holder for Finance, Assets and Commercial Services.

C133/19 **Minutes**

The minutes of the Farnham Town Council meeting held on 19th December were agreed to be signed by the Mayor as a correct record.

C134/19 **Questions and Statements by the Public**

The Mayor reminded those members of the public present of the guidelines for questions and statements from the public as set out in the agenda and invited anyone to come forward if they had a statement or question.

1. Mr Mark Westcott resident of Rowledge
Mr Westcott read a statement to Council. The statement included support for the proposed closure of West Street for the use of a weekly market and referenced the article in the Farnham Herald.
The Mayor thanked Mr Westcott and confirmed this matter of the West Street market and road closure would be discussed in a later agenda item.

2. Mr Philip Jenks residing in Churt
The Mayor acknowledged that although Mr Jenks did not reside in Farnham as the subject concerned Farnham he was invited to ask his question.
Mr Jenks' question to Council concerned the process for permission to convert the tennis court at the Farnham Library Garden to be a Padel tennis court. He described Padel tennis to be a relatively new sport that had seen recent growth in the UK and was suitable for all ages. He advised there were now 29 Padel tennis clubs in the UK with the nearest club to Farnham being in Winchester. Mr Jenks asked the Council on advice on how to take this further.

The Mayor thanked Mr Jenks for his question and advised the tennis court in question belonged to Surrey County Council SCC and suggested he seek advice from Cllr MacLeod as the local Surrey County Councillor. The Mayor also suggested contacting Me David Gill at the Farnham Sports Council for his support.

Cllr MacLeod confirmed he would be happy to advise Mr Jenks in contacting SCC regarding the library tennis court.

C135/19 **Town Mayor's Announcements**

The Mayor reported that the Town Crier, Mr Jonathan Jones, had decided he would retire after 17 years of successful service to Farnham. The Mayor confirmed FTC would begin the process to recruit a successor shortly, working with The Farnham Herald to launch a competition to recruit a new Town Crier.

Cllr Cockburn commented the Town Crier had made the role his own and had been superb with his humour and presence, and it would be hard to find another like him.

The Mayor and Councillors echoed this sentiment. The Mayor hoped to find a suitable occasion where the Town Crier could feel the appreciation from the town and Councillors.

The Mayor expressed thanks to Cllr Attfield for chairing the December Council meeting and thanked everyone for being at the civic carol service noting the generosity of the congregation supporting the young person's homeless charity Step by Step, including an individual donation of £1,000.

The Mayor noted Farnham would be welcoming children from the Ugandan King's Kid Choir who were visiting Brighton Hill Community School in Basingstoke.

The Mayor advised Council of future events, including the Mayor's Coffee Mornings, The Services to Farnham Awards evening, The Mayor's two charity events comprising An Evening of Variety on the 14th March and the Mayor's Bollywood Ball on 1st May.

C136/19 **Questions by Members**

There were no questions raised by Members.

C137/19 **i) Community Enhancement Working Group**

The notes of the Community Enhancement Working Group held on 8th January 2020.

Cllr Dickson introduced the notes of the Community Enhancement Working Group at Appendix B to the agenda.

The Working Group had discussed the ongoing issue of pollution and having heard from the area manager from Stagecoach and from Surrey County Council's Local Bus Service Manager, the Working Group agreed FTC and Stagecoach should work together to promote the bus service through publicising the Stagecoach App and investigating further into real time signs for Farnham bus stops.

The Working Group received a presentation on Surrey Car Club Scheme and agreed to investigate further the potential spaces available in Farnham noting Brightwells would have 3 car club bays and Members had discussed the possibility of adding bays to local carparks.

All notes were received and accepted from Community Enhancements.

C138/19 **ii) Strategy & Finance Working Group**

The notes of the Strategy & Finance Working Group held on 14th January 2020

Cllr Neale introduced the notes of the Strategy and Finance Working Group at Appendix C to the agenda which had considered detailed finance papers to the end of December 2019. He advised that income was ahead of target but expenditure was on track.

The Working Group had reviewed the statements of Investments at 31st December and the spread of investments in different institutions. Members had reviewed the general and earmarked reserves as at 31st December and considered the detail of why they were held and the continuing need to hold them. There was a requirement to review the Investment Strategy annually, and it was recommended to Council for adoption.

**It was RESOLVED *nem con* that:
The Investment Strategy for 2020/21 be adopted.**

It was noted the Precept and Risk Management recommendations would be covered in later agenda items.

Cllr Neale advised that the Working Group had given detailed consideration to proposed community grants for 2020/21. These included:
Service Level agreements of £53,000
Community Grants of £17,500
Grants from other budgets £3,000 eg tourism and events
Small Grants at the Town Clerk's discretion of £2,000

After an initial discussion it was proposed that Council should accept all the grant awards en bloc as recommended by the Strategy and Finance Working Group.

**It was RESOLVED *nem con*:
To agree as set out in Annex 2**

- i) **Service agreement contributions to Waverley Hoppa, The Farnham Maltings, Citizens Advice Waverley, 40 Degreez and The Gostrey Centre.**
- ii) **The award of community grants to organisations listed.**

The Working Group had noted the history and background of the current grants programme and agreed that it would be a useful point to review the arrangements.

**It was RESOLVED *nem con* that:
A review of the process and allocations for grants be undertaken in the coming year.**

Cllr Neale advised, in reference to the appendix Ci, that the proposed creation of a Business Improvement District (BID) would have significant benefits for Farnham. The Working Group had noted that a BID is funded by the businesses within a defined area within the town through the payment of an additional business rate. It was agreed it would be advantageous to expedite the business engagement for the BID process by contributing a grant to support the move to a BID ballot with the expectation there would be additional support from WBC, SCC and the Chamber of Commerce.

**It was RESOLVED *nem con* that:
FTC allocates £5,000 from the new initiatives fund towards the development of a business led Business Improvement District for Farnham.**

Cllr Neale reported on the ballot being held for representatives to represent the town and parish councils on the Waverley Standards Committee.

**It was RESOLVED *nem con* that:
The nominations of Cllr Reynolds from Elstead and Cllr Taylor from Cranleigh be supported.**

Cllr Neale introduced the notes from the Task Groups reporting to Strategy and Finance starting with the notes from the Infrastructure Planning Group and asked Cllr Cockburn for a review of progress on the Neighbourhood Plan and the Design Statement.

Cllr Cockburn advised the referendum on the Neighbourhood Plan was expected to be 12th

March 2020. Purdah would commence from 3rd February 2020 meaning councillors and Farnham Town Council would not be able to campaign for the plan or be quoted in the press using council resources from 3rd February 2020.

Cllr Cockburn reported that the Design Statement first draft had been circulated and encouraged councillors to encourage members of their ward and ward residents' associations to respond so their comments were recorded. Cllr Cockburn noted there would be a workshop to finalise the text of the Design Statement.

Cllr Neale expressed thanks to Cllr Cockburn for the work on both projects.

Cllr Neale reported on notes from the recent meeting with SCC over the Hickleys Corner proposal. It was noted SCC were investigating building an underpass at Hickleys Corner to increase the capacity, rather than speed, of traffic. It was noted an application had been made to Transport for the South East to fund this project.

Councillors noted Farnham had not been consulted regarding the Hickleys Corner proposal, and as a major road scheme in the centre of Farnham FTC should be engaged and at the forefront of any proposal. Councillors believed the 2004 plan for the Hickleys Corner underpass needed to be thoroughly reviewed as much had changed since 2004 and in addition a new analysis of traffic use of the roads was needed.

Council was also concerned about the air quality implications of any scheme and considered that any project needed to be aligned with the priorities of the climate emergency. Cllr MacLeod advised the project was a long way from happening and that there would be consultation. The Town Clerk reported SCC had been invited to the Infrastructure Planning Task Group and did not accept as the plan was not ready for a formal presentation and but that there would be public engagement around June 2020.

The discussion was brought to a close by The Mayor who recognised all councillors had taken the opportunity to speak and express views. Cllr Neale noted there would be consultation with FTC on this road proposal.

Cllr Neale noted the need to come to an FTC view on the future of the town centre and suggested councillors meet at an informal briefing to consider views which would then be developed further via the IPG Task Group. All councillors agreed to the meeting with a date to be arranged.

Cllr Neale reported the Community Infrastructure Projects (CIP) Task Group had not met since the last Full Council. Cllr Neale expressed the need for councillor input on projects needed in each ward.

Cllr Neale introduced the notes from the meeting of the Assets Task Group held on 13th January 2020 where there had been a presentation from The Ridgeway School on a proposed café in Gostrey Meadow on the site of the old Bowling Pavilion.

Cllr Cockburn declared a pecuniary interest (as she is a trustee at The Ridgeway School) and left the meeting

Cllr Neale reported the project was welcomed by the Task Group and would be worked up in more detail.

Cllr Cockburn returned to the meeting.

Cllr Neale noted that after careful consideration councillors in the Task Group had agreed to the purchase of the IVECO Daily CNG gas fuelled vehicle and the purchase of new electric tools as previously advised.

All notes were received and accepted from Strategy and Finance.

C139/19 **iii) Tourism and Events Working Group**

The notes of the Tourism and Events Working Group held on 15th January 2020

Cllr Earwaker introduced the notes from the Tourism and Events Working Group, at Appendix D to the agenda.

Councillors agreed the Christmas Lights Switch On and Christmas Market events were a huge success. The Working group recommended that Gostrey Meadow would benefit from more power sources for events and to strengthen the path edges to help protect the grass when vehicles attended events. Town Clerk confirmed both issues would form part of the Gostrey Meadow management plan.

It was RESOLVED *nem con*:

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.

Cllr Earwaker noted the Working Group continued to investigate the viability of a monthly 'antiques/brocante/arts and craft' market. Two proposals had recently been submitted but had not yet had detailed analysis. Councillors agreed to discuss a more detailed report at the next Working Group meeting. The frequency of the market would be discussed but it was agreed that there should be an experiment first.

Councillors debated the impact of a potential weekly market on the town's retailers, the issue of parking and the impact of closing West Street. The Mayor noted that as the item had not been presented formally to Council, the debate on the merits should be saved for the next Full Council meeting.

Councillors noted the importance of working with retailers and to have an initial trial of the market on a Sunday.

All notes were received and accepted from Tourism and Events.

C140/19 **iv) Cemeteries and Appeals Working Group**

The notes of the Cemeteries and Appeals Working Group held on 16th January 2020

Cllr Cockburn introduced the notes from the Cemeteries and Appeals Working Group, at appendix E to the agenda.

Cllr Cockburn noted the meeting focused on ongoing projects that were being progressed.

All notes were received and accepted from Cemeteries and Appeals.

C141/19 Planning and Licensing Applications

Cllr Edmonds introduced the notes of the Planning and Licencing Consultative Group meetings held on 23rd December 2019, and 6th January and 20th January 2020, at appendices F, G and H to the agenda.

Cllr Edmonds advised that everyone was aware councillors provided democracy and local knowledge but the ability to make effective decision was hampered by insufficient information and short timescales. He said a recent LGA survey confirmed what many knew, that speed, the appeals driven system and insufficient resources for enforcement meant that the community lost out.

The Mayor noted the hard work of the Planning and Licensing Consultative Group and said that Council was grateful for the efforts of the councillors.

C142/19 Precept 2020/21

Cllr Neale introduced the Precept 2020/21 Report at Appendix I to the agenda.

Cllr Neale advised that the last Full Council meeting had agreed a budget of £1.4 million and, after discretionary income of £254,300 was taken into account, a revised net budget of £1,146,027. It was noted that in this budget, Council had absorbed the costs of the freehold transfer of properties from WBC (approximately £80,000 per annum). It was also noted that FTC's share of the total Council tax bill for Band 'D' property in Farnham in 2019/20 was £64.49 and that if the same amount was applied in 2020/21 there would be a shortfall of £27,693.

Cllr Neale advised there were three main ways to meet the shortfall:

1. Increase fees and charges;
2. Use reserves (noting the FTC general reserves were currently in line with what was recommended as good practice); or
3. Raise the precept by a modest amount.

Cllr Neale noted the Strategy & Finance Working Group had considered all the options and would ideally want to avoid raising the precept. The Working Group had 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 £3 below, underlying 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.

The Working Group agreed to recommend to Council a precept level of £1,137,027. The increase in the precept would meet the shortfall of £27,693 representing an increase for the average Band D household of 3.1 pence per week to £66.09 per annum. This would enable the council to continue to provide good quality services in the year ahead whilst mindful of the impact on the community.

Cllr Merryweather expressed support for the precept but asked why the budget and precept were agreed at different meetings. The Town Clerk advised that by holding the decisions at consecutive Full Council meetings there was time for reflection on any amendments and how to meet any agreed shortfall that both could be held in the same Full Council meeting.

It was **RESOLVED** by 15 votes for with 1 against 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)

Cllr Edmonds asked for his vote against the precept to be recorded.

C143/19 Risk Management report

Cllr Neale introduced the Annual Risk Management report, at Appendix J to the agenda.

The Strategy & Finance Working Group had reviewed the Annual Risk Management report and recommended to Council that it be adopted.

**It was RESOLVED *nem con* that:
The Risk Management Report at Appendix J be welcomed and adopted.**

C144/19 Timetable of meetings for the 2020/21 municipal year.

Councillors noted the timetable of meetings for the 2020/21 Municipal Year, at Appendix K to the agenda.

C145/19 Actions taken under the Scheme of Delegation

Town Clerk noted all actions had been covered.

C146/19 Reports from Other Councils

Cllr MacLeod provided an update on the SCC options to replace the Cedar of Lebanon tree in the Library Garden advising there was currently a consultation and he urged Councillors to respond.

Council noted there was a proposal to close Drovers Way to facilitate the construction of a new roundabout to serve the Folly Hill development. This was of great concern to the local community and a meeting had been arranged to discuss this with the Highways Officers.

C147/19 Reports from Outside Bodies

Cllr Blishen reported the Brightwells Gostrey Centre was going well and was providing 40 meals on wheels daily. He also noted the three minibuses were providing regular transport.

Cllr Cockburn reported she has received complaints from some outside bodies that councillors did not always attend the committee meetings bodies to which they were and urged councillors to do so and keep Council informed

C148/19 Date of Next Meeting

The date of the next meeting of full Council was agreed as Thursday 12th March 2020 at 7pm.

C149/19 Exclusion of the Press and Public

It was Proposed by Cllr Earwaker and Seconded by Cllr Attfield and agreed *nem con* that the Press and Public be excluded because of the confidential business to be transacted at item 17 of the agenda (Services to Farnham Awards)

C150/19 Services to Farnham Awards

The list of nominees for Services to Farnham Awards set out at Exempt Appendix L to the agenda was agreed.

The Mayor closed at 9pm

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FARNHAM TOWN COUNCIL

B

Notes

Strategy & Finance Working Group

Time and date

9.30 am on Tuesday 3rd March, 2020

Place

Town Clerk's Office - Town Offices

Attendees:

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

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

1. Apologies

POINTS	ACTION
Apologies were received from Cllr Attfield and Cllr Earwaker.	

2. Declarations of interest

POINTS	ACTION
Town Clerk registered a pecuniary interest at agenda item 8 as a member of the Local Government Pension Scheme.	

3. Minutes of the last meeting

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Finance report

POINTS	ACTION
Members reviewed this month's financial report. Noted: <ul style="list-style-type: none"> Total annual expenditure will be less than originally budgeted. 	Action: Business and Facilities Manager to speak to the contractor regarding the cleaning of the Central Car park

<p>Reasons include staff changes and recruitment timings.</p> <ul style="list-style-type: none"> • Moneys allocated to spend on the refurbishment of the toilets in Gostrey Meadow had been held back due to the ongoing discussions with the potential change of location of the toilets post transfer of management of Gostrey Meadow to FTC. • Income for the year is better than expected due to additional income from The Arts Council's grant of £50,000, the first payment of CIL and an additional Section 106 payment. Unspent payments would need to be carried forward as earmarked reserves. <p>Members discussed the refurbishment of the Central Carpark toilets.</p> <p>Town Clerk advised there was a condition survey for the central carpark toilets and for members to decide how extensive the refurbishment should be, noting last year FTC invested money to replace the pipe work to resolve blockages.</p> <p>In summary there was likely be an underspend of approximately £80,000 at the end of this financial year. The Town Clerk proposed using the in-year surplus to now repay the public works loan which would be approximately £25,000. This would allow scope to take a new public works loan (if required) that could be used to fund works for the buildings and parks transferred from WBC.</p> <p>Report from the internal auditor.</p> <p>Members were reminded the current internal auditor would be retiring at the end of this financial year. The interim report from the last visit on 17th January 2020 was reviewed and discussed.</p> <p>Key points</p> <ul style="list-style-type: none"> • Change in process for recording 'nothing found' for insurance purposes on allotment inspections was recommended and had been implemented. • ROSPA training will be needed for some staff for playground safety for Gostrey Meadow. • The Government changes on IR35 for contractors and sub-contractors may necessitate FTC ensuring an indemnity is in place for contractors confirming both the contractor and any sub-contractors are paying the correct national insurance contributions. • Auditor needs to correct the date of the allotment increases to January 2021. • Agreed changes to historic staff contracts for clarity on pay progression had been implemented. • Website Accessibility requirements: It was noted Julie Jackson was reviewing the new accessibility standards with the FTC website developer. 	<p>toilets.</p> <p>Recommendation to Council: That FTC repay the outstanding Public Works loan of approximately £25,000 from 20109/20 funds.</p> <p>Recommendation to Council: To note the interim report received from the internal auditor.</p> <p>Action: Officers to review whether Charitable Incorporated Organisation CIO status for Farnham South Street Trust FSST was beneficial.</p>
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5. Reports from Task Groups

POINTS	ACTION
<p>Infrastructure Planning Group The Town Clerk provided an update on the recent IPG meeting on 13th February. At this meeting Peter Goodman from Farnham Cycle Campaign presented their cycling vision for Farnham. It was noted that the possible creation of new cycle paths could be a potential project to be funded by CIL. Councillors noted the pathways should be multi use pathways not just for cyclists. Cllr Merryweather noted there was still no further information available regarding the unspent SCC Section 106 money that has been allotted to cycle paths.</p> <p>Cllr Cockburn updated Councillors on the importance of talking to electors regarding the Neighbourhood Plan with emphasis on The Neighbourhood Plan having already prevented 800 homes in Farnham from being built in the wrong place.</p> <p>Further discussion of infrastructure issues was agreed would take place at the informal Council meeting on Monday 9th March.</p> <p>Crest Nicholson had been invited to the next IPG meeting to discuss the road closures and the Royal Deer junction.</p> <p>Cllr Neale provided an update the creation of the Farnham Project Board by SCC which was still under construction but should give FTC a more direct approach to discuss Farnham matters with SCC. Representation of Farnham at this board was to be finalised. It was queried if there were any Terms of Reference for the Board.</p> <p>Community Infrastructure Projects Cllr Merryweather introduced the notes from the meeting held on 14th February. Councillors were reminded to submit projects from their Ward to the Assistant Town Clerk. Community projects would not be considered before 2021 and the process for applications was being developed. Cllr Merryweather noted WBC would progress CIL for projects that were within WBC control and would not take an active role in CIL bids that were outside their control. The Town Clerk suggested that with the imminent transfer of public assets from WBC to FTC, initial CIL funding could be prioritised for these projects above others.</p> <p>Farnham Air Quality Working Group The notes from the WBC Working Group were noted with no outstanding actions for FTC.</p> <p>Younger People Task Group It was noted the Task Group met on 26th February. The meeting was attended by over 20 people representing various youth groups within Farnham. It was noted it was a positive start to gathering information on the current youth provision available.</p>	<p>Recommendation to Council:</p> <p>1) FTC welcomes a collaborative council approach to Farnham matters and looks forward to FTC playing an effective role in the Farnham Project Board.</p> <p>2) FTC expects equal representation (by a Member and an Officer) on the emerging Board and looks forward to contributing to the emerging TORs.</p> <p>Action: Councillors to submit CIL Projects from their Wards.</p>

<p>The next step for the Task Group was to reflect and agree next steps including gathering information directly from young people.</p> <p>FCAMP Cllr Cockburn reported on the recent quarterly meeting held on 27th February, noting progress made on the repair of the Bishop's Steps and ongoing monitoring of the Farnham conservation area.</p> <p>Councillors were reminded Farnham Conservation Area Management Plan was adopted in 2012 by WBC. The representatives meet quarterly as an informal group to review whether the management plan was being adhered to.</p> <p>It was noted there were four other conservation areas in and around Farnham. Cllr Merryweather suggested a review of plans for the other conservation areas, querying the availability of a timeline of dates for key documents.</p>	<p>Action: Officers to report back on other Conservation Area Management Plans (if any).</p>
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6. Grants 2020/21

POINTS	ACTION
<p>Councillors discussed the additional submission of grant applications for the Community Grant Fund.</p> <p>It was agreed to:</p> <ol style="list-style-type: none"> 1) Fund the Bells Piece Residential/Wellness and Fitness Project from In Year Community Grant Budget. 2) Not to fund Farnham Fringe Festival's The Power of Imagination: Writers Workshop as the Council had previously agreed funding for the Festival. 3) Support the Kitty Milroy Mural Conservation Project as it was agreed the murals are of national significance and important to local heritage. It was agreed to fund this project from the 2019/20 Community Initiatives Fund with the proviso there would be public access to the murals and there would be engagement with local schools for educational benefit. 	<p>Recommendation to Council:</p> <p>1) To commit £450.00 for Bells Piece Fitness and Wellbeing Project.</p> <p>2) To contribute £5000.00 for the Kitty Milroy Mural Conservation Project from the 2019/20 New Initiatives Budget.</p> <p>Action: Assistant Town Clerk to arrange visit to the Kitty Milroy Murals for Councillors.</p>

7. Annual Town Meeting of Electors

POINTS	ACTION
<p>The following arrangements for the Annual Town Meeting of Electors on Thursday 26th March were agreed:</p> <ul style="list-style-type: none"> • The meeting will be held in The Great Hall at The Maltings. • To use the format from previous years, a presentation from each Working Group Leader with power point. • Officers support in drafting power point and presentation. • Introductions and presentations envisaged will take 45 minutes in total followed by a break with refreshments before public questions. 	<p>Action: Officers to discuss presentation with the lead of the Working Groups they support.</p>

<p>Coronavirus/ COVID 19: It was noted the situation was being monitored and FTC were closely following the guidelines from Public Health and others including SCC and WBC. FTC processes had been reviewed and there would be more frequent cleaning of handrails and door handles.</p>	<p>Action: Officers to purchase an additional hand sanitiser dispenser for the front of the building.</p>
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8. Pensions Actuarial Review and Pensions Discretions Policy

POINTS	ACTION
<p>Pensions Triennial Actuarial Review 2019 Outcome Town Clerk reported to Members the proposed changes to the Surrey Local Government Pension Scheme. It was noted these changes did not affect current pensioners or have implications for staff. The change that needed to be considered was the introduction of local council sector-based pooling. The paper was tabled due to the late availability of information from SCC despite the question being asked in November. It was noted Councillors needed to consider:</p> <ul style="list-style-type: none"> • Sector based pooling would increase costs from 14.2% to 18.7%. • If not pooled costs would remain at 14.2 • Ill health retirements posed a huge risk as this would involve a large sum of money but these were pooled across all employers anyway. • FTC could maintain the status quo and opt out of the Towns and Parish pool and operate in its own ringfenced pot. <p>Discretions Policy Councillors discussed the policy and confirmed FTC Full Council would decide what constitutes 'exceptional' should the need arise.</p>	<p>Recommendation to Council: Subject to additional information ahead of Full Council, it is recommended FTC maintains the status quo and does not participate at this stage in the pooled arrangement.</p> <p>Recommendation to Council: The Discretions Policy at Appendix Eii be adopted.</p>

9. Contracts and assets update

POINTS	ACTION
<p>The Business and Facilities Manager joined the meeting and presented the notes at Appendix F from the Assets Task Group meeting held on 17th February.</p> <p>Items considered included:</p> <ul style="list-style-type: none"> • Security for West Street Cemetery to be improved following vandalism by extending the Garden of Reflection fence. • Applying for Green Flag status for Gostrey Meadow to identify improvements. • Repair work to the walls at the Council offices. • An acoustic assessment in the Council Chamber. • The purchase of a ride on grass cutter that collects litter and leaves as well as cuts the grass. It was confirmed there was currently no electric alternative for the machine that is recommended. The model suggested was the most environmentally appropriate with the option to part exchange with the company when a more environmentally beneficial version was available. 	<p>Recommendation to Council: 1) FTC extends the wooden fence with a locked gate for emergency access at a cost of approximately £10,000. 2) Seek green flag status next year for Gostrey Meadow. 3) Necessary repairs by Drake and Kannemeyer with works to be carried out by Oak Services to repair the cracking in the walls at the FTC offices.</p>

10. Consultations

POINTS	ACTION
There were no consultations to report on.	

11. Town Clerk update

POINTS	ACTION
<p>Town Clerk reported:</p> <p>Pay Review The Pay Review offered Employers a 2% pay rise which was rejected by the unions. There was no further information available on the pay consultation at this stage.</p> <p>Craft Cities The Working Group noted it had been a successful visit for the Craft Cities application. The outcome would not be known for another month. Discussion on how Farnham could capitalise on this if there was a successful outcome and review how to reinforce Farnham as a Craft Town and part of World Craft Cities.</p> <p>Also noted the positive response to the Civic Gifts, vases designed by local potter Lucy Burley and that additional ones were being commissioned with the Town Crest.</p>	<p>Action: It was suggested an earmarked reserve be created for this purpose.</p>

12. Date of next meeting

POINTS	ACTION
The date of the next meeting is 21 st April 2020.	

The meeting ended at 1.05 pm

Notes written by Sara.jones@farnham.gov.uk

FARNHAM TOWN COUNCIL

INTERNAL AUDIT 2019-2020

INTERIM REPORT No.1

I visited the Town Council Office on Wednesday 13th November 2019 to commence the Internal Audit process for 2019-2020. During this first visit I reviewed the implementation of recommendations from last year's report and discussed staffing matters.

A second visit was made on 17th January 2020, at which time I checked Budget and Precept procedures and calculations, some Income procedures, some aspects of Risk Management and Website Accessibility. A third visit will be made during the next two months to consider further aspects of Income, Risk Management, Petty Cash, Asset Register and compliance with Financial Regulations. Trusteeship and year-end returns will be considered at a final visit after end of the financial year.

The comments below are in the order of the headings in the Internal Audit section of AGAR.

Recommendations are shown in **bold and underlined**, and any responses received from Council have been added in *italics*.

A. BOOKS OF ACCOUNT

Council continues to use the RIALTAS accounting software specifically designed for Town and Parish Councils. The software has been upgraded and is HMRC compliant.

VAT and Loan matters to be considered.

B. FINANCIAL REGULATIONS

Financial Regulations were revised and adopted in April 2018 and are due for revision in April 2020.

Standing Orders were revised and adopted in January 2019 in line with latest NALC model.

C. RISK MANAGEMENT

A recent burglary at Council's depot has resulted in the theft of most power tools. An insurance claim is pending. Enhanced security is being considered, and the opportunity has been taken to re-equip with all electric items.

Formal inspections of Cemetery sites and Allotment plots are recorded properly, however, although communal areas of allotments are now being inspected regularly, the recording thereof is by defect found, rather than indicating items checked and date of inspection. **A change to "positive" recording rather than just "negative" is required.**

Tree inspection procedures have been revised and are satisfactory.

The external Risk Assessment review has been carried out with overall satisfactory results.

The Council's comprehensive Annual Risk Management Review is to be considered by Council on 23rd January.

An annual review of adequacy of insurance cover under the Zurich 5year policy will be carried out in April.

A comprehensive record and diary system is in place to check Contractors' Public liability insurance cover.

A satisfactory Lone Working policy is in place, although occurrence of this is rare.

Staff are aware that new risk assessments will be required for all sites acquired under devolution arrangements, and that ROSPA training for some staff will be required for newly acquired playgrounds, as well as an annual professional risk assessment.

D. BUDGET & PRECEPT

A comprehensive Budget review and calculation process has been completed with a precept of £1,146,027 recommended to Council for agreement on 23rd January. This equates to a Band D figure of £66.09, an increase of 2.48%.

Use of Reserves, including Earmarked, has been fully considered, as have tariff levels for services supplied. Salary increases from 4/2020 have been taken into account, as have changes in Council Tax base and the cost of administering new sites acquired from WBC.

E. INCOME

Allotment rents have been reviewed for increase with effect from February 2021, with other tariffs to be reviewed in April 2020.

Income procedures handled at Reception are satisfactory.

Other matters to be considered.

F. PETTY CASH

To be considered.

G. PAYROLL –

Payroll is operated externally with appropriate control over input of salaries, extra hours worked, sick pay etc.

A random sample of one month's gross salary figures indicates that staff are paid at correct level for their agreed SCP. Increases and SCP adjustments as at 1 April 2019 have been implemented.

The wording in some older staff contracts may need revision to clarify expectation of within scale increments.

FTC:- This has now been completed. (17/01/2020)

H. ASSETS AND INVESTMENTS

To be considered.

I. BANK RECONCILIATIONS

To be considered.

J. ACCOUNTING STATEMENTS AND YEAR END ACCOUNTS

To be considered.

K. TRUSTEESHIP –

FTC is the Trustee of the Farnham School of Science and Art, known as The South Street Trust.

Separate accounts are maintained, and these are subject to independent examination. Accounts are properly lodged with the Charity Commission, although this year revised format accounts had to be submitted because an increase in income triggered a threshold reporting level.

Members of Council meet annually as Trustees to allocate grants from the income derived from Trust assets. Separate Minutes of meetings are maintained.

OTHER ITEMS

Website Accessibility regulations – an initial accessibility check has been carried out with the website developer, with some aspects fixed, others unable to be fixed.

An Accessibility Statement, as required, is in course of preparation.
Some simplification of steps needed to access, for example, Minutes of meetings could be helpful.

Other matters to be considered.

Paul Hartley
Internal Auditor
21st January 2020

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FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 3rd February, 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
Councillor John Neale

Officers: Jenny de Quervain

1. Apologies for Absence

None were received.

2. Disclosure of Interests

None were received.

3. Applications for larger/key developments considered

Farnham Moor Park

WA/2020/0008 Farnham Moor Park

Officer: Mr Chris Turner

Erection of a 60-bed care home (Use Class C2) with associated amenity space, parking, service area, and bin and cycle storage and associated landscaping following the demolition of existing dwelling, garage and outbuildings.

24 MOOR PARK LANE, FARNHAM GU9 9JB

Farnham Town Council strongly objects to the erection of a 60-bed care home following the demolition of the existing dwelling at 24 Moor Park Lane. The size and scale of the proposed building is unacceptable in this location, out of character

with the dwellings on the island site, contrary to Farnham Neighbourhood Plan Policy FNPI, the Farnham Design Statement and LPPI RE3 and C5. The access is not suitable for the increased traffic generated by the number of staff and visitors for a care home of this size. The air quality could have a negative impact on the health of future occupants with being located on a roundabout, the submitted report does not consider the general air quality of the area, only the potential dust and vehicle movements associated with proposed development.

WA/2019/2097 Farnham Moor Park

Officer: Ruth Dovey

Application under Regulation 3 for the permanent use of the Riverside 3 car park. This application is accompanied by an Environmental Statement.

RIVERSIDE 3 CAR PARK, MIKE HAWTHORN DRIVE FARNHAM

Farnham Town Council supports the provision of additional parking subject to the surface being permeable and adequate drainage with being in flood zone 3. The creation of a new vehicle and pedestrian access via the service road between the Riverside Business Park and Riverside Industrial Park would be desirable to avoid additional traffic through the residential area. Improved signage is required to promote the use of car parks on the edge of the town centre and offer better rates for people working in the town requiring long stay car parking.

Farnham Weybourne and Badshot Lea

WA/2019/1171 Farnham Weybourne and Badshot Lea

Approval of reserved matters: layout, scale, appearance and landscaping following outline permission granted under WA/2015/2283 for the erection of up to 105 dwellings (including 32 affordable) together with associated works (as amplified by drainage information received 08/08/2019 and 12/08/2019; as amended by plans and information received 20/09/2019 and 07/11/2019 and plans and information received 27/01/2020).

Land Centred Coordinates 485710 148770 On West Side Of Green Lane, Badshot Lea

Alterations to house type; Alterations to roof forms; Alterations to materials; Addition of chimneys to some plots; Alterations to form and design of garage and cycles stores; Alterations to location of affordable housing units; Additional ecology information; Additional visualisations, aerial plans, perspective plans and grain plans of proposal.

Farnham Town Council has received additional information regarding the availability of larger parking bays with 10 layby bays being provided on site suitable for disabled persons. Plans showing the route of the power lines clarify they do not run directly over the play area equipment. Warning signs must be erected in the play area to highlight the dangers of the overhead power lines including signage with words and pictures for no kite flying/drones, etc. This is an approved site for housing in the Farnham Neighbourhood Plan. Farnham Town Council welcomes the links to pedestrian routes beyond the development and contributions to cycle routes to improve the sustainability of the location.

WA/2020/0005 Farnham Weybourne and Badshot Lea

Officer: Daniel Holmes

Consultation under Regulation 3 for details of off-site highway works submitted pursuant to Condition 12 of planning permission Ref: WA/2018/0560 dated 23 August 2018.

FARNHAM HEATH END SCHOOL, HALE REEDS, FARNHAM GU9 9BN

Farnham Town Council has raised concerns over the lack of provision of pedestrian safety measures to include an additional crossing on the Weybourne Road near Bullers Road and speed reduction signage. Access to the school from the Weybourne Road needs to be reviewed further by Surrey Highways, vehicles

turning across the oncoming traffic creates gridlock from the traffic lights at the junction with Lower and Upper Weybourne Lane.

WA/2020/0007 Farnham Wrecclesham and Rowledge

Officer: Philippa Staddon

Application under Section 73 to vary Condition 23 of WA/2017/1778 to allow changes to landscaping strategy.

GARDEN STYLE NURSERY, WRECCLESHAM HILL, WRECCLESHAM

Farnham Town Council supports the varying of Condition 23. Healthy trees on the boundary should be retained and maintained to extend their life and associated amenity.

4. Applications Considered

Farnham Bourne

Allowed 24/01/2020

NMA/2020/0004 Farnham Bourne

Officer: Joanna Patrick

Amendment to WA/2019/0387 for addition of a window.

25 GONG HILL DRIVE, LOWER BOURNE GU10 3HQ

No comments required.

TM/2020/0008 Farnham Bourne

Officer: Steve Tester

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT TO TREE PRESERVATION ORDER 09/09

7 KILN LANE, FARNHAM GU10 3LR

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

Invalid 30/01/20

WA/2020/0025 Farnham Bourne

Officer: Carl Housden

Erection of extensions and alterations with associated works.

3 ELDON DRIVE, LOWER BOURNE GU10 3JE

Farnham Firgrove

WA/2019/2106 Farnham Firgrove

Officer: Philippa Staddon

Erection of extensions and alterations with associated works.

4 GROVE END ROAD, FARNHAM GU9 8RD

Farnham Town Council objects to the use of frosted glazing in rooms which are not bathrooms. If there is a need for frosted glazing, this would imply a negative impact on the neighbour's amenity. Farnham Town Council has no objections to the extensions subject to them being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

WA/2019/2121 Farnham Firgrove

Officer: Giles Maltby

Erection of extensions following demolition of garage.

3 BROOMLEAF CORNER, FARNHAM GU9 8BG

Farnham Town Council has no objections subject to the extensions being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity. Sufficient parking must be available within the boundary of the property with the loss of the garage. Space must be available on-site for construction vehicles and materials.

WA/2020/0015 Farnham Firgrove

Officer: Giles Maltby

Erection of extensions and alterations.

106 WEYDON HILL ROAD, FARNHAM GU9 8NZ

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 LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbour's amenity. Space must be available on-site for construction vehicles and materials.

Farnham Moor Park**WA/2019/1835 Farnham Moor Park**

Details of Five Year Aftercare Strategy pursuant to Condition 32 of planning permission ref: WA/2018/0016 dated 6 November 2018. SUEZ

RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, RUNFOLD, FARNHAM GU10 1PB

Farnham Town Council defers to the Runfold Quarry Liaison Group.

WA/2020/0028 Farnham Moor Park

Officer: Daniel Holmes

Consultation on a County Matter; Non-material amendment to planning permission ref:

WA11/0779 dated 27 February 2012 adding a Condition requiring the removal of redundant infrastructure associated with the gas and leachate control systems.

RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, RUNFOLD – SUEZ

Farnham Town Council defers to the Runfold Quarry Liaison Group.

WA/2019/2100 Farnham Moor Park

Officer: Giles Maltby

Erection of extensions and alterations following demolition of existing conservatory.

FIELD HOUSE, 46 COMPTON WAY, FARNHAM GU10 1QU

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 LPP1 Policy CCI and CC2. Space must be available on-site for construction vehicles and materials.

Farnham Weybourne and Badshot Lea**WA/2019/2098 Farnham Weybourne and Badshot Lea**

Officer: Carl Housden

Erection of extensions and alterations.

43 BADSHOT PARK, BADSHOT LEA GU9 9JU

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 LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbour's amenity. Space must be available on-site for construction vehicles and materials.

WA/2019/2130 Farnham Weybourne and Badshot Lea

Officer: Philippa Staddon

Erection of a retail unit with associated illuminated and non illuminated adverts.

SAINSBURYS, WATER LANE, FARNHAM GU9 9NJ

Farnham Town Council has no objections to the retail unit for a Barbers at Water Lane Sainsburys. Farnham Town Council objects to internally illuminated signs however, in this location, find them acceptable.

WA/2019/2131 Farnham Weybourne and Badshot Lea

Officer: Philippa Staddon

Display of illuminated and non illuminated signs.

SAINSBURYS, WATER LANE, FARNHAM GU9 9NJ

Farnham Town Council objects to internally illuminated signs however, in this location, find them acceptable.

Farnham Wrecclesham and Rowledge

WA/2019/2135 Farnham Wrecclesham and Rowledge

Officer: Giles Maltby

Erection of an extension and alterations following demolition of existing conservatory.

BOURNE MEAD, ECHO BARN LANE, WRECCLESHAM GU10 4NW

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 LPP1 Policy CCI and CC2. Space must be available on-site for construction vehicles and materials.

TM/2020/0014 Farnham Wrecclesham and Rowledge

Officer: Mr A Clout

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 47/99

MEADOW WAY AND MAYFIELD FARNHAM GU10 4DY

Farnham Town Council leaves to the Arboricultural Officer.

5. Date of next meeting

17th February 2020.

The meeting ended at 12.00

Notes written by Jenny de Quervain

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FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 17th February, 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 John Neale

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillor Martin.

2. Disclosure of Interests

None were received.

3. Applications for larger/key developments

Larger/Key Applications Considered

Farnham Castle

Defer – Question of parking provision raised with officer.

WA/2019/2141 Farnham Castle

Officers: Daniel Holmes

Change of use from guest house and retail unit (Use Classes C1 & A1) to house in multiple occupation (HMO) for student accommodation (Use Class C4); alterations to elevations.
THE MEADS GUEST HOUSE, 48 WEST STREET, FARNHAM GU9 7DX

Farnham Firgrove

WA/2019/2142 Farnham Firgrove

Officers: Mr Chris Turner

Certificate of Lawfulness under Section 191 to establish application WA/2019/0094 has been lawfully implemented.

LAND AT FARNHAM COLLEGE, MORLEY ROAD, FARNHAM GU9 8LU

Farnham Town Council supports the previously allocated development site which was granted permission for the erection of 14 dwellings on 17 November 2016.

Farnham Moor Park

WA/2020/0105 Farnham Moor Park

Officer: Patrick Arthurs

Application under Section 73 to vary Condition 1 of WA/2018/0458 (approved plan numbers) to allow alterations to basement layout.

THE WOOLMEAD, EAST STREET, FARNHAM

Farnham Town Council objects to the application to vary Condition 1 and does not accept a reduction in parking on this site. This is contrary to Waverley Borough Council's parking guidelines for residential development and Farnham Neighbourhood Plan policies FNP1, FNP22 and FNP30. Sufficient residents' parking for the dwellings has to be part of the development, Farnham does not have any additional capacity for on-street parking in zone A.

Councillors Hesse and Neale abstained from the vote.

Farnham Wrecclesham and Rowledge

WA/2020/0087 Farnham Wrecclesham and Rowledge

Officer: Carl Housden

Application under Section 73 to vary Condition 15 of WA/2017/2071 (approved plan numbers) to allow re-siting of the 3 units and changes to size, layout and design of units 1 & 3. Variation of Conditions 2, 3, 6, 7, 12, 13 & 14 of WA/2017/2071

TALL TIMBERS BOARDING KENNELS, 32 GARDENERS HILL ROAD, LOWER BOURNE GU10 3HZ

Farnham Town Council has serious concerns about the significant increase from 424m² to 610m² for units 1 and 3.

4. Applications Considered

Farnham Bourne

WA/2020/0077 Farnham Bourne

Officers: Ed Hill

Erection of extensions and dormer windows.

1 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Farnham Town Council has no objections subject to the extensions being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, Residential Extensions SPD, in particular dormer windows, and LPP1 Policy CC1 and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

WA/2020/0109 Farnham Bourne

Officers: Ed Hill

Erection of an extension.

35 DENE LANE, LOWER BOURNE GU10 3RH

Farnham Town Council has no objections subject to the extension being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPP1 Policy CCI and CC2 and materials be in keeping with existing. Space must be available on-site for construction vehicles and materials.

DW/2020/0004 Farnham Bourne

Officers: Philippa Staddon

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5m, for which the height would be 3.6m, and for which the height of the eaves would be 2.6m.

WEDGE WOOD, 3 MANOR GARDENS, LOWER BOURNE GU10 3QB

Farnham Town Council has no objections to the extension being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPP1 Policy CCI and CC2. Space must be available on-site for construction vehicles and materials.

NMA/2020/0009 Farnham Bourne

Officers: Joanna Patrick

Amendment to WA/2017/1953 for alterations to position of dwelling.

73 FRENHAM ROAD, FARNHAM GU10 3HL

Farnham Town Council has no objections.

TM/2020/0020 Farnham Bourne

Officers: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 28/03

12 ANNANDALE DRIVE FARNHAM GU10 3JD

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

TM/2020/0024 Farnham Bourne

Officers: Mr A Clout

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 15/15

UPLANDS, GOLD HILL FARNHAM GU10 3JH

Farnham Town Council leaves to the Arboricultural Officers.

Farnham Castle

WA/2020/0060 Farnham Castle

Officers: Carl Housden

Erection of extensions and alterations together with alteration to vehicular access and associated works.

4 WEST END GROVE, FARNHAM GU9 7EG

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 LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

WA/2020/0064 Farnham Castle

Officers: Ruth Dovey

Display of illuminated and non illuminated signs.

30 LION AND LAMB YARD, FARNHAM GU9 7LL

Farnham Town Council has no objections to non illuminated and externally illuminated signs subject to being confirmed compliant with the Shopfront Design Guide SPD.

WA/2020/0062 Farnham Castle

Officers: Carl Housden

Application under Section 73A to vary Condition 1 of WA/2019/0616 (approved plan numbers) to allow alteration to utility room roof and gutter.

32 CRONDALL LANE, FARNHAM GU9 7BQ

Farnham Town Council has no objections subject to the alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

CA/2020/0014 Farnham Castle

Officers: Mr A Clout

FARNHAM CONSERVATION AREA

REMOVAL OF TREE

38 39 THE BOROUGH FARNHAM GU9 7NP

Farnham Town Council leaves to the Arboricultural Officers but asks if this is an appropriate location for a replacement tree?

CA/2020/0015 Farnham Castle

Officers: Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO AND REMOVAL OF TREES

4 BISHOPS MEAD FARNHAM GU9 7DU

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity but objects to the removal of trees, especially in the Conversation Area covered by Policy FNP2. If removal is necessary, an appropriate replacement is required.

Councillor Beaman left the meeting at 11.15am

Farnham Hale and Heath End

WA/2020/0053 Farnham Hale and Heath End

Officer: Carl Housden

Erection of extensions and alterations.

2 CHARLOTTE CLOSE, FARNHAM GU9 0LF

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 LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

Farnham Moor Park

WA/2019/2145 Farnham Moor Park

Officer: Mr Chris Turner

Certificate of Lawfulness under Section 191 for existing extensions including a link structure between the cottage and garage, a basement beneath the garage, habitable accommodation in the roof space above the garage and a sunken garden terrace which have

QUERNSMUIR COTTAGE, 19 SANDS ROAD, SANDS GU10 1PX

Farnham Town Council has no objections subject to the alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2.

Referred by to officer for confirmation of materials to meet LPPI CCI and CC2

WA/2019/2147 Farnham Moor Park

Officer: Philippa Staddon

Erection of extension and alterations to existing garage to provide unit capable of independent occupation.

WINTON, OLD COMPTON LANE, FARNHAM GU9 8EG

WA/2020/0056 Farnham Moor Park

Officer: Philippa Staddon

Erection of an extension and alterations.

FOUR SEASONS, UPLANDS ROAD, FARNHAM GU9 8BP

Farnham Town Council objects to the extension and alterations having an excessive negative impact on the neighbours' amenity, not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD.

DW/2020/0005 Farnham Shortheath and Boundstone

Officer: Daniel Holmes

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4m, for which the height would be 2.8m, and for which the height of the eaves would be 2.4m.

GODOLPHIN, 15 BEACON CLOSE, WRECCLESHAM GU10 4PA

Farnham Town Council has no objections subject to the extension being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2 and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

TM/2020/0019 Farnham Moor Park

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 24/06
ROWAN HOUSE, THE CLOSE, FARNHAM GU9 8DR

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. The London Plane should be symmetrical in its reduction.

Farnham Shortheath and Boundstone

TM/2020/0022 Farnham Shortheath and Boundstone

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 07/99
8 BURNT HILL ROAD FARNHAM GU10 4RZ

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

Farnham Weybourne and Badshot Lea

WA/2019/2140 Farnham Weybourne and Badshot Lea

Officer: Carl Housden

Erection of a ground floor extension and alterations.

38 WOODBOURNE, FARNHAM GU9 9EE

Farnham Town Council has no objections subject to the extension and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPP1 Policy CCI and CC2. Space must be available on-site for construction vehicles and materials.

WA/2020/0057 Farnham Weybourne and Badshot Lea

Officer: Giles Maltby

Erection of extension and alterations.

4 PARKLAND GROVE, FARNHAM GU9 9HA

Farnham Town Council has no objections subject to the extension and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPP1 Policy CCI and CC2. Space must be available on-site for construction vehicles and materials.

WA/2020/0069 Farnham Weybourne and Badshot Lea

Officer: Giles Maltby

Erection of extensions and alterations.

55 WENTWORTH CLOSE FARNHAM GU9 9HJ

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 LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

WA/2020/0093 Farnham Weybourne and Badshot Lea

Officer: Ruth Dovey

Erection of a balustrade at first floor level.

FLAT 1, 55 – 61 BADSHOT LEA ROAD, BADSHOT LEA GU9 9LP

Farnham Town Council has no objections subject to the roof, being used as a patio, has been approved through a planning application. The neighbouring and adjacent gardens/courtyards will be overlooked.

5. Appeals

Appeal Reference: APP/R3650/W/19/3243387

WA/2018/2255 Land Centred Coordinates 485728 146552 North East of Old Compton Lane, Farnham

Farnham Town Council previously objected to development at this location.

Farnham Town Council maintains its objections to development North East of Old Compton Lane accessed from the narrow Old Compton Lane, the proposed density is not in keeping with the area and compliant with the Farnham Design Statement or Farnham Neighbourhood Plan Policy FNPI.

6. Licensing Applications

Licensing applications considered:

Minor variation

Co-Op, Unit 1, Grovbell Industrial Estate, Wrecclesham Road, Farnham, GU10 4PL

This application is for changes to the self-service tills only. No other changes are requested to the licensable activities.

Farnham Town Council has no objections.

New

Farnham Castle, Castle Street, Farnham, GU9 0AG

Compass Group UK & Ireland Ltd

To prevent nuisance, Live Music and Recorded Music to be limited to indoors only after 23.00.

Farnham Town Council has received complaints regarding the use of fireworks at Farnham Castle, although not part of this application, it is requested that permission not be granted for fireworks being use due to the risk of fire of the Listed Ancient Monument and the nuisance caused by the noise of the fireworks.

7. Date of next meeting

2nd March 2020.

The meeting ended at 12.04 pm

Notes written by Jenny de Quervain

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FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 2nd March, 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 Roger Blishen
Councillor Alan Earwaker
Councillor John "Scotty" Fraser
Councillor George Hesse
Councillor Michaela Martin
Councillor John Neale

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Beaman, Earwaker and Gray.

2. Disclosure of Interests

None were received.

3. Applications for larger/keys developments

Applications for Larger/Key Developments Considered

Farnham Bourne

SO/2020/0003 Farnham Bourne

Officer: Mr Chris Turner

Request for Screening Opinion for change of use from forestry to mixed forestry and filming.
LAND AT BOURNE WOOD, TILFORD ROAD, FARNHAM

Farnham Town Council questions the change of use from forestry to mixed forestry and filming and would like to see the Screening of Opinion. Detailed concerns have

been raised by The Bourne Residents Association and included in Farnham Town Council's comments, see below:

Tony Patterson on behalf of The Bourne Residents' Association (TBRA)

TBRA was closely involved in the debates around the original planning application by the Forestry Commission (FC), now Forestry England, in 2013/14. Although TBRA members had varying views about the use of public land for filming use, TBRA decided that it did not (and does not) oppose in principle the use of BW as a filming location. We did however believe that there were a number of legal, environmental and social conditions that should be applied to such use, and we were fully supportive of Waverley Borough Council (WBC) when they insisted on the conditions to the 2014 planning permission.

The use of BW for filming has been relatively infrequent over the last 5 years, and from feedback from FC, it is apparent that they believe that some of the conditions set by WBC have proved onerous and an obstruction to film usage particularly for smaller projects who may only want to use the woods for periods from a few hours to a week.

The planning permission for BW lapsed earlier this year, and we have been advised that FC are proposing to put forward a brand new planning application rather than request extension of the current permission. We are concerned that FC will put forward an argument to considerably loosen the controls around film use of BW to the detriment of the local community and we wish to make some comments, even at this early stage, to ensure our community is heard and listened to before and during the planning process.

We are convinced that the future use of BW for filming should, at a minimum, respect the following conditions.

The most important conditions are those that refer to time – whether that is the daily restriction on working hours, the restriction on night time filming, the annual 6 month limit on film use, or the 5 year limit placed on the validity of the planning permission. Such a potentially damaging use of a key part of the local social infrastructure must be controlled and reviewed regularly by the responsible Authority. The previously applied timings are acceptable to us, although some of the contradictions in the 2014 conditions should be cleared up.

There should be no long term damage to the environment of BW. There is some evidence that the woods have been impacted by film use over the last 20 years – increased width of paths used by vehicles, increased areas of 'hard standing', and some changes to the type of plants in the bowl area may be examples of this.

Access to the woods should be impacted as little as possible for those local residents who use the woods for exercise or fresh air. There have been instances in the last 5 years where Public Footpaths and bridle paths have been obstructed by filming equipment, and the signposting of alternate routes for walkers has been very limited.

For neighbours, the main issues are noise, light and traffic. With the limited use of the woods in the last five years, these impacts have not been great, but helicopter use, lorry traffic, explosions and night filming have caused some concerns. In the future, the use of drones for filming, which was not foreseen in the 2014 conditions, may or may not improve the first of these.

There are two other matters we would like to suggest are covered in any planning permission.

Firstly, that Forestry England should be required to recognise that they are fully responsible for ensuring that any conditions that are put in place by WBC are followed. It is just not enough

that the film companies are required by contract to do so. FC should put in place a management process to ensure they measure and ensure compliance by the film companies. Too often it has been suggested or stated to us that the film company is responsible, and that FC can or will do nothing.

Secondly, FC are keen to claim significant benefits to the local economy. We have been unable to identify any significant benefits to local businesses – one of the pluses for BW is that it is in easy commuting range of London and the major studios around the capital. Hence, catering provision for instance is always imported and not bought locally, and no significant use of local hotels has been identified. We believe that there should be some local benefits to balance the loss of amenity, and additional Section 106 or Community Infrastructure Levy agreements and payments would be appropriate.

We do recognise the onerous nature of some of the 2014 conditions in an industry that works on short lead times, and we believe that changes could be made to those, particularly for smaller and less intrusive film projects.

We hope that the above initial suggestions will be seen in a favourable and positive light during the preplanning discussions between WBC and FC, and may result in fewer disagreements and arguments when the planning application is filed in a month or two's time.

We will continue to communicate with both the FC and our Councillors to ensure the views of our members are understood and taken into account as the planning process moves forward. We will also ensure we are represented and speak at any public meetings.

Farnham Castle

WA/2020/0116 Farnham Castle

Officer: Philippa Staddon

Erection of timber screening and associated works.

UNIVERSITY FOR THE CREATIVE ARTS, FALKNER ROAD, FARNHAM GU9 7DS

Farnham Town Council noted the limited description does not cover the extent of the application. Farnham Town Council supports the improvements in the Courtyard, especially accessibility for all students. The additional landscaping in the Courtyard, and at the adjacent new residential buildings, is sufficient to replace the large tree which had out grown the space, caused difficulties with surface roots and roots penetrating the sewage pipes.

WA/2020/0156 Farnham Castle

Officer: Mr Chris Turner

Application under Section 73 to vary Conditions 2 and 3 of WA/2017/0016 (conditions restrict use to 3 years) to allow temporary permission for an additional two years.

FARNHAM TOWN FOOTBALL CLUB, MEAD LANE, FARNHAM GU9 7DY

Farnham Town Council supports the temporary extension subject to a full application being submitted shortly to allow time for the planning process and should be on the basis that facilities will be accessible to the wider community.

WA/2020/0159 Farnham Castle

Officer: Mr Chris Turner

Continued use of an existing hard-standing parking area for a temporary period.

FARNHAM TOWN FOOTBALL CLUB, MEAD LANE, FARNHAM GU9 7DY

Farnham Town Council would like clarification on the subletting of the car parking as the football ground is subject to a lease from Waverley Borough Council.

Farnham Town Council has no objections to the temporary use of the area for

parking for a 2 year period but it must be condition to be returned to grass and with additional landscaping incorporated.

Farnham Weybourne and Badshot Lea

WA/2020/0187 Farnham Weybourne and Badshot Lea

Officer: Mr Chris Turner

Erection of a Multi Use Games Area (MUGA) with flood lighting.

FARNHAM HEATH END SCHOOL, HALE REEDS, FARNHAM GU9 9BN

Farnham Town Council supports the provision of the MUGA at Heath End School subject to the flood lighting hours being restricted to the agree times and the lighting being switched off when not in use to protect the neighbours amenity.

4. Applications Considered

Farnham Bourne

WA/2020/0115 Farnham Bourne

Officer: Carl Housden

Erection of extensions and alterations to dwelling; erection of a detached garage and studio following demolition of existing outbuilding.

BYCORNER, 4 LODGE HILL CLOSE LOWER BOURNE GU10 3PJ

Farnham Town Council objects to the size and scale of the extensions and alterations to the dwellinghouse being overdevelopment and not compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD. The garage with accommodation over adds to the overdevelopment of the site. The loss of trees is unacceptable in an area characterised by its trees.

WA/2020/0123 Farnham Bourne

Officer: Mr Chris Turner

Erection of extension to form habitable accommodation over garage and alterations to elevations.

62 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

Farnham Town Council objects to the size and scale of the proposed extensions and alterations being overdevelopment and not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD, the proposal is for accommodation on both the ground and first floor

WA/2020/0166 Farnham Bourne

Officer: Daniel Holmes

Erection of extension and alterations.

KINGSWOOD HOUSE, LODGE HILL ROAD, LOWER BOURNE GU10 3RD

Farnham Town Council has no objections subject to the extension and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPP1 Policy CCI and CC2. Space must be available on-site for construction vehicles and materials.

WA/2020/0199 Farnham Bourne

Officer: Ed Hill

Erection of extensions and amendments to elevation.

9 BOURNE FIRS, FARNHAM GU10 3QD

Farnham Town Council objects to the extensions and amendments to the elevations having a negative impact on the neighbours' amenity and not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD.

WA/2020/0215 Farnham Bourne

Officer: Philippa Staddon

Erection of a dwelling and associated works following partial relevant demolition of existing unlisted dwelling within a conservation area.

3 GREAT AUSTINS, FARNHAM GU9 8JG

Farnham Town Council objects to the inappropriate development and subdivision of plots not being compliant with the Great Austins Conservation Area covered by policy FNP5, the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI and Local Plan BE6.

Farnham Castle

WA/2020/0207 Farnham Castle

Officer: Daniel Holmes

Erection of extension.

20 BYWORTH ROAD, FARNHAM GU9 7BT

Farnham Town Council has no objections subject to the extension being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2 and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

Farnham Firgrove

WA/2020/0111 Farnham Firgrove

Officer: Carl Housden

Erection of extensions and alterations.

7 ARTHUR CLOSE, FARNHAM GU9 8PE

Farnham Town Council objects to the two storey extension and its negative impact on the neighbours' amenity not being compliant with Farnham Neighbourhood Plan Policy FNPI6 and Residential Extensions SPD.

WA/2020/0126 Farnham Firgrove

Officer: Philippa Staddon

Alterations to elevations.

GREENBANKS, 9 LONGLEY ROAD, FARNHAM GU9 8LZ

Farnham Town Council has no objections subject to the alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2. Space must be available on-site for construction vehicles and materials.

WA/2020/0163 Farnham Firgrove

Officer: Giles Maltby

Erection of a single storey extension.

127 WEYDON HILL ROAD, FARNHAM GU9 8NZ

Farnham Town Council has no objections subject to the extension being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2 and no

negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

WA/2020/0164 Farnham Firgrove

Officer: Giles Maltby

Erection of extension and alterations following demolition of existing extension.

63 BRIDGEFIELD, FARNHAM GU9 8AW

Farnham Town Council has no objections subject to the extension and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, Residential Extensions SPD and LPP1 Policy CCI and materials be in keeping with existing. Space must be available on-site for construction vehicles and materials.

WA/2020/0186 Farnham Firgrove

Officer: Carl Housden

Erection of extension and associated works following demolition of existing conservatory.

8, ST JOHNS ROAD FARNHAM GU9 8NT

Farnham Town Council has no objections subject to the extension and associated works being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, Residential Extensions SPD and LPP1 Policy CCI and CC2 and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

WA/2020/0189 Farnham Firgrove

Officer: Philippa Staddon

Erection of single storey extension.

68 TILFORD ROAD, FARNHAM GU9 8DW

Farnham Town Council has no objections subject to the extension being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, Residential Extensions SPD and LPP1 Policy CCI and CC2, no negative impact on the neighbours' amenity and materials be in keeping with existing. Space must be available on-site for construction vehicles and materials.

WA/2020/0191 Farnham Firgrove

Officer: Philippa Staddon

Certificate of Lawfulness under Section 192 for erection of dormers and roof lights.

68 TILFORD ROAD, FARNHAM GU9 8DW

Farnham Town Council objects to flat roof dormers not being compliant with the Residential Extensions SPD.

Councillor Neale left the meeting 11.00am

Farnham Hale and Heath End

WA/2020/0130 Farnham Hale and Heath End

Officer: Ed Hill

Erection of extensions following demolition of garage.

4 YOLLAND CLOSE, FARNHAM GU9 0PE

Farnham Town Council has no objections subject to the extensions being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, Residential Extensions SPD and LPP1 Policy CCI and CC2, no negative impact on the neighbour's amenity and materials be in keeping with existing. Space must be available on-site for construction vehicles and materials.

WA/2020/0194 Farnham Hale and Heath End

Officer: Carl Housden
Erection of extensions.

THE RED HOUSE, 84 UPPER WEYBOURNE LANE, FARNHAM GU9 9DE

Farnham Town Council has no objections subject to the extensions being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2, no negative impact on the neighbour's amenity and materials be in keeping with existing. Space must be available on-site for construction vehicles and materials.

Farnham Moor Park

Withdrawn 20/02/20

WA/2020/0119 Farnham Moor Park

Officer: Giles Maltby

Certificate of Lawfulness under Section 192 for erection of dormers and roof lights.

37 ADAMS PARK ROAD, FARNHAM GU9 9QG

WA/2020/0132 Farnham Moor Park

Officer: Carl Housden

Erection of extensions; office conversion to home office; infill of courtyard.

MOOR PARK FARM, GUILDFORD ROAD, RUNFOLD GU10 INT

Farnham Town Council has no objections subject to the extensions being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2 and materials be in keeping with existing. Space must be available on-site for construction vehicles and materials.

WA/2020/0165 Farnham Moor Park

Officer: Ed Hill

Erection of single storey extensions to rear of property and single storey adjoining garage to the side elevation

20, UPPER SOUTH VIEW FARNHAM GU9 7JW

Farnham Town Council has no objections subject to the extensions and single garage being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2, no negative impact on the neighbours' amenity and materials be in keeping with existing. Space must be available on-site for construction vehicles and materials.

WA/2020/0212 Farnham Moor Park

Officer: Ruth Dovey

Erection of retaining walls and associated changes to land levels (revision of WA/2019/1909).

18 MOOR PARK LANE, FARNHAM GU9 9JB

Farnham Town Council objects to retrospective planning applications. Farnham Town Council objects to the extensive excavation at the site not being compliant with the Local Plan and Farnham Neighbourhood Plan Policy FNPI, development should respect the contours of a site. Question is raised as to the legal boundary of the property and the negative impact of the changes to it on the highway, bridleway and footpath.

DW/2020/0006 Farnham Moor Park

Officer: Daniel Holmes

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 3.4m, and for which the height of the eaves would be 2.5m.

25 GUILDFORD ROAD, FARNHAM GU9 9PU

Farnham Town Council objects to the size and scale of the extension on the mid terrace property and its negative impact on the neighbours' amenity not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD. Construction vehicles and materials could not be contained within the site due to there being no access to the rear of the property.

Farnham Shortheath and Boundstone

WA/2020/0114 Farnham Shortheath and Boundstone

Officer: Carl Housden

Application under Section 73 to vary Condition 1 of WA/2019/0482 (approved plan numbers) to allow resiting of the dwelling and alterations to design and layout.

4 BOURNE DENE, WRECCLESHAM GU10 4RF

Farnham Town Council has no objections subject to the alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2, no negative impact on the neighbours' amenity and materials be in keeping with existing. Space must be available on-site for construction vehicles and materials.

WA/2020/0120 Farnham Shortheath and Boundstone

Officer: Philippa Staddon

Erection of garage and ancillary room.

18B THORN ROAD, WRECCLESHAM GU10 4TU

Farnham Town Council has no objections subject to the garage being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2 and no negative impact on the neighbour's amenity. Space must be available on-site for construction vehicles and materials.

WA/2020/0129 Farnham Shortheath and Boundstone

Officer: Ed Hill

Erection of extensions.

ROWANS, SHORTHEATH ROAD, FARNHAM GU9 8SH

Farnham Town Council has no objections subject to the extensions being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2, no negative impact on the neighbours' amenity and materials be in keeping with existing. Space must be available on-site for construction vehicles and materials.

WA/2020/0209 Farnham Shortheath and Boundstone

Officer: Ed Hill

Alterations to existing driveway.

33 BURNT HILL ROAD, WRECCLESHAM GU10 4RU

Farnham Town Council has no objections to the alterations to the driveway.

WA/2020/0172 Farnham Shortheath and Boundstone

Officer: Daniel Holmes

Erection of extension and alterations.

32 UPPER BOURNE LANE, WRECCLESHAM GU10 4RG

Farnham Town Council has no objections subject to the extension and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPP1 Policy CCI and CC2, no negative impact on the neighbours' amenity and sufficient parking being available with the conversion of the garage. Space must be available on-site for construction vehicles and materials.

WA/2020/0203 Farnham Shortheath and Boundstone

Officer: Giles Maltby

Erection of extensions and alterations following demolition of existing conservatory together with erection of a detached garage.

31 GREENHILL WAY, FARNHAM GU9 8SZ

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 LPP1 Policy CCI and CC2 and no negative impact on the neighbour's amenity. Space must be available on-site for construction vehicles and materials.

Farnham Upper Hale

WA/2020/0168 Farnham Upper Hale

Officer: Olivia Gorham

Erection of a dwelling and detached garage following demolition of existing dwelling.

POTTINGER HOUSE, ODIHAM ROAD, FARNHAM GU10 5AD

Farnham Town Council objects to the amount of glazing in the south elevation of the replacement dwelling not being compliant with Farnham Neighbourhood Plan Policy FNPI and the excessive light pollution this would cause and Local Plan Part 1 Policy CCI and CC2.

WA/2020/0184 Farnham Upper Hale

Officer: Giles Maltby

Erection of extensions and alterations following demolition of existing outbuildings.

9, WINGS ROAD FARNHAM GU9 0HN

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 LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

WA/2020/0188 Farnham Upper Hale

Officer: Daniel Holmes

Erection of extensions and alterations and associated works together with erection of a detached garage.

13 FARNHAM PARK DRIVE, FARNHAM GU9 0HS

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 LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

WA/2020/0205 Farnham Upper Hale

Officer: Philippa Staddon

Application under Section 73A to vary Conditions 3 & 5 of WA/2012/1032 (material storage restrictions and approved plan numbers).

TECH RECYCLE HOUSE, ODIHAM ROAD, FARNHAM GU10 5AB

Farnham Town Council has no objections to the change of use from storage to light industry under Class B1c) subject to the amount of storage containers being limited on the site.

WA/2020/0208 Farnham Upper Hale

Officer: Ed Hill

Erection of detached triple bay garage.

3, WINGS ROAD FARNHAM GU9 0HN

Farnham Town Council has no objections to the triple bay garage subject to it being Conditioned ancillary to the dwelling 3 Wings Road.

TM/2020/0026 Farnham Upper Hale

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 02/09
5 DUKES CLOSE FARNHAM GU9 0DR

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

Farnham Weybourne and Badshot Lea

WA/2020/0175 Farnham Weybourne and Badshot Lea

Officer: Ed Hill

Erection of a single storey extension and alterations.

37 BADSHOT PARK, BADSHOT LEA GU9 9JU

Farnham Town Council has no objections subject to the extension and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPP1 Policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity. Space must be available on-site for construction vehicles and materials.

Farnham Wrecclesham and Rowledge

WA/2020/0110 Farnham Wrecclesham and Rowledge

Officer: Olivia Gorham

Certificate of Lawfulness under Section 191 for use as a dwelling for a period in excess of 4 years.

TALL TIMBERS, 32 GARDENERS HILL ROAD, LOWER BOURNE GU10 3HZ

Farnham Town Council accepts the application if deemed lawful.

WA/2020/0112 Farnham Wrecclesham and Rowledge

Officer: Philippa Staddon

Construction of a swimming pool and associated works together with installation of air source heat pumps and enclosures.

HILLSIDE, SUMMERFIELD LANE, FRENHAM GU10 3AN

Farnham Town Council has no objections.

WA/2020/0201 Farnham Wrecclesham and Rowledge

Officer: Giles Maltby

Proposed first floor extension.

ECHO BARN COTTAGE, ECHO BARN LANE, WRECCLESHAM GU10 4NW
Farnham Town Council has no objections subject to the extension being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, Residential Extensions SPD and LPPI Policy CCI and CC2 and materials be in keeping with existing. Space must be available on-site for construction vehicles and materials.

WA/2020/0221 Farnham Wrecclesham and Rowledge

Officer: Carl Housden

Erection of a dwelling following demolition of garage.

LAND REAR OF 15 WRECCLESHAM ROAD, WRECCLESHAM GU9 8TY

Farnham Town Council finds this application misleading, the new dwelling will be on The Hatches, a single unmade lane with limited access. Farnham Town Council has no objections to the new dwelling subject to it being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and LPPI Policy CCI and CC2. Space must be available on-site for construction vehicles and materials given its location on The Hatches.

5. Date of next meeting

16th March 2020.

The meeting ended at 11.50 am

Notes written by Jenny de Quervain

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FARNHAM TOWN COUNCIL

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Report
Council

Date: 12th March 2020

Pensions issues

1) Pensions Triennial Actuarial Review 2019 Outcome

The Strategy & Finance Working group considered the outcome of the Pensions Triennial Review and matters arising.

One of the benefits of the National Joint Conditions of Service contracts for FTC employees (along with most of the local councils sector) is membership of the Local Government pensions Scheme. This is a contributory scheme with employees paying between 5.5% and 12.5% depending on earning, and employers paying an agreed amount which is reviewed regularly.

Every three years, the Surrey Pensions fund is revalued, with the last such revaluation being in 2019. The revaluation takes into account the state of the investments, profile of scheme members, including the size of the pension pot, risk, life expectancy, employer history etc.

Farnham Town Council made an additional payment into the fund in 2018 to protect its position at revaluation. The 2019 review has identified that the Farnham contribution rate would increase from 14.2% to 18.7% assuming the Council joined a new pooling arrangement with other Town and parish Councils in Surrey.

As part of its new funding strategy the Surrey Pensions Fund is proposing to pool the Town and Parish Council sector to smooth the risks to the sector. This would be moving away from individual pots introduced several years ago as part of a different strategy (although prior to that all employers in Surrey were pooled into a single pool but some employers (eg school academies carried much higher risks and as such are paying employer contribution rate exceeding 30%).

As the increase in contribution rate for FTC following the Triennial Review seemed surprising, the Town Clerk asked for more detail (the Triennial Review information provided was less detailed than in previous valuations) and asked what the financial impact was if FTC decided to maintain the status quo and declined to be part of the pool. Further detail of the benefits and disbenefits of pooling are in the attached extracted Appendix H from the SCC Pensions Strategy Statement.

Although the detailed figures have yet to be supplied by the actuary, the FTC Employer contribution rate would be maintained at 14.2% if outside the pool.

To put this in context, the difference based on a salary bill of £400,000 would be an increase of contributions from £56,800 to £74,800, a potential additional £54,000 over the period of the coming triennial review.

Some elements would remain pooled whether the Town Council were in or out the pool (for example the ill-health retirement impact which would be significant for any employer).

Recommendation

Subject to any contrary information being provided prior to Council, the Strategy & Finance Working Group recommends to Council that Farnham maintains the status quo and does not join the proposed pooled arrangement at this stage.

2) Pensions Discretions Policy.

Each employer in the Local Government Pensions Scheme must have a discretions policy which is reviewed from time to time. The Surrey Pensions Scheme guidance on this is attached at Annex 1 and the proposed updated Discretions Policy is attached at Annex 2.

This is similar to the discretions policy adopted by Waverley Borough Council and Godalming and Haslemere Town Councils, and is essentially saying that discretions available will not be used unless in exceptional circumstances as determined by Full Council

Recommendation:

The Strategy & Finance Working Group recommends to Council that the Discretions Policy at Annex 2 be adopted.

Extract from SCC Funding Strategy Statement

Appendix H – Town and Parish Council Pool

This document provides details of the Surrey Pension Fund (“the Fund”) Town and Parish Council (“Councils”) pooling arrangement.

The policy is effective from 1 April 2019 and will be reviewed and revised as necessary at each formal valuation of the Fund.

Background

The Fund has set up a Town and Parish Council pool which all Town and Parish Councils will be entered in to. The pool is intended to benefit the Councils through the pooling of risks and stabilising of contribution rates. This policy sets out the approach that will be taken as well as the benefits of this pool to the Town and Parish Councils in the Fund.

Description

The purpose of the Town and Parish Council Pool is to stabilise the pension funding requirements of the Councils who most often only have one or two participating member. By joining the pool, the Councils benefit from:

- ☐ One common contribution rate payable by all employers in the pool. This should help maintain stability in the contributions between formal valuations;
- ☐ Their cessation debt, which is triggered when the last active member leaves, will be calculated on an ongoing basis;

Participating employers

All Town and Parish Councils in the Fund will be automatically included in the pool unless they formally opt out in writing.

Benefits/drawbacks of pooling

Employers should be aware that this is a full risks pooling arrangement and as such carries both benefits and drawbacks for each participating Council.

Benefits

The main benefit of pooling is that it reduces the volatility of contribution rates arising because of experience. For example:

- ☐ Mortality risks; pooling gives the Town and Parish Councils some protection against the higher cost of paying benefits to one or two individuals who enjoy a much longer than expected retirement. Some employers may pay lower regular contributions by staying out of a pool (e.g. employers with young membership, better budgetary discipline and lower pay awards). If employers are small, however, they could still benefit from the protection the pool gives from uncertain and unpredictable events such as unusually long periods in retirement.

A further benefit will be that the cessation debt for employers participating in the pool is calculated on an ongoing basis rather than a more prudent cessation basis. This is possible due to the sharing of risks that the pool offers and the security that it offers the Fund.

Drawbacks and risks

It is worth remembering that some employers may be adversely affected by pooling and end up paying higher contributions than they would pay if they are out of the pool because they are subsidising other members of the pool. Specific examples of this include:

☐ Sharing the impact of pay awards. This can be a drawback for employers whose pay awards are lower than the average for the pool and who, in effect, subsidise employers whose pay awards are higher;

☐ Employers with younger members than other employers in the pool (since it is less expensive to fund for younger members).

Employers should be aware that the balance may, however, swing in their favour at future valuations if their own experience over that time is poor. For example, at the actuarial valuation, an employer may find that its own individual experience would suggest a specific contribution rate. The contributions are, however, set lower than this theoretical rate because the employer benefits from the pooled rate. The average experience of all the employers in the pool has kept this employer's rate down. The other employers in the pool are therefore subsidising the employers with poorer experience. Given that pooling is a way of averaging experience, there will always be winners and losers in a pooling arrangement.

Membership of a pool results in loss of control for individual employers. An employer with an individual contribution rate has more control over its pension contributions and can reduce them by, for example, exercising discipline in pay awards.

**LOCAL GOVERNMENT PENSION SCHEME
PAYMENT OF DISCRETIONARY COMPENSATION TO EMPLOYEES
POLICY ON EXERCISE OF EMPLOYER DISCRETIONS
Adopted March 2020**

Farnham Town Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme (“the LGPS”).

Farnham Town Council is also under a duty to formulate, publish and keep under review the policy that Farnham Town Council applies in exercising discretionary powers under Regulations relating to the payment of compensation to employees whose employment is terminated as a result of redundancy or certain other reasons.

This document is intended to comply with these duties and, in the following table, sets out the discretionary powers concerned, identifies the relevant Regulation that gives Farnham Town Council the discretion and describes how the discretion will be exercised.

The policy set out in this document will not be departed from except as provided for in the policy or following a variation to the policy approved by Farnham Town Council.

This statement is not a definitive statement of the law and is subject to the provisions of the relevant Regulations.

The Regulations that apply to the LGPS are:

- The Local Government Pension Scheme Regulations 2013 (these are referred to as the “Pensions Regulations”);
- The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (referred to as the “Transitional Regulations”);
- The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 applied to the LGPS before 1 April 2014, are preserved in part on a transitional basis by the Transitional Regulations and are referred to as the “Benefits Regulations”

The Regulations which apply to the payment of compensation to employees whose employment is terminated as a result of redundancy, other specified reasons or injury are:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (referred to as the “Compensation Regulations”).
- The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 (referred to as the “Injury Regulations”).

In the table below:

- (1) “The Scheme” or “the Pension Scheme” means the LGPS and “the Fund” or “the Pension Fund” means the fund maintained under the LGPS;
- (2) “Member” means a member of the LGPS;
- (3) “Active member” means a member in employment and paying, or treated as paying, contributions to the LGPS, or absent from employment for a reason mentioned in Regulation 11 of the Pensions Regulations.
- (4) References to a member with transitional protection are those who can count membership accrued before 1 October 2006 and who have statutory transitional protection under the Transitional Regulations, wholly or partly, from changes that would otherwise be made to their pension entitlements and/or from actuarial reductions that would otherwise be applied to their pension benefits as a result of the coming into force of the Pensions Regulations on 1 April 2014.
- (5) References to a member meeting “the 85 year rule” are those a members whose age in whole years when added to the member’s total membership in whole years is 85 years or more.

The power to exercise and to take any decision in relation to the each of the discretions is delegated to Farnham Town Council.

This statement was approved by Farnham Town Council and is intended to comply with Farnham Town Council’s duties under Regulation 60 of the Pensions Regulations, Regulation 7 of the Compensation Regulations and Regulation 14 of the Injury Regulations.

No.	Area	Regulation	Discretion	Policy Summary	Explanation
1	Whether to vary an employee's contribution band	Regulations 9 and 10 Pensions Regulations	Members must pay pension contributions at the appropriate rate set on 1st April or the first day of active membership, if later. The employer may vary the contribution rate if there is a change in employment or a material change that affects the member's pensionable pay.	Farnham Town Council may vary the employee's contribution rate if there is a material change and each case will be considered on its merits.	Contribution bands are set on 1st April but the employer may change them if a member changes jobs or has a material pay increase / decrease.
2	Whether to increase assumed pensionable pay in certain specific circumstances	Regulation 21(5), 21(5A) and 21(5B) Pension Regulations	If a member is absent as a result of illness, child related leave or reserve forces leave their pension benefits may be based on assumed pensionable pay (APP). If, in the employer's opinion, the member's APP is materially lower than their pay in the twelve months preceding the absence they can either include (1) a "regular" lump sum received during that period or (2) substitute a higher pensionable pay having regard for their earnings in that period.	Farnham Town Council may increase assumed pensionable pay and each case will be considered on its merits.	If a member's APP is lower than their regular pensionable pay the employer can either substitute a higher rate of pay, based on the pay they received in the year before the absence began, or, include regular lump sums received during that period.
3	Funding of Additional Pension Contributions	Regulations 16(2)(e) and 16(4)(d)	Whether to fund, in whole or in part, a shared cost additional pension contributions (SCAPC) on behalf of an active member by regular	Farnham Town Council will only contribute towards	The employing authority can choose to pay additional pension contributions

		Pensions Regulations,	contributions (Regulation 16(2)(e)) or by lump sum (Regulation 16(4)(d)). Note: The amount of additional pension that may be credited to an active member's pension accounts may not exceed the overall additional pension limit of £7,026.00 (6th April 2019 and uplifted annually).	APCs in exceptional circumstances.	on behalf of active employees.
4	Shared Cost Additional Voluntary Contributions (SCAVCs)	Regulation 17(1) and Schedule 1 (definition of SCAVC) Pension Regulations.	Whether to contribute towards a Shared Cost Additional Contribution arrangement. Pre-2014 SCAVCs also fall under Regulation 17 by virtue of Regulation 15(2A) Transitional Regulations.	Farnham Town Council will only contribute to SCAVCs in exceptional circumstances.	An employer can choose to contribute towards a SCAVC.
5	Whether to grant early payment of pension on compassionate grounds (pre-1st April 1998 leavers)	Regulation D11(2)(c) of 1995 Regulations	Whether to agree to early payment of pension benefits from age 50 on compassionate grounds. The employer should note that pension benefits paid before age 55 may attract an unauthorised payments surcharge and they may have to pay a strain cost because the	Farnham Town Council will only agree to early payment of pension in exceptional circumstances.	The employer may agree to payment from age 50, but they may incur an unauthorised payments surcharge and/or a capital cost.

			pension benefits cannot be reduced.		
6	Flexible Retirement	Regulation 30(6), Pensions Regulations Regulations 11(2) and (3) of Transitional Regulations	Whether to agree to an employee aged 55 or over reducing their hours of work or their grade so that they may receive all or some of their retirement pension while still employed. Whether, in addition to any pre-1st April 2008 pension benefits which the member must draw, to permit the member to draw; (a) all, part or none of benefits accrued between 1st April 2008 and 31st March 2014 and (b) all, part or none of the pension benefits built up after 31st March 2014	Farnham Town Council will only agree to flexible retirement in exceptional circumstances.	The employing authority can agree to an employee aged 55 or over drawing all or some of their pension and continuing to work in the same employment on reduced hours, pay or grade. The employer should note that granting consent would trigger the 85-year rule and may require a capital payment.
7	Switching-on the 85-year rule	Schedule 2 of Transitional Regulations	Whether to switch on the 85-year rule under Regulation 1(2) and 1(3) of Schedule 2 of the Transitional Regulations.	Farnham Town Council will only switch-on the 85-year rule in exceptional circumstances.	The employer can agree to switch on the 85-year rule, which may mitigate reductions that would, otherwise, apply but the employer may have to make a capital payment.

	Waiving of Actuarial Reduction to Pensions	<p>Regulation 30(8), Pensions Regulations</p> <p>Schedule 2 of Transitional Regulations</p>	<p>(Post 2014) Whether to agree to waive, in whole or in part, any actuarial reduction that would otherwise apply to the pension paid to a former employee aged 55 or over under 30(5) or 30(6) [flexible retirement] using regulation 30(8) of the Pension Regulations.</p> <p>(Pre-2014) Whether to waive actuarial reductions entirely under 30(5) or 30A(5) [deferred pensioner members] of the Benefits Regulations and Regulation 2(1), of Schedule 2 of the Transitional Regulations.</p>	Farnham Town Council will only waive actuarial reductions in exceptional circumstances.	<p>The employing authority can agree to waive reductions to the pension of a member aged 55 or over who has left employment or been granted flexible retirement.</p> <p>The employer may be required to make a capital payment if they do so.</p>
9	Award of Additional Pension	Regulation 31, Pensions Regulations	<p>To award additional pension at full cost to the employer:</p> <p>(1) an active member; or</p> <p>(2) a former active member who was dismissed by reason of redundancy, business efficiency or mutual consent on grounds of business efficiency.</p> <p>Note:</p>	Farnham Town Council will only award additional pension in exceptional circumstances.	<p>This means the employing authority has the power to award additional pension to an active member.</p> <p>The employer can also award additional pension to members who leave on the grounds of redundancy, business</p>

			<p>Any additional pension awarded (including any additional pension purchased by the employer or the member under Regulation 16 of the Pensions Regulations) may not exceed the overall additional pension limit of £7,026.00 (6th April 2019 and uplifted annually).</p> <p>Additionally, in the case of a member falling within (2) above, the resolution to award additional pension must be made within 6 months from the date on which the employment ended.</p>		<p>efficiency or mutual consent on grounds of business efficiency – up to six months after termination.</p> <p>The employer would be required to make a capital payment (in addition to the cost of purchase) if the member retired early on any grounds apart from permanent ill-health.</p>
10	Aggregation of Benefits: Concurrent Employments	Regulation 22 (7)(b), Pensions Regulations	Whether to allow an active member with concurrent employments, who ceases an employment with an entitlement to a deferred pension, more than 12 months to elect not to have their deferred pension aggregated with their active member's pension account.	Farnham Town Council will only extend the deadline in exceptional circumstances.	The employing authority can allow a member who leaves one of two (or more) employments - held at the same time - longer than 12 months to elect not to combine the deferred pension with the ongoing active pension.

	Aggregation of Benefits: Deferred Member becoming Active Member	Regulation 22 (8)(b), Pensions Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect not to have their deferred benefits aggregated with the benefits in their active member's pension account.	Farnham Town Council will only extend the deadline in exceptional circumstances.	<p>The benefits are usually aggregated (joined-up), unless the member elects to keep them separate.</p> <p>The employing authority can agree to a former member having longer than 12 months to choose not to combine their pensions.</p>
12	Aggregation of Benefits: Deferred Member becoming Active Member (pre-2014 membership)	Regulation 10(6)(b) Transitional Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect for their pre-2014 deferred benefits to be aggregated with their active member's pension account (but, technically, they would lose the final salary link if they have not made an election under 5(5) Transitional Regulations within twelve months of becoming an active member of 2013 scheme).	Farnham Town Council will only extend the deadline in exceptional circumstances.	<p>The pre-2014 preserved benefits will be kept separate unless the member makes a positive election to aggregate them.</p> <p>The employing authority can agree to a former member having longer than 12 months to choose to combine their pensions.</p>

13	Inward Transfer of Pension Rights	Regulation 100, Pensions Regulations	<p>Whether to allow an employee who has been an active member in their current employment for more than 12 months to ask for the transfer of certain accrued pension rights to be considered.</p> <p>Note: Regulation 100(6) of the Pensions Regulations requires that a request must be made within 12 months beginning with the date on which the member first became an active member in an employment or such longer period as the employer and the Administering Authority may allow. The discretion is, therefore, only exercisable if both the Employing Authority and the Administering Authority agree.</p>	Farnham Town Council will only extend the deadline in exceptional circumstances.	Members who have been in the pension scheme for more than twelve months can ask for a transfer-in to be considered - but it will only be investigated if both the employing authority and the administering authority agreed.
14	Redundancy Payments	Regulation 5, Compensation Regulations 2006	Whether to base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996 (£525.00 from 1st April 2019).	Farnham Town Council may pay statutory improved redundancy payments and each case will be considered on its merits.	The employer can base the calculation of a week's pay for redundancy on actual pay if it is higher than the statutory limit (currently £508 in April 2018).

	<p>Compensation for loss of Employment</p>	<p>Regulation 6, Compensation Regulations 2006</p>	<p>Whether to pay compensation to a person whose employment ceases</p> <ul style="list-style-type: none"> - by reason of redundancy; - in the interests of the efficient exercise of the employing authority's functions; or <p>in the case of a joint appointment, because the other holder of the appointment leaves</p> <p>Note: Compensation may not be paid under this Regulation if:</p> <ul style="list-style-type: none"> - a person's period of membership of the Pension Scheme has been increased under Regulation 12 of the Benefits Regulations 2007 (see above); or - a person has been awarded an additional pension under Regulation 13 of the Benefits Regulations 2007 see above). <p>In all cases the amount of compensation paid under this Regulation may not exceed 104 weeks' pay less any redundancy payment payable.</p>	<p>Farnham Town Council will only award compensation for loss of employment in exceptional circumstances.</p>	<p>The employing authority can make an award of up to 104 week's pay (less any redundancy payment payable).</p>
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			In all cases the decision to pay compensation under this Regulation must be made no later than 6 months after the date of termination of the person's employment.		
16	Injury Allowances	14(1) of the Compensation Regulations 2011	<p>Scheme employers (LGPS employers), apart from admission bodies, must formulate, publish and keep under review a policy on:</p> <ol style="list-style-type: none"> 1. whether to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they: <ul style="list-style-type: none"> ○ - suffer a reduction in remuneration, or ○ - cease to be employed as a result of an incapacity which is likely to be permanent and which 	Farnham Town Council will only pay injury allowances in exceptional circumstances.	An employing authority may award an injury allowance to employees who contract an injury or illness related to their employment.

			<p>was caused by the injury or disease, or</p> <ul style="list-style-type: none">○ - die leaving a surviving spouse, civil partner or dependant, and <p>2. if the Scheme employer has a policy to make such payments, how it will determine the amount of injury allowance to be paid?</p>		
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